

# **Application Form Housing Act 2004**

Applications relating to Demolition Orders other than appeals

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

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

Please write clearly in BLACK ink.

This is the correct form to use if

- you are a Local Housing Authority and wish to recover the expenses incurred in executing a Demolition Order;
- you are a Local Housing Authority and wish the Tribunal to determine the contributions of joint owners in respect of the expenses incurred in executing a Demolition Order;
- you are a joint owner of premises in respect of which the Local Housing Authority has made a
  Demolition Order and you seek a contribution from a joint owner of the Local Housing
  Authority's expenses OR an apportionment of the surplus repaid by the Authority where it has
  recovered its expenses incurred in executing the Order;
- you are a lessor or lessee of premises and in respect of which a Demolition Order has become
  operative and you seek and order to determine or vary the lease.

#### **Documents**

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

- (a) a copy of the Demolition Order;
- (b) the statement of reasons:
- (c) where the application is to recover the Local Housing Authority's expenses OR to determine the contributions of joint owners:
  - the expenses incurred in executing the Demolition Order:
  - the amount (if any) realised by the sale of materials;
  - the amount the Authority seeks to recover from each owner.
- (d) where the application is to determine the amount of a contribution from a joint owner of the Local Housing Authority's expenses OR an apportionment of the surplus repaid by the Authority:
  - a statement of the owners' respective interests on the premises and
  - a statement setting out their respective obligations and liabilities for maintenance and repair, whether express or implied
- (e) where the application is to determine or vary a lease
  - a copy of the lease
  - the name and address of any other party to the lease or any sub-lease.

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 send the completed application form together with the specified documents to:

Residential Property Tribunal
Oak House
Cleppa Park
Celtic Springs
Newport
NP10 8BD

#### 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 tribunal will accept applications by email to rpt@gov.wales or in hard copy by post.

#### 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.

DETAILS OF THE PROP	ERTY	
Address of Property:		
•		
DETAILS OF APPLICAN	<b>T</b>	
Name of Applicant:		
Address (including postco	de):	
, .a.a (		
Address for corresponden	ce (if different):	
radices for corresponden		
Tolonhono: Day:	Evening:	Mobile:
Telephone: Day:  Email address:	Evening	Widdlie.
Capacity (owner/manager		
Name and Address and de	stalls of agent (if relev	ranty:
nere details of an agent ha	ve been given, all cor	respondence and communication will be with tha
	_	no longer acting for the Applicant.
LANGUAGE PREFEREN	CE	
Please indicate your lan	guage preference:	
Written correspondence?	Welsh / English	(please delete as appropriate)
Verbal communication?	Welsh / English	(please delete as appropriate)
	3	(1
Do you wish to speak We	 Ish in any legal proce	edings that may result from this application i.e.
tribunal hearing or pre-tria	, , ,	camge that may recall from the application he.
Yes / No (please	delete as appropriate	)

4. DETAILS OF RESPONDENT			
Name of the Local Housing A	uthority:		
Address (including postcode):			
Address for correspondence (	if different):		
Reference:			
Telephone: Day:	Evening:	Mobile:	
Email address (if known):			<del></del> -
5. DETAILS OF LANDLORD (I	F NOT ALREADY GIVI	EN)	
Name:			
Address (including postcode):			,
Address for correspondence (	if different):		
Address for correspondence (			
Reference:			,
Telephone: Day:	Evening:	Mobile:	
Email address (if known):			
Linaii address (ii kilowii).			
6. DETAILS OF ANY INTERES	TED PERSONS		
		of other people who may be sign	ificantly
affected by this application suc	h as tenants or occupie	rs of the building.	
Name of interested person:			
Address (including postcode):			
Name of interested persons			
Name of interested person:			
Address (including postcode):			
If there are means interested in	annono niosee massiste	deteile on a constrate altract	
If there are more interested p	persons, piease provide	uetalis on a Separate sneet.	

7. ADDITIONAL INFORMATION	
Please set out briefly why you believe that the Tribunal should make the order	requested:
8. OTHER APPLICATIONS	
Are you aware of any applications which EITHER involve issues concerning th OR concern other premises where the same parties are involved (either as Ap Respondent)?	•
If so, please give details including the case reference number(s). The Tribuna some or all of the applications or particular issues raised in those applications the same time.	•
9. 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 ("paper determination") but only if:	representations
<ul> <li>the Tribunal thinks it is appropriate and</li> </ul>	
<ul> <li>no party requests a hearing</li> </ul>	
·	
<ul> <li>you or any other party may still ask for an oral hearing at any time before is made.</li> </ul>	the determination
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 whearing.	vill be an oral
9. 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 ("paper determination") but only if:  • the Tribunal thinks it is appropriate and • no party requests a hearing  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 is made.  Do you agree to this application being determined without an oral hearing.	the determination

10. URGENCY OF APPLICATION
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 days or dates 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 <b>NOT</b> 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. wheelchair access, presence of an interpreter). It will assist the Tribunal in making arrangements if it has been made aware of your needs.
13. STATEMENT OF TRUTH
I believe that the facts stated in this application are true.
Signed:
Name (in capitals):
Capacity (if appropriate):
Date:

### **CHECKLIST**

## Please check that:

- you have completed this 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