



Application Form
Section 29 Landlord and Tenant Act 1985
Applications relating to the recognition of Tenants' Associations

It is important that you read the notes below 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:

- the landlord has refused or withdrawn recognition of a Tenants' Association.
- you wish to renew your Certificate of Recognition

Documents

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

- a copy of the Association's Constitution (Rules)
- a complete schedule incorporating the information set out in Annex A
- copies of any relevant correspondence with the Landlord regarding recognition or withdrawal of recognition of the Association but **DO NOT INCLUDE** correspondence headed "without prejudice" or "in confidence".

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.

Please note that any documents sent to the Tribunal may be copied to the other interested parties.

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.

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. NAME AND ADDRESS OF ASSOCIATION

Name: _____
 Address (including postcode): _____

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. NAME AND ADDRESS OF SECRETARY

Name: _____
 Address (including postcode): _____

 Telephone: Day: _____ Evening: _____ Mobile: _____
 Email address: _____

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. NAME AND ADDRESS OF LANDLORD

Name: _____

Address (including postcode): _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address: _____

5. TYPE OF APPLICATION

Please state if the application is:

Refusal of recognition

Withdrawal of recognition

Renewal of Certificate of Recognition

Refusal of recognition

Have you asked the landlord for written notice of recognition?

Yes No

If so, please ensure that you have included this notice in the required documents.

Withdrawal of recognition

Has the landlord given at least six months' notice to the Association?

Yes No

If so, please ensure that you have included this notice in the required documents.

Renewal of Certificate of Recognition

Please state the date of the previous certificate of recognition _____

Has there been any change in the constitution of rules of the Association since this date?

Yes No

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
- all parties agree.

Even if you agree to a paper determination

- the Tribunal may 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. 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.

8. 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 the 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

Property by Block and (in chronological order)	Description (House/Flat/Commercial)	Name of Tenant	Address of Tenant	Correspondence Address (if different)	Member Yes/No