

# Application for directions as to venue for administration and determination

Name and address of party making application name

address

In the  
High Court of Justice  
Planning Court

Claim No.

Claimant(s)/  
Appellant(s)

Defendant(s)/  
Respondent(s)

Interested  
Party(ies)

I/We apply to the court for a direction that this matter be administered by:

- The Administrative Court Office at the Royal Courts of Justice in **London**
- The Administrative Court Office in **Birmingham**
- The Administrative Court Office in **Cardiff**
- The Administrative Court Office in **Leeds**
- The Administrative Court Office in **Manchester**

Any matter administered by an office of the Administrative Court outside London will be heard at a court on the relevant circuit: see PD54C, paragraphs 1.2 and 2.4

I/We make this application for the following reason(s): (please refer to paragraph 2.5 of PD54C set out overleaf)

(To be signed  
by you or by  
your solicitor  
or litigation  
friend)

Signed

Date

Name

(if signing on  
behalf of firm  
or company,  
court)

Position or office held

**Please send your completed form to the Administrative Court Office** which is currently administering this matter, within 21 days of service of the proceedings upon you. You must also serve copies of your completed application on all other parties.

**PD54C, 2.5** The general expectation is that proceedings will be administered and determined in the region with which the claim has the closest connection. This will be determined having regard to the subject matter of the claim, the region in which the claimant resides and the region in which the defendant or any relevant office or department of the defendant is based. In addition, the court may consider any/all other relevant circumstances including the following:

- (a) any reason expressed by any party for preferring a particular venue
- (b) the ease and cost of travel to a hearing
- (c) the availability and suitability of alternative means of attending a hearing (for example, by video-link);
- (d) the extent and nature of any public interest that the proceedings be heard in any particular locality;
- (e) the time within which it is appropriate for the proceedings to be determined;
- (f) whether it is desirable to administer or determine the claim in another region in the light of the volume of claims issued at, and the capacity, resources and workload of, the court at which it is issued;
- (g) whether the claim raises issues sufficiently similar to those in another outstanding claim to make it desirable that it should be determined together with, or immediately following, that other claim;
- (h) whether the claim raises devolution issues and for that reason whether it should more appropriately be determined in London or Cardiff; and
- (i) the region in which the legal representatives of the parties are based