

# Applications and requests for case management or other interim orders

## The Tribunal Procedure First-Tier Tribunal (Property Chamber) Rules 2013

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

This is the form to use if you want to ask a tribunal judge to consider a procedural matter.

A procedural matter could be (but is not limited to) one of the following:

- An application to amend/vary/extend the tribunal's directions
- An application to postpone a hearing
- An application to debar evidence from another party
- An application to join proceedings

Applications should be sent as a Microsoft Word document by email to the relevant regional tribunal address shown in the Annex to this form. If you cannot access email or find someone to assist you in lodging your application by email, then a paper application will be acceptable although there may be a delay in dealing with this. Sending an application on paper will not be suitable in urgent cases.

**Please do not use this form to request consent to the withdrawal of an application or to apply for permission to appeal as separate forms are available for those purposes.**

**Please also note that the tribunal cannot give legal advice, so please do not use this form if you are seeking legal advice.**

**If you are completing this form by hand please use BLOCK CAPITAL LETTERS.**

### 1. TRIBUNAL'S CASE REFERENCE NUMBER

Case Ref:

### 2. ADDRESS OF PROPERTY

### 3. YOUR NAME

### 4. RELATIONSHIP TO CASE (ie Applicant, Applicant's representative, Respondent, Respondent's Representative)

**5. IF YOU ARE THE REPRESENTATIVE PLEASE ADD NAME OF COMPANY (ie name of solicitors, property/managing agent etc)**

Name:

**6. BRIEF DESCRIPTION OF THE APPLICATION OR REQUEST AND THE ORDER THAT YOU WISH THE TRIBUNAL TO MAKE (ie postponement, extend/vary/amend directions, debar evidence)**

**7. GROUNDS/REASONS FOR APPLICATION OR REQUEST**

**8. CONSENT AND NOTIFICATION TO OTHER PARTIES**

(a) If all parties **agree** to this application then you must attach a copy of their written consent

(b) If all parties **do not** agree to this application then you must confirm that you have sent them a copy of this application and notify them that they must send a copy of any objection to the tribunal and to the applicant (ie the person/party making this application). Please tick the box to confirm that this has been done?

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**9. AVAILABILITY IF THE TRIBUNAL DECIDE TO DEAL WITH THIS BY MEANS OF A CONFERENCE CALL**

If the Tribunal decides to deal with this by means of a conference call, are there any dates/times to avoid in the next ten working days?

Dates on which you will NOT be available:

## 10. STATEMENT OF TRUTH

The statement of truth must be signed and dated.

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

Signed:

\_\_\_\_\_

Dated:

\_\_\_\_\_