



Application Form

Application to the Residential Property Tribunal/Leasehold Valuation Tribunal for permission to appeal a decision to the Upper Tribunal (Lands Chamber)

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

Please write clearly 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 ask the Residential Property Tribunal/Leasehold Valuation Tribunal ("the Tribunal") for permission to appeal to the Upper Tribunal (Lands Chamber) against a decision of that Tribunal.

Note: the applicant for permission must have been a party to the Tribunal proceedings.

Please send your completed application form 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.

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 or in hard copy by post.

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

1. DETAILS OF APPLICANT FOR PERMISSION (if there are multiple applicants please give details on a separate sheet)

Name of applicant(s): _____

Address (including postcode): _____

Address for correspondence (if different): _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address: _____ Fax: _____

Capacity (e.g. Local Housing Authority, landlord, tenant, site owner; occupier, Managing Agent, Management Company):

Representative Details: _____

1A. 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.

2. PROPERTY ADDRESS (including postcode)

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 POTENTIAL RESPONDENTS AND THEIR REPRESENTATIVES

Name of Respondent(s): _____

Address (including postcode): _____

Address for correspondence (if different): _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address: _____ Fax: _____

Capacity (e.g. Local Housing Authority, landlord, tenant, site owner, occupier, Managing Agent, Management Company) : _____

Representative Details: _____

5. TIME LIMIT

Tribunal decision reference number: _____

Date specified in the Tribunal's decision notice as the date on which reasons for decision were given: _____

Note: A request for permission to appeal must be made within 21 days starting with the above date. You may request an extension but only in the following circumstances:

RESIDENTIAL PROPERTY TRIBUNAL

The request can be made before or after the expiry of 21 days starting with the above date.

If it is after that date you must give the reasons for the failure to make the request before the expiry of 21 days starting with the above date and for any delay since then.

LEASEHOLD VALUATION TRIBUNAL

The request can only be made before the expiry of 21 days starting with the above date.

If by the time the Tribunal receives this request more than 21 days have passed since the above date the Tribunal is not obliged to consider your request.

If you require an extension please write to the Tribunal giving reasons for your request.

6.REASONS FOR APPLICATION FOR PERMISSION TO APPEAL

(a) The decision shows that the Tribunal wrongly interpreted or wrongly applied the relevant law

(b) The Tribunal took account of irrelevant considerations, or failed to take account of relevant considerations or evidence, or there was a substantial procedural defect

(c) The point or points at issue is or are of potentially wide implication

(d) Reasons other than (a) to (d) above

Please tick the relevant box(es) and set out briefly below why you think that the Tribunal decision is wrong. You may attach an additional sheet if necessary.

7. 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.

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