



Y Tribiwnlys Eiddo Preswyl
Residential Property Tribunal

Application Form
**Leasehold Valuation Tribunal
Waiver of Fees**

The Leasehold Valuation Tribunals (Fees) (Wales) Regulations 2004

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 you want the Leasehold Valuation Tribunal ("The Tribunal") to determine if the Applicant is entitled to a reduction or waiver of application fees.

If the applicant or his or her partner is in receipt of certain income-related benefits, *on the date that the application is made*, you may be entitled to have any application fees waived. These include;

- Universal Credit
- Income Support
- Housing Benefit
- Income-based Job Seeker's Allowance
- Income related Employment and Support Allowance
- Working Tax Credit where:
 - a. **either** that credit includes a disability element or severe disability element (or both) **or** it is combined with child tax credit **and**
 - b. the gross annual income used to calculate the Working Tax Credit is £14,213 or less
- A Guarantee Credit under the State Pensions Credit Act 2002
- A current certificate issued under the Funding Code (legal aid) which is in respect of the proceedings before the Tribunal, the whole or part of which have been transferred from the County Court for determination by a Tribunal. (If so, please send a copy to the Tribunal).

The waiver form will not be copied to other parties in the proceedings.

Please send all forms by email to rpt@gov.wales .If sending a hard copy, you should send this form together with your application paperwork to:

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

RPT welcomes correspondence and phone calls in Welsh and English. This includes submitting forms, documents and written representations to the Tribunal.

1. Language Preference	
Would you prefer to correspond with us in:	Welsh ☐ English ☐ Both ☐
Would you prefer any verbal communication to be in:	Welsh ☐ English ☐ Both ☐
Would you prefer to speak Welsh or English at your Tribunal Hearing?	Welsh ☐ English ☐ Both ☐
2. Languages Spoken	
What languages do you use to communicate? (Please tick all that apply)	Welsh ☐ English ☐ Other (please state) ☐
	Click or tap here to enter text.
3. We would like to support the use of the Welsh language in Tribunals. If you can speak Welsh, and have indicated English as your language of choice, is there a specific reason why you have chosen to communicate in English?	(Your answer will not affect the substance of your case in any way)
Click or tap here to enter text.	

1. Details of Applicant/Property

Applicant Name: _____

Applicant Address (including postcode): _____

Address of Property (including postcode): _____

Date of Application to Tribunal: _____

Please complete either section 2A or 2B**2A.**

Do you, or your partner ⁽¹⁾, have a valid certificate under the Funding Code issued in respect of the relevant proceedings which have been transferred from the County Court?

If so, please send a copy to the Tribunal. You do not need to fill in the rest of the form.

YES ☐ NO ☐

2B.

Are you, or your partner ⁽¹⁾ , in receipt of any of the following benefits?	YOU	YOUR PARTNER
Income Support	☐	☐
Housing Benefit	☐	☐
Income-based Jobseeker's Allowance	☐	☐
Working Tax credit where gross Annual Income used to calculate the Tax Credit is £14,213 or less	☐	☐
If yes		
Is there a disability or severe disability element included	☐	☐
Are you or your partner in receipt of child tax credit	☐	☐
Guarantee Credit under the State Pensions Credit Act 2002	☐	☐
An income-related employment and support allowance payable under Part 1 of the Welfare Reform Act 2007	☐	☐

⁽¹⁾ 'Partner' means the applicant's spouse or a person of the opposite sex with whom he or she lives as husband or wife or a person of the same sex with whom he or she lives in a relationship which has the characteristics of the relationship between husband and wife.

Please sign and date the agreement below

3. Agreement to provide the Leasehold Valuation Tribunal with details of benefit claims (Benefit claimant to complete).

I confirm that I was in receipt of the following benefit on the date of an application to the Tribunal by me or my partner, for the purpose of verifying a claim to a waiver of fees payable for an application and a copy of my benefit notification is attached.

Type of Benefit Received: _____

Address of Office where I claimed the benefit: _____

My Name (in capitals) _____

My Address (in capitals): _____

National Insurance Number: _____

Or Local Authority Reference Number (for
Housing Benefit): _____

Signed: _____ Date: _____

4. Evidence of Benefit

Please provide written evidence of receipt of benefit(s). Any written evidence may be redacted in relation to actual sum(s) received as long as the evidence submitted clearly confirms eligibility and receipt of benefit(s)

I understand that if I do not provide evidence of the benefit then I will not be eligible for a waiver of fees

Signed _____

Dated _____

If you have any questions about how to fill in this form, or the procedures the Tribunal will use, please call the Residential Property Tribunal on **0300 025 2777** or email **rpt@gov.wales**.