



## **Application Form**

### **Section 29 Landlord and Tenant Act 1985**

Applications relating to the recognition of Tenants' Associations

**It is important that you read the notes below carefully before you complete this form.**

**Please write clearly in BLACK ink and tick boxes where appropriate.**

**This application form is also available in Welsh. Please contact the tribunal for a Welsh version of this form.**

This is the correct form to use if:

- the landlord has refused or withdrawn recognition of a Tenants' Association.
- you wish to renew your Certificate of Recognition

#### Documents

You must send the following document(s) ("required document(s)") with this application:

- a copy of the Association's Constitution (Rules)
- a complete schedule incorporating the information set out in Annex A
- copies of any relevant correspondence with the Landlord regarding recognition or withdrawal of recognition of the Association but **DO NOT INCLUDE** correspondence headed "without prejudice" or "in confidence".

Failure to send any required document(s) might make this application invalid.

Please do not send any other documents at this time. If and when further documents, information or evidence are needed, you will be asked to send them separately.

Please note that any documents sent to the Tribunal may be copied to the other interested parties.

**Please send the completed application form and the required documents to:**

**Residential Property Tribunal  
1<sup>st</sup> Floor, West Wing  
Southgate House  
Wood Street  
Cardiff  
CF10 1EW**

#### Note to Applicants

Applicants are advised that any information that they provide to the Tribunal may be recorded in a decision document. All decisions made by the Tribunal are open to the public.

The Residential Property Tribunal will not accept applications by Fax or Email.

Language Preference

The Residential Property Tribunal welcomes receiving correspondence in Welsh or English. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding. The tribunal also welcomes phone calls in Welsh or English.

You may submit forms, documents and make written representations to the tribunal in Welsh or English.

Please inform the tribunal of your language preference by completing box 3 below.

**1. NAME AND ADDRESS OF ASSOCIATION**

Name: \_\_\_\_\_  
 Address (including postcode): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. NAME AND ADDRESS OF SECRETARY**

Name: \_\_\_\_\_  
 Address (including postcode): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**3. LANGUAGE PREFERENCE**

**Please indicate your language preference:**

Written correspondence? Welsh / English (please delete as appropriate)

Verbal communication? Welsh / English (please delete as appropriate)

Do you wish to speak Welsh in any legal proceedings that may result from this application i.e. tribunal hearing or pre-trial review?

Yes / No (please delete as appropriate)

**4. NAME AND ADDRESS OF LANDLORD**

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

**5. TYPE OF APPLICATION**

Please state if the application is:

**Refusal of recognition** **Withdrawal of recognition** **Renewal of Certificate of Recognition** **Refusal of recognition**

Have you asked the landlord for written notice of recognition?

Yes  No 

If so, please ensure that you have included this notice in the required documents.

**Withdrawal of recognition**

Has the landlord given at least six months' notice to the Association?

Yes  No 

If so, please ensure that you have included this notice in the required documents.

**Renewal of Certificate of Recognition**

Please state the date of the previous certificate of recognition \_\_\_\_\_

Has there been any change in the constitution of rules of the Association since this date?

Yes  No

## 6. CAN WE DEAL WITH YOUR APPLICATION WITHOUT A HEARING?

It is possible for your application to be dealt with entirely on the basis of written representations (“paper determination”) but only if:

- the Tribunal thinks it is appropriate
- all parties agree.

Even if you agree to a paper determination

- the Tribunal may decide that an oral hearing is necessary
- you or any other party may still ask for an oral hearing at any time before the determination is made

Do you agree to this application being determined without an oral hearing. YES  NO

Please ensure that you complete this form in full on the assumption that there will be an oral hearing.

## 7. VENUE REQUIREMENTS

Please provide details of any special requirements you or anyone who will be coming with you may have (e.g. wheelchair access, presence of an interpreter). It will assist the Tribunal in making the arrangements if it has been made aware of your needs.

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## 8. STATEMENT OF TRUTH

**I believe that the facts stated in this application are true.**

Signed: \_\_\_\_\_

Name (IN CAPITALS): \_\_\_\_\_

Capacity (if appropriate) (e.g. Director, Company Secretary) \_\_\_\_\_

Date: \_\_\_\_\_

Checklist

Please check that:

- you have completed the form IN FULL.
- you have enclosed all the required documents.

The Tribunal will not process your application if you have not done so.

**Please contact the Residential Property Tribunal if you have any questions about how to fill in this form or the procedures the Tribunal will use:**

**Telephone: 0300 025 2777**

**Email: rpt@gov.wales**

Property by Block and (in chronological order)	Description (House/Flat/Commercial)	Name of Tenant	Address of Tenant	Correspondence Address (if different)	Member Yes/No