

## Application Form

### Section 20ZA of the Landlord and Tenant Act 1985 Application for the dispensation of all or any of the consultation requirements provided for by section 20 of the Landlord and Tenant Act 1985

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

This is the correct form to use if you want to ask the Leasehold Valuation Tribunal ("The Tribunal") to dispense with all or any of the consultation requirements set out in section 20 of the Landlord and Tenant Act 1985 and in the Service Charges (Consultation Requirements)(England) Regulations 2003.

**Please send your completed application form together with the documents listed in section 14 and any application fee payable, to the appropriate Rent Assessment Panel.** (See the Annex to this form for Panel addresses). **Please do not send any other documents.** If and when further evidence is needed you will be asked to send it in separately.

**If you have any questions about how to fill in this form, the fee payable, or the procedures the Tribunal will use, please call the Residential Property Tribunal Service on 0845 600 3178.**

#### 1. DETAILS OF APPLICANT(S) (if there are multiple applicants please continue on a separate sheet)

Name: \_\_\_\_\_  
Address (including postcode): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Address for correspondence (if different): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Capacity (e.g. landlord/management company): \_\_\_\_\_  
Representative details: \_\_\_\_\_  
\_\_\_\_\_

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

#### 2. ADDRESS (including postcode) OF SUBJECT PROPERTY (if not already given)

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

#### 3. BRIEF DESCRIPTION OF PROPERTY (e.g. 2 bedroom flat in purpose built block of 12 flats)

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

#### 4. DETAILS OF RESPONDENT (S) (if there are multiple respondents, please continue on a separate sheet)

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

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

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

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

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

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

#### Guidance Note

If this is an application by a landlord, then usually all tenants liable to pay a service charge for the costs in question should be joined as respondents. If tenants are not joined in this way, the landlord should provide the Tribunal with a list of the names and addresses of service charge payers. If this is not possible or is impractical, then a written explanation must be provided with this application.

#### 5. DETAILS OF LANDLORD (if not already given)

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

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

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

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

#### 6. DETAILS OF ANY RECOGNISED TENANTS' ASSOCIATION (if known)

Name of Secretary: \_\_\_\_\_

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

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

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

## 7. DISPENSATION SOUGHT

Applicants may seek a dispensation of all or any of the consultation requirements in respect of either qualifying works or long-term agreements.

Does the application concern qualifying works? YES  NO

If yes, have the works started/been carried out? YES  NO

Does the application concern a qualifying long-term agreement? YES  NO

If yes, has the agreement already been entered into? YES  NO

For each set of qualifying works and/or qualifying long-term agreements please complete one of the sheets of paper entitled **“GROUNDS FOR SEEKING DISPENSATION”** (page 6)

## 8. OTHER APPLICATIONS

Do you know of any other cases involving either:

(a) related or similar issues about the management of this property; or

(b) the same landlord or tenant or property as in this application? If so, please give details:

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## 9. CAN WE DEAL WITH YOUR APPLICATION WITHOUT A HEARING?

If the Tribunal thinks it is appropriate, and all the parties agree, it is possible for your application to be dealt with entirely on the basis of written representations and documents and without the need for parties to attend and make oral representations. (“A paper determination”). This means you would not be liable for a hearing fee of £150 but it would also mean that you would not be able to explain your case in person.

Please let us know if you would be happy for the case to be dealt with by way of paper determination if the Tribunal thinks it appropriate. YES  NO

***NB: Even if you have asked for a paper determination the Tribunal may decide that a hearing is necessary. You can also ask for an oral hearing at any time before the determination is made. Please go on to answer questions 11 to 13 on the assumption that a hearing will be held***

## 10. TRACK PREFERENCES

We need to decide whether to deal with the case on the Fast Track or the Standard Track (see Guidance Note for an explanation of what a track is). Please let us know which track you think appropriate for this case.

Fast Track  Standard Track

Is there any special reason for urgency in this case? YES  NO

If there is, please explain how urgent it is and why: \_\_\_\_\_

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### Guidance Note

*The Tribunal will normally deal with a case in one of three ways: on paper (see box 10 above) or “fast track”, or “standard track”. The fast track is designed for cases that need a hearing but are very simple and will not generate a great deal of paperwork or argument. A fast track case will usually be heard within 10 weeks of your application. You should indicate here if you think your case is very simple and can be easily dealt with. The standard track is designed for more complicated cases where there may be numerous issues to be decided or where for example, a lot of documentation is involved. A standard track case may involve the parties being invited to a Pre-Trial Review which is a meeting at which the steps that need to be taken to bring the case to a final hearing can be discussed.*

## 11. 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: \_\_\_\_\_

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## 12. VENUE REQUIREMENTS

Please provide details of any special requirements you or anyone who will be coming with you may have (e.g. the use of a wheelchair and/or the presence of a translator): \_\_\_\_\_

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*In London, cases are usually heard in Alfred Place which is fully wheelchair accessible. Elsewhere, hearings are held in local venues which are not all so accessible and the Clerks will find it useful to know if you or anyone you want to come to the hearing with you has any special requirements of this kind.*

## 14. CHECKLIST

Please check that you have completed this form fully. The Tribunal will not process your application until this has been done and it has the following documents together with the application fee (if applicable).

