



Application by occupier of a Mobile Home on a protected site for another to approve the assignment of a pitch.

Paragraph 42(8) of Chapter 4 of Schedule 2 to the Mobile Homes (Wales) Act 2013 (“the Act”).

THIS FORM RELATES ONLY TO PERMANENT PITCHES ON LOCAL AUTHORITY GYPSY AND TRAVELLER SITES IN WALES.

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 with the right to station the mobile home on the protected site, who has served notice on the site owner requesting approval of the assignment of the agreement to the person named in the request (“the assignee”) and the site owner has either:

- a) within 28 days of that request given a written decision notice of refusal with reasons or;
- b) has failed to respond as above.

Time limits

The application to the Tribunal must be made in the case of:

- a) within the period of 3 months beginning with the day after the date on which the occupier received the owner’s decision notice, and
- b) above within the period of 3 months beginning with the date which is 29 days after the date on which the written request for approval was served on the site owner by the occupier.

The Tribunal has power to permit an out of time application but only if it is satisfied in all the circumstances that the applicant can show that there are good reasons for not making the application in time and also for the delay since then in making the application.

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 with the Mobile Home owner.
- A copy of your request to the owner for approval.
- A copy of any relevant correspondence which you have received not giving approval.
- Any other relevant documents supporting the application.

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 either a crossed cheque or postal order drawn in favour of the “Welsh Government” or by bank transfer, details of which can be provided upon request.. 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 “Welsh Government” 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.

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1. DETAILS OF MOBILE HOME AND SITE

Address of mobile home and site:	
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2. DETAILS OF APPLICANT

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

<i>Day:</i>

<i>Evening:</i>

<i>Mobile:</i>

Email address:

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 SITE OWNER

Name:	
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Address for correspondence:	
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Telephone:

<i>Day:</i>

<i>Evening:</i>

<i>Mobile:</i>

Email address:

5. DETAILS OF THE ASSIGNEE

Name:	
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Address for correspondence (if different):	
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Telephone:

<i>Day:</i>

<i>Evening:</i>

<i>Mobile:</i>

Email address:

6. DETAILS OF APPLICANT

Please enclose (and tick box as appropriate to indicate enclosed):

A copy of the agreement with the Mobile Home owner

A copy of your request to the owner for approval.

A copy of any relevant correspondence which you have received not giving approval.

Any other relevant documents supporting the application.

Please provide details in support of your application including dates when the request for approval for assignment was served on the site owner and set out briefly why you believe that the tribunal should make the determination requested

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

It may be 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 happy for the case to be dealt with by way of paper determination.

Yes No

NB: Even if you have asked for a paper determination the Tribunal may decide that a hearing is necessary. You can also ask for a hearing at any time before the determination is made. Please go on to complete the remainder of the form on the assumption that a hearing will be held.

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:

Date: _____ Date: _____ Date: _____

Date: _____ Date: _____ Date: _____

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.

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

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

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

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