

Application for variation of a placement order (Form A51)

Notes on completing the form

Important

If you are attaching any order of the High Court or the family court to your application, it must be a sealed copy of the order (that is, a copy that has been stamped with the seal of the court). An order issued by any other authority must be properly authenticated by that authority. If you are in any doubt about what is needed, please contact the court for assistance.

Take or send the completed application form, **and three copies**, to the court, together with the court fee and any documents you are attaching in support of your application.

You may need to pay a fee with your application. You should read leaflet **EX50** Civil and family court fees to find out what fee, if any, you need to pay. This leaflet is available from your local court or online at hmctsformfinder.justice.gov.uk

You may be exempt from paying all or part of the fee. The combined booklet and application form **EX160A** Court Fees - Do you have to pay them gives more information. This leaflet is available from your local court or online at hmctsformfinder.justice.gov.uk

Notes on the application form

Note 1

The court may only vary a placement order so as to substitute another local authority for the local authority authorised by the order to place the child for adoption on the joint application of **both** the authorities involved. (Section 23(2) of the Adoption and Children Act 2002).

Note 2

Enter the child's first names(s) and last name as they are shown on the placement order you are asking the court to vary. **You must attach a copy of the placement order to your application.**

Note 3

Set out your reasons for applying for the transfer of responsibility between local authorities. State why the transfer would be in the best interests of the child, and any administrative reasons which make the transfer desirable.

Note 4

Enter details of any other earlier and concurrent court proceedings relating to the child. Do not repeat the details of the placement order entered at paragraph 7. In each case, give the name of the court, the nature of the proceedings and the date and effect of any order made. If either authority was a party to any proceedings that have been completed, a copy of the final order should be attached to the application.

Note 5

If the child has previously been adopted, give the names of his/her adoptive parents and not those of his/her natural parents.

Note 6

If the child's parents were not married at the time of his/her birth, the child's father may have acquired parental responsibility

- by subsequent marriage to the child's mother;
- because he has a parental responsibility agreement with the mother, or has been granted a parental responsibility order, or
- because he registered the child's birth jointly with the child's mother (on or after 1 December 2003).

Give details of any court order or agreement in respect of parental responsibility in paragraph 9 (About other orders or proceedings that affect the child).

Note 7

If the child has no guardian, enter 'not applicable'. Otherwise, enter the details of any person appointed to be the child's guardian by deed or will or otherwise in writing in accordance with section 5(5) of the Children Act 1989, or by an order made under section 5(1) or 14A of that Act. If the child has more than one guardian, please give the name and address of any other guardian(s) on a separate sheet, putting the child's full name, the number of the Part and the paragraph reference at the head of the sheet.

Note 8

Give the full name(s) of the parents, relatives and any significant others who have contact with the child. In each case, state their relationship to the child, whether contact is under a court order or by agreement and the nature, duration and frequency of contact (eg. supervised, by letter, monthly, etc)

In paragraph 15 you should set out the details of any proposed changes to current contact arrangements if the application to vary the placement order is granted, and the reason for the changes. If no changes are proposed, please say so.

Note: A copy of your application will be sent to each parent or guardian of the child. If you do not want details of contact to be disclosed, you should apply to the court for directions.

Special assistance or facilities for disability if you attend court**Note 9**

If you need special assistance or special facilities for a disability or impairment, please set out your requirements in full. The court staff will need to know, for example, whether you want documents to be supplied in an alternative format, such as Braille or large print. They will also need to know about any specific requirements you may have on the day of the hearing, such as wheelchair access, a hearing loop, or a sign language interpreter.

The court staff will get in touch with you about your requirements. It is important that you make the court aware of all your needs. If you do not, the result may be that the hearing has to be adjourned.