|  |  |
| --- | --- |
| First-tier Tribunal Property Chamber(Residential Property) | **Ref no.** (for office use only) |
|  |
| **Application relating to (No Fault) Right to Manage**Chapter 1 Commonhold and Leasehold Reform Act 2002**It is important that you read the notes below carefully before you complete this form.**This is the correct form for use by a Right to Manage (RTM) Company that wishes to ask the tribunal for a determination that on the relevant date the RTM company was entitled to acquire the Right to Manage the subject premises under the Commonhold and Leasehold Reform Act 2002 (‘The Act’). This is also the correct form to use in order to make one of the other types of application listed in Annex 1 to this form.**A fee is payable for this application (see section 8 for Help with Fees).** The fees are set out in this form.Applications should be sent as a Microsoft Word document by **email** to the relevant regional tribunal address shown in Annex 2 to this form. You must also send by email **the documents listed in section 8 of this form**. If you cannot access email or find someone to assist you in lodging your application by email, then a paper application will be acceptable although there may be a delay in dealing with this. Sending an application on paper will not be suitable in urgent cases.  You can now pay the **the fee (if applicable) by an on-line banking payment or by cheque/postal order enclosed with the application form.** **If you want to be sent online banking payment details by email, please tick this box** [ ]   Please make sure a copy of the application is served on the other party/parties to the application. If you are unable to serve a copy on the other party/parties, please bring this to the tribunal’s attention in the covering email or if sending by post in a covering letter.**Please do not send any other documents**. When further evidence is needed, you will be asked to send it in separately. **If you have any questions about how to fill in this form, the fee payable, or the procedures the Tribunal will use please contact the appropriate regional office.** |

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

|  |
| --- |
| 1. **DETAILS OF APPLICANT(S) - Please note that if you are applying on behalf of the RTM Company the name of the applicant should be the RTM Company**
 |
|  |  |  |
|  | Name: |       |  |
|  |  |  |
|  | Capacity |       |  |
|  |

|  |  |
| --- | --- |
| Reference no (if any): |       |

|  |  |
| --- | --- |
| RTM Company number: |       |

 |  |
|  | Address (*including postcode*): |  |
|  |       |  |
|  |  |  |
|  | Address for correspondence (*if different from above*): |  |
|  |       |  |
|  |  |  |
|  | Telephone: |  |
|  | *Day:* |       | *Evening:* |       | *Mobile:* |       |  |
|  |  |  |
|  | Email address: |       | *Fax:* |       |  |
|  |  |  |  |  |  |
|  | 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:* |       |  |
|  |  |  |  |  |

|  |
| --- |
| 1. **ADDRESS (including postcode) of SUBJECT PREMISES**
 |
|  |  |  |
|  |       |  |
|  |  |  |

|  |
| --- |
| 1. **ADDRESS OF LANDLORD (IF NOT GIVEN ABOVE)**
 |
|  |  |  |
|  | Name: |       |  |
|  |  |  |
|  | Address (*including postcode*): |  |
|  |       |  |
|  |  |  |
|  | Address for correspondence (*if different from above*): |  |
|  |       |  |
|  |  |  |
|  | Telephone: |  |
|  | *Day:* |       | *Evening:* |       | *Mobile:* |       |  |
|  |  |  |
|  | Email address: |       | *Fax:* |       |  |
|  |  |  |  |  |  |
|  | Representative 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. |  |
|  |       |  |
|  |  |  |

|  |
| --- |
| 1. **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’).  |  |
|  |  |  |
|  | If the tribunal thinks it appropriate would you be content with a paper determination? | [ ]  Yes [ ]  No |  |
|  | **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. |
|  |  |

|  |
| --- |
| 1. **TRACK PREFERENCES**
 |
|  | We need to decide whether to deal with the case on the Fast Track or the Standard Track (see Guidance Note for an explanation of what a track is). Please let us know which track you think appropriate for this case. | [ ]  Fast Track[ ]  Standard Track |  |
|  |  |  |  |
|  | Is there any special reason for urgency in this case? | [ ]  Yes [ ]  No |  |
|  | If Yes, please explain how urgent it is and why: |  |
|  |       |  |
|  |  |  |

**Please note**

The Tribunal will normally deal with a case in one of three ways: on paper or ‘fast track’, or ‘standard track’. The fast track is designed for cases that need a hearing but are very simple and will not generate a great deal of paperwork or argument. A fast track case will usually be heard within 10 weeks of your application. You should indicate here if you think your case is very simple and can be easily dealt with. The standard track is designed for more complicated cases where there may be numerous issues to be decided or where for example, a lot of documentation is involved. A standard track case may involve the parties being invited to a case management conference which is a meeting at which the steps that need to be taken to bring the case to a final hearing can be discussed.

