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| First-tier Tribunal Property Chamber (Residential Property) | **Ref no.** (for office use only) |
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| **Appeal against a decision to impose a financial penalty, or  the amount of a penalty imposed, following the breach of a banning order**  **Paragraph 10(1) to Schedule 1 of the Housing and Planning Act 2016** | |
| **It is important that you read the notes below carefully before you complete this form.**  **A fee is payable for this application (see Box 10 for Help with Fees).** | |
| Applications should be sent as a Microsoft Word document by **email** to the relevant regional tribunal address shown in the Annex to this form. You must also send by email **the appropriate documents listed in section 10 of 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.  You can now pay the **the fee (if applicable) by an on-line banking payment or by cheque/postal order enclosed with the application form.**  **If you want to be sent online banking payment details by email, please tick this box**    Please make sure a copy of the application is served on the other party/parties to the application. If you are unable to serve a copy on the other party/parties, please bring this to the tribunal’s attention in the covering email or if sending by post in a covering letter.  **Please do not send any other documents**. 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 contact the appropriate regional office.** | |

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

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| 1. **DETAILS OF APPLICANT** | | | | | | | | | |
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|  | Address for correspondence (*if different from above*): | | | | | | | |  |
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|  | Telephone: | | | | | | | |  |
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| 1. **DETAILS OF APPLICANT’S REPRESENTATIVE**   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 for you. | | | | | | | | | |
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| 1. **DETAILS OF RESPONDENT (Local Authority)** | | | | | | | | | |
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|  | Address (*including postcode*): | | | | | | | |  |
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|  | Reference no. for correspondence (if any) | | | |  | | | |  |
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|  | Address for correspondence (*if different from above*): | | | | | | | |  |
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| 1. **DETAILS OF RESPONDENT’S REPRESENTATIVE**   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 for you. | | | | | | | | | |
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| 1. **CAN WE DEAL WITH YOUR APPLICATION WITHOUT A HEARING?** | | | | |
|  | | If the Tribunal thinks it is appropriate, and all the parties and others notified of their right to attend a hearing consent, 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’). | |  |
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|  | | Please let us know if you would be content with a paper determination if the Tribunal thinks it appropriate. | Yes  No |  |
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| **Note:** Even if you have asked for a paper determination the Tribunal may decide that a hearing is necessary. Please complete the remainder of this form on the assumption that a hearing will be held | | | |  |
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| 1. **URGENCY OF APPLICATION** | | |
|  | We need to decide whether the case needs to be dealt with quickly.  Please let us know if there is a particular urgency for a determination in this case and if so, why? |  |
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| 1. **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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| 1. **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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|  | Applications handled by the London regional office 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 case officers 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. |  |
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| 1. **GROUNDS OF APPLICATION** | | |
|  | **Please use the space below to summarise the grounds of your application.**  **Type of application (please tick one or both boxes):**  Appeal against the financial penalty  Appeal against the amount of the financial penalty |  |
|  | Grounds of Application (please continue on a separate sheet if necessary): |  |
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| 1. **DOCUMENTS TO BE PROVIDED WITH THIS APPLICATION** |
| Following receipt of your application you will be asked to provide a number of documents (referred to as a ‘bundle’) in support of your case. However, at this stage you must include those documents below. **Failure to include the specified documents might make this application invalid**. Any additional documents required by the Tribunal will be requested at a later stage.  All references below to “the Act” refer to the Housing and Planning Act 2016  1) A copy of the banning order  2) A copy of the notice of intent given under paragraph 1 of Schedule 1 to the Act |
| 3) A copy of the final notice given under paragraph 6 of Schedule 1 to the Act |

