



## Application with regard to the failure of a site owner to deposit new or varied site rules, or a deletion of rules notice, in time, with the local authority.

Mobile Homes (Wales) Act 2013, (“the Act”) Section 52(9) and (10).  
The Mobile Homes (Site Rules) (Wales) Regulations 2014 (“the Regulations”), regulation 17.

### THIS FORM RELATES TO MOBILE HOME 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 you are **either**:

- a) An occupier of a mobile home on a protected site **or**
- b) A qualified residents’ association.

**and you want the Tribunal to order** the site owner to deposit new or varied site rules, or a deletion of rule(s) notice, with the local authority, as required by regulation 12 of the Regulations. The ground on which you may apply (under regulation 17(2)) is that a deposit as required by regulation 12 has not been made before the end of the period prescribed by that regulation.

#### **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.

**Please note:** Where an appeal is made under regulation 17, the Applicant (Appellant) must notify the site owner in writing within 21 days of making the appeal to the Tribunal (Regulation 17 (3)).

#### **Documents**

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

- The consultation response document issued by the site owner under regulation 9
- 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.

<b>Number of pitches or Mobile Homes to which this application relates</b>	<b>Application Fee</b>
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:

Day:
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Evening:
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Mobile:
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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 SITE OWNER**

Name:	
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Address of premises to which agreement to occupy relates (including postcode):	
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Address for correspondence (if different):	
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Telephone:

Day:
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Evening:
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Mobile:
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Email address:
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**5. DETAILS OF AGREEMENT (IF ANY) AND CONSULTATION RESPONSE DOCUMENT AND GROUND TO APPEAL**

Date of Agreement: \_\_\_\_\_

Parties to Agreement:

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Date on which consultation response document received: \_\_\_\_\_

Please enclose the following documents and tick the relevant box to indicate that you have enclosed the required information:

- A copy of the consultation response document received
- A copy of all correspondence that you have sent, or received, in connection with the site owner's obligation to give you a consultation response document.

Please provide any further information in support of your appeal:

**6. 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 either
- All the parties agree or
- The Respondent has notified the Tribunal that he/she does not oppose the application.

Even if you agree to a 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 that there will be an oral hearing.**

**7. 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: \_\_\_\_\_

**8. 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.

## 9. 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](mailto:rpt@gov.wales)

**The tribunal will accept applications by email to [rpt@gov.wales](mailto:rpt@gov.wales) or in hard copy by post.**

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

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