

# Request for change

**Before submitting the request you must have consulted the other party**  
(if you have not done so your request will be returned to you)

Child's name/Young Person's name

Appeal/Claim number

Type of appeal/claim

Local authority or responsible body

Final hearing date:

/ / 

Date local authority or responsible body response due

/ / 

Please tick this box if your hearing has been previously adjourned

## We aim to deal with all requests within 15 working days of receipt

Please see guidance overleaf which explains the requests which can be made.

I wish to apply to the tribunal for:

- |  |   |
|--|---|
| <input type="checkbox"/> An extension of time to comply with a direction | <input type="checkbox"/> A change to the final hearing date             |
| <input type="checkbox"/> A witness summons                               | <input type="checkbox"/> Permission to amend grounds of appeal/response |
| <input type="checkbox"/> Strike out the appeal/LA barred                 | <input type="checkbox"/> Permission to bring an additional witness      |
| <input type="checkbox"/> Other ( <i>specify below</i> )                  | <input type="checkbox"/> An observer to attend the hearing              |

The reasons I am applying are:

(If you want the tribunal to change the dates by which things are to be done, specify the dates and the time you need to comply with the direction). **If necessary, continue on a separate sheet.**

You must include the other party's response to your request

Signature

Name

Date

/ / 

- Request made by:
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Parent          | <input type="checkbox"/> Parent's representative           | <input type="checkbox"/> Responsible Body<br>(in DD Claims) |
| <input type="checkbox"/> Local Authority | <input type="checkbox"/> Local Authority's representative  |   |
|  | <input type="checkbox"/> Responsible Body's representative |   |

# Guidance Notes

These guidance notes have been provided to inform parties about the correct procedure for requesting changes.

## **An extension of time to respond to a direction**

You may ask the Tribunal to extend the time to respond to a direction. Before making the request, you must liaise with the other party. The views on your proposed change must be included in your request. You will need to confirm to the Tribunal the date by which you will be able to comply. The Tribunal will only extend time in exceptional circumstances.

## **A change to the final hearing date**

If you require the final hearing date to be changed, you must ask the other party if they agree to that change and include their comments in your request. The Tribunal will only change the hearing date if both parties agree or there are exceptional circumstances requiring the change. The Tribunal will not usually allow a hearing to be delayed and you should consider dates which are earlier than the current hearing date.

## **A witness summons**

If you have asked your witness to attend the hearing and they refuse, you must check whether there is another way of presenting their evidence in the appeal, such as presenting a witness statement or report from them. If no other means of presenting the evidence is possible, then an application can be made for a witness summons. The request should explain what efforts have been made to ensure their attendance, whether they have refused to attend and why no other means of presenting the evidence is available. The application must set out the full name, occupation and address of the witness.

## **Permission to amend grounds of appeal/response to the appeal**

Either party may ask the Tribunal at any time in the appeal process to amend the grounds eg by changing the amendments sought to Parts 2/3 or the school to be named in Part 4. Early warning to the other party of your intention to change the grounds is essential and the request should explain the reasons for the changes.

## **A strike out of the appeal/barring the LA**

A request to strike out or barring can be made if the appeal is thought to be outside of jurisdiction or a direction has not been complied with. The Tribunal can strike out an appeal or bar the LA for failing to comply with a direction. A party can then apply to be reinstated by making a request for reinstatement and explaining the reasons for failing to comply with the direction or the reasons why they believe the appeal or party should be reinstated.

## **Permission to add additional witnesses**

The Tribunal places a limit on the number of witnesses to ensure that the appeal or claim is dealt with efficiently and proportionately. In exceptional circumstances, parties may ask for additional witnesses, but the Tribunal will only give permission if their attendance is necessary and the evidence relevant to the decision the Tribunal will make. The Tribunal also considers all the documents sent in by the parties and all your witnesses should provide a written statement setting out their evidence.

## **An observer to attend the hearing**

Either party can apply for an observer to attend the hearing. Because all hearings are in private, a party will need to apply for permission to bring an observer and explain why their presence is required. If permission is granted, the observer cannot take any party in the hearing, or take notes, only observe the hearing.

## **Other**

If you want to make any other request, please complete this section, explaining your request and the reasons why it is made.

---

## **What you do next**

You **must** send, **at the same time**, a copy of your completed form (which includes the other parties comments on your request) and any supporting documents to:

- the tribunal; and
- the other party.

**If you do not**, your request will be returned to you without being considered.

---

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

To receive a paper copy of this privacy notice, please call 0300 123 1024 Textphone 18001 0300 123 1024. If calling from Scotland, please call 0300 790 6234 Textphone 18001 0300 790 6234.