

Office stamp (date received)

Application for Costs or Expenses

Please Use black ink and complete the form in **CAPITALS** or in typewriting
Refer to the notes accompanying this form before completing it.

A Application for an order for costs or expenses

Case Reference

I wish to make an application for an order for costs/ expenses *(delete as applicable)*

against *(paying party)*

B Schedule of costs or expenses

[Party]'s statement of Costs for hearing on
(date) (if not applicable write N/A)

Description of fee earners
(a) *(name) (grade) (hourly rate claimed)*
(b) *(name) (grade) (hourly rate claimed)*

Attendances on *(party)*
(a) *(number)* hours at £ £
(b) *(number)* hours at £ £

Attendances on opponents
(a) *(number)* hours at £ £
(b) *(number)* hours at £ £

Attendances on others
(a) *(number)* hours at £ £
(b) *(number)* hours at £ £

Site inspections etc
(a) *(number)* hours at £ £
(b) *(number)* hours at £ £

Work done on negotiations
(a) *(number)* hours at £ £
(b) *(number)* hours at £ £

Other work, not covered above
(a) *(number)* hours at £ £
(b) *(number)* hours at £ £

Sub Total £

Bought forward £

Work done on documents

(a) (number) hours at £ £
(b) (number) hours at £ £

Attendances at hearing

(a) (number) hours at £ £
(b) (number) hours at £ £

(a) (number) hours travel and waiting at £ £
(b) (number) hours travel and waiting at £ £

Counsel's fees (name) (year of call)

Fee for [advice / conference/documents] £

Fee for hearing £

Other expenses (give brief description) £

Total £

Amount of VAT claimed

on solicitors and counsel's fees £

on other expenses £

Grand Total £

Applications for wasted costs only: Cost incurred in making this application £

C Signature

The costs estimated above do not exceed the costs which the (receiving party) is liable to pay in respect of the work which this estimate covers.

Dated / /

Signed

Name of firm of solicitors [partner] for the (party)

After you have completed this form:

You can submit documents and track your case digitally online with the E-Filing service

<https://www.gov.uk/guidance/hmcts-e-filing-service-for-citizens-and-professionals>

If a party has appointed a professional representative, all forms and documents must be submitted to the tribunal using the E-Filing service.

If you are not a professional representative you can send your documents to:

Upper Tribunal (Tax and Chancery Chamber)
Fifth Floor
Rolls Building
Fetter Lane
London
EC4A 1NL

DX: 160042 Strand 4

Email: uttc@justice.gov.uk

Tel: 020 7612 9700

The Office will let you know when they have received this form. Contact the Upper Tribunal office if you are not told within a week that the form had been received.

If your First-tier Tribunal case was heard in Scotland or you live in Scotland you may send the form to the London office or you may send it to:

The Upper Tribunal Office
Tax and Chancery Chamber
George House
126 George Street
Edinburgh
EH2 4HH

The office will let you know when they have received this form. Contact the office if you are not told within a week that the form has been received.

A copy of your application should also be sent to the party against whom you are requesting the order for costs be made.

If you need this form in an alternative format e.g. large font, Braille or in Welsh language, please telephone: **020 7612 9700**.

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.