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| **11. CHECKLIST** | | | | | | |
| **Please check that you have completed this form fully. The Tribunal will not process your application until this has been done. Please ensure that the following are enclosed with your application and tick the appropriate box to confirm:** | | | | | | |
| A copy of the documents listed in section 10. | | | | |  | |
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| **EITHER** | | | | |  | |
| A crossed cheque or postal order made out to HM Courts and Tribunal Service for the application fee of £100 (if applicable) is enclosed.  **Please write your name and address on the back of the cheque or postal order.**  **Please also send a paper copy of your application with your cheque or postal order, regardless of whether you have already emailed the application.**  **OR**  You have ticked the box at the top of this form to say you want the relevant regional tribunal office to send you details on how to pay the application fee of £100 by on-line banking. **The unique payment reference the tribunal office supplies MUST be used when making your on-line banking payment.** | | | | |  | |
| **DO NOT send cash under any circumstances. Cash payment will not be accepted.**  **Please note where there is to be a hearing, a fee of £200 will become payable by you when you receive notice of the hearing date.** | | | | | | |
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**Help with Fees**

If you think you may be entitled to a reduced fee, the guide EX160A ‘Apply for help with court, tribunal and probate fees’ outlines how you can submit an application for Help with Fees.

You can submit your Help with Fees application online at [www.gov.uk/help-with-court-fees](http://www.gov.uk/help-with-court-fees) or by completing the form EX160 ‘Apply for help with fees’. You can get a copy of the ‘Apply for help with fees’ form online at www.gov.uk/government/publications/apply-for-help-with-court-and-tribunal-fees or from your regional tribunal office.

If you have completed an online application for Help with Fees please enter the reference number you have been given here.

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If you have completed form EX160 “Apply for Help with Fees” it must be included with your application.

The ‘Apply for help with fees’ form will not be copied to other parties.

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| 1. **STATEMENT OF TRUTH** | | | | | | | | |
| **The statement of truth must be signed and dated.**  **I believe that the facts stated in this application are true.** | | | | | | |  | |
| **Signed:** |  | | | | |  | | |
| Name (IN CAPITALS) | |  | | | | | | |
| Date: |  | | | |  | |  | |
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| **ANNEX: Addresses of Tribunal Regional Offices** | | | |
|  | **NORTHERN REGION**  HM Courts & Tribunals Service  First-tier Tribunal (Property Chamber) Residential Property, 1st Floor, Piccadilly Exchange, Piccadilly Plaza, Manchester M1 4AH | **Telephone:** 01612 379491  **Fax:** 01264 785 128  **Email address**: [RPNorthern@justice.gov.uk](mailto:RPNorthern@justice.gov.uk) | |
|  | **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:** Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and WestCheshire. | | |
|  | **MIDLAND REGION**  HM Courts & Tribunals Service  First-tier Tribunal (Property Chamber) Residential Property, Centre City Tower, 5-7 Hill Street, Birmingham, B5 4UU | | **Telephone:** 0121 600 7888  **Fax:** 01264 785 122  **Email address**: [RPMidland@justice.gov.uk](mailto:RPMidland@justice.gov.uk) |
|  | **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 REGION**  HM Courts & Tribunals Service  First-tier Tribunal (Property Chamber) Residential Property, Cambridge County Court, 197 East Road  Cambridge, CB1 1BA  DX 97650 Cambridge 3 | | **Telephone:** 01223 841 524  **Fax:** 01264 785 129  **Email address**: [RPEastern@justice.gov.uk](mailto:RPEastern@justice.gov.uk) |
|  | **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 REGION**  HM Courts & Tribunals Service  First-tier Tribunal (Property Chamber) Residential Property, Havant Justice Centre, The Court House, Elmleigh Road, Havant, Hants, PO9 2AL | | **Telephone:** 01243 779 394  **Fax:** 0870 7395 900  **Email address**: [RPSouthern@justice.gov.uk](mailto:RPSouthern@justice.gov.uk) |
|  | **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 REGION**  HM Courts & Tribunals Service  First-tier Tribunal (Property Chamber) Residential Property, 10 Alfred Place, London WC1E 7LR  DX 134205 Tottenham Court Road 2 | | **Telephone:** 020 7446 7700  **Fax:** 01264 785 060  **Email address**: [London.RAP@justice.gov.uk](mailto:London.RAP@justice.gov.uk) |
|  | **This office covers all the London boroughs.** | | |

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.