

Guidance notes for completing form COP15

- You must notify the people who are likely to have an interest in being notified of your application within 14 days of the date on which your application form was issued by the court.
- These are the people whose details you provided in section 5.2 of the COP1 application form.
- You must also notify any other people that the court may direct.
- To notify people that your application has been issued by the court you provide each person to be notified with:
 - a COP15 notice that an application has been issued; and
 - a COP5 acknowledgment of notification.
- You must complete and sign the COP15 notice. Some of the questions are the same as those on the COP1 application form. Where the questions are the same you should copy the answers you provided on the application form.
- You can provide this information by:
 - delivering it to the person to be notified personally;
 - delivering it to their home address; or
 - posting it to their home address by first class post.
- You must complete a COP20B certificate of notification/non-notification and return it to the court within 7 days of notification being provided.