



## Application by occupier of a Mobile Home or a site owner for a determination of any question arising under Part 4 of the Mobile Homes (Wales) Act 2013 (“the Act”) or any agreement to which it applies.

### Section 54(1) of the Mobile Homes(Wales) Act 2013

**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, by agreement with the site owner you are an occupier of a Mobile Home or you are party to such an agreement as a site owner and you want the tribunal to determine any other question arising under that agreement or under Part 4 of the Act. The other party to your application is known as the respondent.

#### 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.

#### Documents

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

- A copy of the agreement between the Mobile Home owner and the site owner.
- A copy of any relevant correspondence that you have given or received in connection with the question to be determined.

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.

#### Application Fee

Unless you are entitled to a waiver or reduction, you must send the Application Fee with the application and the required documents. The amount of the application fee will depend on the number of pitches or Mobile Homes to which this application relates.

Number of pitches or Mobile Homes to which this application relates	Application Fee
Where the application relates to one pitch or Mobile Home	£155
Where the application relates to two pitches or Mobile Homes	£205
Where the application relates to three or four pitches or Mobile Homes	£410
Where the application relates to five or more pitches or Mobile Homes	£515

The fee must be paid by crossed cheque or a postal order made payable to the “National Assembly for Wales”. Do not send cash under any circumstances. Cash payments will not be accepted.

#### Please note:

If you do not send the correct fee payable to the “National Assembly for Wales” or if you send cash, the application and the cash will be returned to you at your risk.

**Waiver of Fees**

If the Applicant(s) or the partner(s) of any Applicant(s) is/are in receipt of certain income-related benefits, the Application Fee may be waived or reduced.

To claim a waiver or reduction in the Application Fee, the Applicant(s) in receipt of such benefit or Applicant(s) whose partner(s) is/are in receipt of such benefit must complete a waiver application form which can be obtained from the Residential Property Tribunal. This will not be copied to the other parties.

**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.

It is important that you read the notes above carefully before you complete this form.  
Please write clearly in BLACK ink.

MH10

## 1. DETAILS OF SITE

Address of Site:	
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Is the site a Local Authority (including County Council) site providing accommodation for gypsies and travellers? Yes  No

## 2. DETAILS OF APPLICANT

Name:	
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Address of mobile home (including postcode):	
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Address for correspondence (if different):	
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Telephone:

<i>Day:</i>
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<i>Evening:</i>
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<i>Mobile:</i>
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Email address:
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Name and address and details of agent/representative (if relevant)
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*Where details of an agent/representative have been given, all correspondence and communications will be with them until the Tribunal is notified that they are no longer acting for the applicant(s).*

## 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. DETAILS OF RESPONDENT

Name:	
Address (including postcode):	
Telephone:	
<i>Day:</i>	
<i>Evening:</i>	
<i>Mobile:</i>	
Email address:	

#### 5. DETAILS OF AGREEMENT

Date of agreement: \_\_\_\_\_

Parties to the agreement:

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Date of any statement received or given: \_\_\_\_\_

Please enclose:

A copy of the agreement

A copy of any statement you have received or given

A copy of any correspondence that you have sent or received in connection with subject matter of this application

#### 6. ADDITIONAL INFORMATION

Please give details of any further information about the conduct and financial circumstances of the owner or manager of the site that you wish the tribunal to take into account. Please continue on a separate sheet. **Please set out briefly**

The question(s) you would like the Tribunal to determine
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The Order(s) you are asking the Tribunal to make:

Why you believe the Tribunal should make the determination(s) and Order(s) requested:

**7. 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 and
- No party requests a hearing.

Even if you agree to paper determination

- The Tribunal may nonetheless 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 hat there will be an oral hearing.**

**8. AVAILABILITY**

If there are any dates or days we must avoid during the next three 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:

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

---

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

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**9. 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.

**10. STATEMENT OF TRUTH**

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

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

Name (in capitals) \_\_\_\_\_  
\_\_\_\_\_

Capacity (if appropriate)(eg Director, Solicitor): \_\_\_\_\_  
\_\_\_\_\_

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

## **CHECK LIST**

Please check that:

- You have completed this form IN FULL.
- You have enclosed all the required documents.
- You have enclosed the appropriate fee or waiver application.

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

If you have any questions about how to fill in this form or the procedure the Tribunal will use, please contact the Residential Property Tribunal on 0300 025 2777 or e-mail [rpt@gov.wales](mailto:rpt@gov.wales)

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

Please send the completed application form, the fee and the required documents to:

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