

Application for recognition of a Tenants' Association

Sections 29(5)(b) to (d) and (6) and 29A of the Landlord and Tenant Act 1985 as amended by section 130 Housing and Planning Act 2016, the Tenants' Associations (Provisions Relating to Recognition and Provision of Information) (England) Regulations 2018

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

This is the correct form to use if you want to apply to the Tribunal for a certificate of recognition for your association.

A fee is payable for this application (see section 13 for Help with Fees).

Please send your completed application form and fee (if applicable), together with a copy of any other documents specified below to the appropriate regional Tribunal office. (See Annex to this form for regional office details). If and when further evidence is needed you will be asked to send it separately. However, the Tribunal is required to send a copy of your application to the other party/parties so please provide sufficient copies for each party.

If you have any questions about how to fill in this form, or the procedures the Tribunal will use, please call the appropriate regional office.

If you are completing this form by hand please use BLOCK CAPITAL LETTERS.

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:

Representative name and address, and other contact details: Where details of a representative have been given, all correspondence and communications will be with them until the Tribunal is notified that they are no longer acting for you.

Name:

Reference no. (if any)

Address (including postcode):

Telephone:

Day:

Mobile:

Email
address:

Fax:

3. ADDRESS OF LANDLORD

Name:

Address (*including postcode*):

Reference no. (if any)

Address for correspondence (*if different from above*):

Telephone:

Day:

Evening:

Mobile:

Email
address:

Representative details

Before consideration is given to the granting of a certificate, your landlord will be asked whether they wish to make any observations regarding your application.

For this purpose, a copy of this application form, together with copies of the constitution, the list of members, and any supporting documents, will be sent to the landlord.

4. REQUEST TO LANDLORD FOR RECOGNITION

Has an application for recognition been made to the landlord in accordance with section 29 of the Landlord and Tenant Act 1985?

Yes No

If No, please give reasons why an application has not been made

If Yes, please complete the following

(a) Date of application:

AND

EITHER (b) date of landlord's notice recognising the association and reasons why the association also wishes for a certificate of recognition from the Tribunal

OR

(c) If Landlord has refused an application to grant recognition or has given notice withdrawing recognition, state reasons given and/or attach relevant documents

If the landlord has not responded, please state this but allow at least 4 weeks from the date of your application to him returning this form to the Tribunal. If you subsequently hear from your landlord, accepting or refusing your application to him, please let the Tribunal know.

Has the landlord responded?

Yes No

5. PREVIOUS RECOGNITION

Has the association previously been recognised by the Tribunal or a rent assessment panel member?

Yes No

If Yes, please give:

(a) The Tribunal or Panel's reference number

(b) Date of the certificate

(c) Has there been any change in the constitution or rules of the association or number of members since the date given at 5(b) above? If so please outline the changes in the box below

Yes No

6. THE PROPERTY CONCERNED

Does this application cover more than one block of flats?

Yes No

If **Yes**, please give,

(a) number of blocks involved:

(b) the names or the identity of the blocks

Is a separate charge payable for each block in respect of all or some of the services?

Yes No

7. ADDITIONAL INFORMATION

Please give

(a) Number of flats in the block(s)

(b) Number of flats for which variable service charges are payable

(c) Number of flats whose tenants or joint tenants are members of the association
(**Note:** 'tenants' include long leaseholders)

(d) Number of flats stated in 7(c) above for which variable service charges are payable

8. DOCUMENTS

Please send with this application: -

- a) A copy of the rules and the constitution of the association including details of tenants' association's rules regarding membership, decision making and voting.
- b) Details of the composition of the membership of the tenants' association;
- c) Details of the extent to which any fees or charges payable in connection with membership of the tenants' association and any exemptions from the payment of fees;
- d) The names, addresses and contact details of the chairperson, secretary or treasurer;
- e) The accounts for the tenant's association for the last financial year and, if available, for all previous financial years;
- f) Copies of the minutes of all of the tenant's association meetings for the current financial year and, if available, for all previous financial years;
- g) A list of members, **indicating flat numbers**, which is **signed and dated by all the members**;
- h) Confirmation from the Secretary that all the listed members have paid their subscriptions to date;
- i) Please use the box below to detail any additional information you wish to supply in support of your application

9. CAN WE DEAL WITH YOUR APPLICATION WITHOUT A HEARING?

If the Tribunal thinks it is appropriate, and all the parties and others notified of their right to attend a hearing consent, it is possible for your application to be dealt with entirely on the basis of written representations and documents and without the need for parties to attend and make oral representations. ('A paper determination').

Please let us know if you would be content with a paper determination if the Yes No Tribunal thinks it appropriate.

Note: Even if you have asked for a paper determination the Tribunal may decide that a hearing is necessary. Please complete the remainder of this form on the assumption that a hearing will be held. Where there is to be a hearing, a fee of £200 will become payable by you when you receive notice of the hearing date.

10.URGENCY OF APPLICATION

We need to decide whether the case needs to be dealt with quickly.

