



## Application Form Section 21(1) (ba) and 21(2) of the Leasehold Reform Act 1967

Houses and Premises  
Application to determine costs and other issues

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

**Please write clearly and in BLACK ink and tick boxes where appropriate.**

**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 want to apply under section 21(1) (ba) of the Leasehold Reform Act 1967 (“the Act”) to ask the Leasehold Valuation Tribunal (“the Tribunal”) for a determination of the reasonable costs payable under sections 9(4) or 14 (2) of the Act.

This is also the correct form to use if, either by agreement between the parties or in conjunction with your application under section 21(1)(ba) of the Act, you want to ask The Tribunal, under section 21(2) of the Act:

- (a) to determine the provisions which ought to be contained in the conveyance; and / or
- (b) to apportion the rent payable under the tenancy between the house and premises (or part of them) and other property; and / or
- (c) to determine the amount of a sub-tenant’s share under Schedule 2 to the Act.

### Documents

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

- a copy of all Notices and Counter-Notices served in relation to the enfranchisement
- a copy of the lease
- a copy of the sub-tenancy agreement (S.21(2)(C))
- any additional documents referred to in section 9

Failure to send any required documents 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 and the required 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 Residential

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.

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

Please inform the tribunal of our language preference by completing box 3 below.

**1. TYPE OF APPLICATION (S)**

\*I/We apply to The Tribunal under section 21(1) (ba) of the Act for a determination of the reasonable costs payable under section 9(4) of the Act.

\*I/We apply to The Tribunal under section 21(1) (ba) of the Act for a determination of the reasonable costs payable under section 14(2) of the Act.

\*I/We apply to The Tribunal under section 21(2) of the Act to:

- a) determine part or all of the provisions which ought to be contained in the conveyance.
- b) apportion the rent payable under the tenancy between the house and premises (or part of them) and other property.
- c) determine the amount of a sub-tenant's share under Schedule 2 to the Act in any compensation payable to a tenant under section 17 or section 18 of the Act.

**2. PROPERTY ADDRESS (including postcode)**


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**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 APPLICANT(s)**

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_  
\_\_\_\_\_Address for correspondence (if different): \_\_\_\_\_  
\_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Capacity (e.g. tenant): \_\_\_\_\_

Representative details: \_\_\_\_\_  
\_\_\_\_\_**4A. Disclosure of information**

The Tribunal may copy the application form to other appropriate persons (e.g. other service charge paying leaseholders in the building or development). If you are a leaseholder and do not want your telephone number or email address to be disclosed to other such persons, please omit those details from Box 1 and attach them on a separate sheet.

Please also confirm that you do not want your (a) telephone number (b) email address details disclosed to other persons and confirm that you have supplied these on a separate sheet headed in bold and capital letters; **CONTACT DETAILS NOT TO BE SHARED WITH OTHERS.**

If you are sending in the application form and attachments by PDF, then the contact details not to be shared sheet **MUST** be sent in a separate attachment.

Note:

Where details of a representative have been given, all correspondence and communication will be through them until the Tribunal is notified that they are no longer acting.

**5. DETAILS OF RESPONDENT**

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address for correspondence (if different) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address (if known): \_\_\_\_\_ Fax: \_\_\_\_\_

Capacity (e.g. intermediate landlord): \_\_\_\_\_

Representative details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. DETAILS OF FREEHOLDER (IF FREEHOLDER IS NOT THE RESPONDENT)**

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address for correspondence (if different) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address (if known): \_\_\_\_\_ Fax: \_\_\_\_\_

Representative details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Freeholder's interest in the property subject to a Mortgage or Charge YES  NO

If Yes please give details in Section 7  
\_\_\_\_\_  
\_\_\_\_\_

**7. DETAILS OF INTERMEDIATE LANDLORD (IF ANY) OTHER THAN THE RESPONDENT**

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address for correspondence (if different) \_\_\_\_\_  
\_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address (if known): \_\_\_\_\_ Fax: \_\_\_\_\_

Representative details: \_\_\_\_\_

Is the Intermediate Landlord's interest in the property subject to a Mortgage or Charge

YES  NO

If Yes please give details in Section 7

**8. DETAILS OF MORTGAGEE OR CHARGE**

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_

Address for correspondence (if different) \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address (if known): \_\_\_\_\_ Fax: \_\_\_\_\_

Representative details: \_\_\_\_\_

**9. DETAILS OF SUB - TENANT (Section 21(2) Leasehold Reform Act 1967 ONLY)**

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_

Address for correspondence (if different) \_\_\_\_\_







**12. 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
- all parties agree.

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.

**13. 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**14. 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**15. STATEMENT OF TRUTH**

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

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

Name (IN CAPITALS): \_\_\_\_\_

Capacity (if appropriate) (e.g. Director, Company Secretary) \_\_\_\_\_

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](mailto:rpt@gov.wales)**