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| First-tier Tribunal Property Chamber (Residential Property) | **Ref no.** (for office use only) |
|  |
| **Application for Determination of Premium or Other Terms of Acquisition remaining in dispute**  Flats and Premises – Lease Renewal  Section 48(1) of the Leasehold Reform,  Housing and Urban Development Act 1993 | |
| **It is important that you read the notes below carefully before you complete this form.**  This is the correct form to use if, under section 48 (1) of the Leasehold Reform, Housing and Urban Development Act 1993 (‘The Act’), you want to ask the Tribunal for a determination of the premium, or other terms of acquisition of a lease, which remain in dispute.  **A fee is payable for this application (see section 13 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 the Annex to this form. You must also send by email **the documents listed in section 13 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. To request that you should be sent details for paying by on-line banking please tick this box**   (See the Annex to this form for regional office contact details).  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 are completing this form by hand please use BLOCK CAPITAL LETTERS.**

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| 1. **TYPE OF APPLICATION (S)** | | | | |
|  | \*I/We apply to The Tribunal under section 48 (1) for a determination of: - | | |  |
|  |  | | ***\* Please tick the appropriate box***   1. the premium to be paid for the lease. | |
|  |  | | 1. the other terms of acquisition which remain in dispute. | |
|  |  | Note: If you wish to apply for a determination of the landlord’s reasonable costs, please complete and submit application form Leasehold 8. | | |

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| 1. **THE PARTICULARS** | | | | | | | |
|  | Address of flat and premises: | | | | | |  |
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| 1. **DETAILS OF APPLICANT** | | | | | | | | | | | | | | | | | | |
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|  | Address for correspondence (*if different from above*): | | | | | | | | | | | | | | | | |  |
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|  | Email address  (if known): |  | | | | | | | | | *Fax:* | | | | |  | |  |
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|  | 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. | | | | | | | | | | | | | | | |  | |
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| 1. **DETAILS OF RESPONDENT** | | | | | | | | | | | | | | | | | |
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|  | 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. | | | | | | | | | | | | | | |  | |
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| 1. **DETAILS OF FREEHOLDER IF FREEHOLDER IS NOT THE RESPONDENT** | | | | | | | | | | | | | | | | | | |
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|  | 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. | | | | | | | | | | | | | | | |  | |
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| 1. **DETAILS OF INTERMEDIATE LANDLORD(S) (IF ANY) OTHER THAN THE RESPONDENT** | | | | | | | | | | | | | | | | | | |
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|  | 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. | | | | | | | | | | | | | | | |  | |
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| 1. **DETAILS OF ANYONE HAVING A MORTGAGE OR CHARGE OVER THE FREEHOLD** | | | | | | | | | | | | | | | | | | |
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|  | Name: |  | | | | | | | | | | | | | | | |  |
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|  | Email address  (if known): |  | | | | | | | | | *Fax:* | | | | |  | |  |
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|  | 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: | |  | | | | | | | | | | | | | |  | |
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| **8. DOCUMENTS AND ADDITIONAL INFORMATION REQUIRED** | | | | | | |
|  | Please check that you have completed this form fully. The Tribunal will not process your application until this has been done. Please ensure the following documents are attached with this application form and indicate this by ticking the appropriate box. | | | | | |
|  | (1) copies of the lease. | | | |  | |
|  | (2) copies of any notice and counter notice served in connection with the application. | | | |  | |
|  | (3) Is this application to determine the premium that ought to be contained in the new lease? | | | | Yes  No | |
|  | If Yes, state the level of premium proposed | | | | | |
|  | Applicant | |  | | |  |
|  | Respondent | |  | | |  |
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|  | (4) Is this an application to determine the provisions (other than the premium) that ought to be contained in the new lease? | | | | Yes  No |  |
|  | If Yes, you should give details of these provisions in section 9. | | | | |  |
|  |  | | | | | |
|  | (5) Has any application been made to the Court to determine any question relating to this matter? | | | | Yes  No | |
|  | If Yes, has the Court made an Order?  If Yes, please enclose a copy of the Court Order with this application  (6) Have any notices of separate representation been given? If so, please include a copy with your application. | | | | Yes  No  Yes  No |  |
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| **9. TERMS IN DISPUTE AND PROPOSED PROVISIONS TO BE CONTAINED IN THE NEW LEASE** | | |
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|  | *Please continue on a separate sheet if necessary* |  |

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| **10. 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 Tribunal thinks it appropriate | 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. | |
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| **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 expert you may wish to call) please list them here. | | | | |
| Please list the dates on which you will NOT be available: | | | |  |
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| **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): | | |
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| 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. | | |

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| **13. CHECKLIST** |
| **Please check that you have completed this form fully. The Tribunal will not process your application until this has been done. Please ensure that the following are enclosed with your application and tick the appropriate box to confirm:**  A copy of the required documents in section 8.  **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 |

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| **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: |  | Dated: |  |  |
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| **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  **Email address**: [RPNorthern@justice.gov.uk](mailto: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 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  **Email address**: [RPMidland@justice.gov.uk](mailto: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 Service  First-tier Tribunal (Property Chamber) Residential Property, Cambridge County Court, 197 East Road  Cambridge, CB1 1BA  DX 97650 Cambridge 3 | | **Telephone:** 01223 841 524  **Fax:** 01264 785 129  **Email address**: [RPEastern@justice.gov.uk](mailto: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 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  **Email address**: [RPSouthern@justice.gov.uk](mailto: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 Service  First-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](mailto:London.RAP@justice.gov.uk) |
|  | **This office covers all the London boroughs.** | | |

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