Please let us know if there is a particular urgency for a determination in this case and if so, why?

11.AVAILABILITY

If there are any dates or days we must avoid during the next four months (either for your convenience or the convenience of any witness or expert you may wish to call) please list them here.

Dates on which you will NOT be available:

12.VENUE REQUIREMENTS

Please provide details of any special requirements you or anyone who will be coming with you may have (e.g. the use of a wheelchair and/or the presence of a translator):

Applications handled by the London regional office are usually heard in Alfred Place, which is fully wheelchair accessible. Elsewhere, hearings are held in local venues which are not all so accessible and the case officers will find it useful to know if you or anyone you want to come to the hearing with you has any special requirements of this kind.

13. CHECKLIST

Please check that:

- You have completed this form fully. The Tribunal will not process your application until this has been done and it has both a copy of the required documents and the fee (if applicable).
- A copy of the required documents is enclosed.
- A crossed cheque or postal order for the fee of £100 (if applicable) is enclosed. Please put your name and address on the back of any cheque you send.
- Additional copies of the application form to send to the other parties.

DO NOT send cash under any circumstances. Cash payment will not be accepted.

Fees should be paid either by crossed cheque made payable to, or a postal order drawn in favour of, HM Courts and Tribunals Service.

Please note where there is to be a hearing, a fee of £200 will become payable by you when you receive notice of the hearing date.

Help with Fees

If you think you may be entitled to a reduced fee, the guide EX160A 'Apply for help with court, tribunal and probate fees' outlines how you can submit an application for Help with Fees.

You can submit your Help with Fees application online at www.gov.uk/help-with-court-fees or by completing the form EX160 'Apply for help with fees'. You can get a copy of the 'Apply for help with fees' form online at www.gov.uk/government/publications/apply-for-help-with-court-and-tribunal-fees or from your regional tribunal office.

If you have completed an online application for Help with Fees please enter the reference number you have been given here.

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If you have completed form EX160 "Apply for Help with Fees" it must be included with your application. The 'Apply for help with fees' form will not be copied to other parties.

14. STATEMENT OF TRUTH

The statement of truth must be signed and dated.

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

Signed: _____

Name (IN CAPITALS) _____

Date: _____

ANNEX: Addresses of Tribunal Regional Offices

NORTHERN REGION

HM Courts & Tribunals Service
First-tier Tribunal (Property Chamber) Residential
Property, 1st Floor, Piccadilly Exchange, Piccadilly
Plaza, Manchester M1 4AH

Telephone: 01612 379491

Fax: 01264 785 128

This office covers the following Metropolitan districts: Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North & South), Wakefield, Wigan and Wirral.

It also covers the following unitary authorities: Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

It also covers the following Counties: Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and West Cheshire.

MIDLAND REGION

HM Courts & Tribunals Service
First-tier Tribunal (Property Chamber) Residential
Property, Centre City Tower, 5-7 Hill Street,
Birmingham, B5 4UU

Telephone: 0121 600 7888

Fax: 01264 785 122

This office covers the following Metropolitan districts: Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

It also covers the following unitary authorities: Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

It also covers the following Counties: Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

EASTERN REGION

HM Courts & Tribunals Service
First-tier Tribunal (Property Chamber) Residential
Property, Cambridge County Court, 197 East Road
Cambridge, CB1 1BA

Telephone: 01223 841 524

Fax: 01264 785 129

DX 97650 Cambridge 3

This office covers the following unitary authorities: Bracknell Forest, West Berkshire, Reading, Slough, Windsor and Maidenhead, Wokingham, Luton, Peterborough, Milton Keynes, Southend-on-Sea and Thurrock.

It also covers the following Counties: Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Northamptonshire, Oxfordshire and Suffolk.

SOUTHERN REGION

HM Courts & Tribunals Service
First-tier Tribunal (Property Chamber) Residential
Property, Havant Justice Centre, The Court House,
Elmleigh Road, Havant, Hants, PO9 2AL

Telephone: 01243 779 394

Fax: 0870 7395 900

This office covers the following unitary authorities: Bath and Northeast Somerset, Bristol, North Somerset, South Gloucestershire, Bournemouth, Plymouth, Torbay, Poole, Swindon, Medway, Brighton and Hove, Portsmouth, Southampton and the Isle of Wight.

It also covers the following Counties: Cornwall and the Isles of Scilly, Devon, Dorset, East Sussex, Gloucestershire, Hampshire, Kent, Somerset, Surrey, West Sussex and Wiltshire.

LONDON REGION

HM Courts & Tribunals Service

Telephone: 020 7446 7700

First-tier Tribunal (Property Chamber) Residential
Property, 10 Alfred Place, London WC1E 7LR

Fax: 01264 785 060

DX 134205 Tottenham Court Road 2

This office covers all the London boroughs.

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

To receive a paper copy of this privacy notice, please call 0300 123 1024/ Textphone 18001 0300 123 1024.