



Application Form Housing (Wales) Act 2014

Appeal relating to revocation of landlord's registration.

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

Please write clearly in BLACK ink.

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 the landlord of a dwelling subject to, or marketed or offered for let under, a domestic tenancy and you wish to appeal against a decision of a Licensing Authority to revoke your registration under section 17 of the Housing (Wales) Act 2014 ("the Act").

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) ("the required document(s)") with this application:

- A copy of the notice of the licensing authority's intention to revoke registration and the reasons for that decision;
- Any representations made by the landlord in response to the licensing authority's notice of intention to revoke registration;
- A copy of the notice revoking the registration of the landlord.

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.

Time Limits

The application must be made before the end of the period of 28 days beginning with the date on which the person was notified of the decision (the "appeal period") (section 17(5) (a) of the Act.)

The tribunal may allow an appeal to be made to it out of time (after the end of the appeal period) if it is satisfied that there is a good reason for the failure to appeal in time and for any delay in applying for permission to appeal out of time. (Section 17(6) of the Act.)

Application Fee

Unless you are entitled to a waiver, you must send the Application Fee of £155 with the application and the required documents.

The Fee must be paid by crossed cheque made payable to, or a postal order drawn in favour of, "Welsh Government".

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 or in favour of "Welsh Government" or if you send cash, the application and 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.

To claim a waiver of the Application Fee, the Applicant(s) in receipt of benefit or the 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 other parties.

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

Please send the completed application form, the fee (or completed waiver form) and the required documents to:

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

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.

1. DETAILS OF THE PROPERTY

Address of Property: _____

2. DETAILS OF APPLICANT

Name of Applicant: _____

Address (*including postcode*): _____

Address for correspondence (*if different*): _____

Telephone: *Day*: _____

Evening: _____

Mobile: _____

Email address: _____

Capacity (owner/manager): _____

Name and Address and details of agent (if relevant): _____

If there is more than one Applicant please provide details on a separate sheet.

Where details of an agent have been given, all correspondence and communication will be with that agent until the tribunal is notified that the agent is no longer acting for the Applicant.

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 of the Licensing Authority: _____

Address (*including postcode*): _____

Address for correspondence (*if different*): _____

Reference: _____

Telephone: *Day*: _____ *Evening*: _____ *Mobile*: _____

Email address (if known): _____

5. DETAILS OF LANDLORD (IF NOT ALREADY GIVEN)

Name: _____

Address (*including postcode*): _____

Address for correspondence (*if different*): _____

Reference: _____

Telephone: *Day*: _____ *Evening*: _____ *Mobile*: _____

Email address (if known): _____

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 **NOT** 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:

CHECK LIST

Please check that:

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

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

PLEASE NOTE THAT THE TRIBUNAL IS UNABLE TO GIVE LEGAL ADVICE.