|  |
| --- |
| 1. **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 expert you may wish to call) please list them here. |
| Please list the dates on which you will NOT be available:  |  |
|  |       |  |
|  |  |
|  |  |  |  |  |

|  |
| --- |
| 1. **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. |

|  |
| --- |
| 1. **CHECKLIST**
 |
| Please check that you have completed this form fully and tick as appropriate the box(es) below. The Tribunal will not process your application until this has been done and it has the following documents together with, where relevant, any other documents specified in Annex 1 to this from. |
| A copy of the RTM Company Certificate of Incorporation and copy Articles of Association***Note:*** *From 1 October 2010 the Articles of Association must comply with the provisions of the RTM Companies (Model Articles) (England) Regulations 2009 S.I. No. 2009/2767.* | [ ]  |
| If not already given on this form, the names and addresses of the freeholder, any intermediate landlord and any manager of the premises appointed under Part 2 of the Landlord and Tenant Act 1987.**EITHER**A crossed cheque or postal order made out to HM Courts and Tribunal Service for the application fee of £100 (if applicable) is enclosed. **Please write your name and address on the back of the cheque or postal order.**  **Please also send a paper copy of your application with your cheque or postal order, regardless of whether you have already emailed the application.****OR** You have ticked the box at the top of this form to say you want the relevant regional tribunal office to send you details on how to pay the application fee of £100 by on-line banking. **The unique payment reference the tribunal office supplies MUST be used when making your on-line banking payment.****DO NOT send cash under any circumstances. Cash payment will not be accepted.****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](http://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.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **H** | **W** | **F** | - |  |  |  | - |  |  |  |

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.

|  |
| --- |
| 1. **STATEMENT OF TRUTH**
 |
| **The statement of truth must be signed and dated.****I believe that the facts stated in this application are true.** |
| **Signed:** |       | Dated: |       |  |
|  |  |  |  |  |

|  |
| --- |
| **ANNEX 1: List of applications** |
| This list relates solely to matters concerning Applications under Chapter 1 of Part 2 of the Commonhold and Leasehold Reform Act 2002 in relation to the right to manage.***Abbreviations***RTM = Right To Manage

|  |  |  |  |
| --- | --- | --- | --- |
| **No.**  | **Provisions of Commonhold and Leasehold Reform Act 2002** | **Type of Application*****Additional documents required*** | **Tick here** |
| 1. | Section 84 (3) | **Application for a determination that on the relevant date the RTM Company was entitled to acquire the Right to Manage**A copy of the claim notice and a copy of any counter notice received. | [ ]  |
| 2. | Section 85 (2) | Missing/Absent LandlordApplication for an order that the RTM Company is to acquire the Right to Manage(a) a statement that the requirements of sections 78 and 79 of the Act are fulfilled;(b) a copy of the notice given under section 85(3) of the 2002 Act together with a statement that such notice has been served on all qualifying tenants;(c) a statement describing the circumstances in which the landlord cannot be identified or traced. | [ ]  |
| 3. | Section 88 (4) | CostsApplication in respect of any question in relation to the amount of any costs payable by a RTM Company | [ ]  |
| 4. | Section 94 (3) | **Payment of accrued uncommitted service charges**Application for a determination of the amount of any payment of service charges to be paid under this SectionAn estimate of the amount of the accrued uncommitted service charges. | [ ]  |
| 5. | Section 99 (1)(b) | Approvals under long leasesApplication for a determination as to a grant of an approval under a lease.A description of the approval sought and a copy of the relevant lease. | [ ]  |
| 6. | Paragraph 5(3) of Schedule 6 | Application for a determination that Chapter 1 of Part 2 of the Act applies where it would otherwise be excluded by paragraph 5(1)(b) of schedule 6.The date and circumstances in which the right to exercise the right to manage has ceased within the past four years. | [ ]  |

 |

|  |
| --- |
| **ANNEX 2: Addresses of Tribunal Regional Offices** |
|  | **NORTHERN REGION**HM Courts & Tribunals ServiceFirst-tier Tribunal (Property Chamber) Residential Property, 1st Floor, Piccadilly Exchange, Piccadilly Plaza, Manchester M1 4AH | **Telephone:** 01612 379491**Fax:** 01264 785 128 **Email address**: RPNorthern@justice.gov.uk |
|  | **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 WestCheshire. |
|  | **MIDLAND REGION**HM Courts & Tribunals ServiceFirst-tier Tribunal (Property Chamber) Residential Property, Centre City Tower, 5-7 Hill Street, Birmingham, B5 4UU  | **Telephone:** 0121 600 7888**Fax:** 01264 785 122**Email address**: RPMidland@justice.gov.uk |
|  | **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 ServiceFirst-tier Tribunal (Property Chamber) Residential Property, Cambridge County Court, 197 East RoadCambridge, CB1 1BADX 97650 Cambridge 3 | **Telephone:** 01223 841 524**Fax:** 01264 785 129**Email address**: RPEastern@justice.gov.uk |
|  | **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 ServiceFirst-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**Email address**: RPSouthern@justice.gov.uk |
|  | **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 ServiceFirst-tier Tribunal (Property Chamber) Residential Property, 10 Alfred Place, London WC1E 7LR DX 134205 Tottenham Court Road 2 | **Telephone:** 020 7446 7700**Fax:** 01264 785 060**Email address**: London.RAP@justice.gov.uk |
|  | **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.