A copy of the lease(s).

A statement that service charge payers have been named as respondents or a list of names and addresses of service charge payers

A crossed cheque or postal order for the application fee (if applicable) is enclosed.

Amount of fee enclosed £ \_\_\_\_\_ Please put your name and address on the back of any cheque you send.

**DO NOT send cash under any circumstances. Cash payment will not be accepted and any application accompanied by cash will be returned to the applicant.**

### Guidance Note

The amount of the application fee will depend on the number of dwellings to which the application relates. To find out how much you will need to pay you should consult the following table:

Number of dwellings to which application relates	Application Fee
5 or fewer dwellings	£150
Between 6 and 10 dwellings	£250
More than 10 dwellings	£350

**Fees should be paid by a crossed cheque made payable to, or a postal order drawn in favour of, the Department for Communities and Local Government.**

### Waiver of Fees

You will **not** be liable to pay a fee if you or your partner is in receipt of:

- Income Support
- Housing Benefit
- Income Based Job Seeker's Allowance
- Income-Related Employment and Support Allowance
- A Working Tax Credit where:
  - either that Credit includes a disability element or severe disability element (or both) or is combined with child tax credit **and**
  - 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 you wish to claim a waiver of fees you must complete another form available from the Panel office. The waiver form will not be copied to other parties in the proceedings.

If you are making several applications at the same time, even if you are using different application forms or the applications relate to different parts of the Tribunal's jurisdiction, you do not have to pay a separate fee for each application. The overall fee will be the biggest of the fees payable for each application on its own.

## 15. STATEMENT OF TRUTH

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

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

## GROUNDS FOR SEEKING DISPENSATION

PLEASE USE THE SPACE BELOW TO PROVIDE INFORMATION MENTIONED IN SECTION 7 OF THIS FORM.

You will be given an opportunity later to give further details of your case and to supply the Tribunal with any documents that support it. At this stage you should give a clear outline of your case so that the Tribunal understands what your application is about. Please continue on a separate sheet if necessary.

1. Describe the qualifying works or qualifying long-term agreement concerned, stating when the works were carried out or planned to be carried out or in the case of a long-term agreement, the date that agreement was entered into or the proposed date it is to be entered into.

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2. Describe the consultation that has been carried out or is proposed to be carried out.

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3. Explain why you seek dispensation of all or any of the consultation requirements.

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## **ANNEX: Addresses of RPTS Panel Offices**

### **NORTHERN RENT ASSESSMENT PANEL**

First Floor, 5 New York Street,  
Manchester M1 4JB

**Telephone:** 0845 100 2614 or 0161 237 9491  
**Fax:** 0161 237 3656

**This office covers the following Metropolitan districts:** Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North & South), Wakefield, Wigan and Wirral.

**It also covers the following unitary authorities:** Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

**It also covers the following Counties:** Cheshire, Cumbria, Durham, Lancashire, and Lincolnshire.

### **MIDLAND RENT ASSESSMENT PANEL**

2<sup>nd</sup> Floor, Louisa House, 92-93 Edward Street,  
Birmingham B1 2RA

**Telephone:** 0845 100 2615 or 0121 236 7837  
**Fax:** 0121 236 9337

**This office covers the following Metropolitan districts:** Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

**It also covers the following unitary authorities:** Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

**It also covers the following Counties:** Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

### **EASTERN RENT ASSESSMENT PANEL**

Unit C4, Quern House, Mill Court  
Great Shelford, Cambridge CB22 5LD

**Telephone:** 0845 100 2616 or 0122 384 1524  
**Fax:** 0122 384 3224

**This office covers the following unitary authorities:** Bracknell Forest, West Berkshire, Reading, Slough, Windsor and Maidenhead, Wokingham, Luton, Peterborough, Milton Keynes, Southend-on-Sea and Thurrock.

**It also covers the following Counties:** Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Northamptonshire, Oxfordshire and Suffolk.

### **SOUTHERN RENT ASSESSMENT PANEL**

1<sup>st</sup> Floor, 1 Market Avenue,  
Chichester, PO19 1JU

**Telephone:** 0845 100 2617 or 0124 377 9394  
**Fax:** 0122 350 5116

**This office covers the following unitary authorities:** Bath and Northeast Somerset, Bristol, North Somerset, South Gloucestershire, Bournemouth, Plymouth, Torbay, Poole, Swindon, Medway, Brighton and Hove, Portsmouth, Southampton and the Isle of Wight.

**It also covers the following Counties:** Cornwall and the Isles of Scilly, Devon, Dorset, East Sussex, Gloucestershire, Hampshire, Kent, Somerset, Surrey, West Sussex and Wiltshire.

### **LONDON RENT ASSESSMENT PANEL**

10 Alfred Place,  
London WC1E 7LR

**Telephone:** 020 7446 7700  
**Fax:** 020 7637 1250

**This office covers all the London boroughs.**