

Application Notice

This form is to be used to make an application to the Tribunal, for example for an extension of time to comply with one or more of its directions.

Appellant's name (including ref.)	
Respondent's name (including ref.)	
Appeal no.	

Before completing this form you must obtain the views of the other party unless it is urgent. If it is urgent, please explain why in your application.

1. What is your name or, if you are a legal representative, the name of your firm?

2. Are you a Appellant Respondent Legal Representative
 Other (*please specify*)

If you are a legal representative whom do you represent?

3. What order are you asking the Tribunal to make and why? (continue overleaf or on a separate sheet if necessary)

4. Do you want the Tribunal to change the dates by which things must be done? Yes No

If Yes, give the following details

Date of relevant order

Set out the new dates and times you need to comply with the order

5. Have you attached a draft of the order you are applying for? (In Microsoft Word format) Yes No

6. How do you want to have this application dealt with? On papers
 At an oral hearing
 At a telephone hearing

7. How long do you think the hearing will last? Hours Minutes
Is this time estimate agreed by all parties? Yes No

8. Give details of any final hearing date

You **must** obtain the other sides views on this application.

9. Have you sent the other party a copy of this application and obtained their views on this application?

Yes

No

If Yes, please set out their views and provide copies of any responses

If No, explain why you have not sought the views of the other party

10. What information will you be relying on, in support of your application?

- The evidence set out in the box below
- Attached witness statement
- Other (please specify in the box below)

If necessary, continue on a separate sheet.

Statement of Truth

(I believe) (The Appellant/Respondent believes) that the facts stated in this section (and any continuation sheets) are true.

Signed _____ Dated _____
Appellant/Respondent('s legal representative)

Full name _____

Name of Appellant 's/Respondent's legal representative's firm _____

Position or office held _____
(if signing on behalf of firm or company)