



APAD1

Request to remove or amend information on property agent's database

The application fee is £110

This form is to appeal the local housing authority's (LHA) decision to:

- include your name on the database
- refuse to amend an entry on the database

You must complete all sections and provide all documentation requested otherwise the tribunal cannot progress your application.

If you are unable to do so you must explain why. The tribunal will decide whether or not the application can proceed.

Before you apply

You will need a copy of the notice from the local authority against which you want to appeal.

Section 1 – Type of appeal

Choose all appeals that apply

LHA's decision to include your name on the database

(when your name is not yet on the database, but notice has been given by the local authority)

The period of time your name will appear on the database

(when your name is not yet on the database, but notice has been given by the local authority)

Section 32(1) Housing and Planning Act 2016

Refusal to remove an entry

(appeal for when your name is already on the database)

Refusal to reduce the period of time your entry is on the database

(appeal for when your name is already on the database)

Section 37(6) Housing and Planning Act 2016

If you need help

If you need help with this application, fees or tribunal procedures, contact the relevant regional office in **Annex 1**.

The tribunal cannot give legal advice on your case.

Serving the application

You need to send by email or post a copy of the application to the respondent, and any interested party, as this will allow them to view the application early.

The tribunal will also send a copy of the application to the respondent and any other interested party when it acknowledges the application.

Other notes

If you are completing this form by hand use CAPITAL LETTERS.

Use another sheet of paper if there is not enough space for you to say everything.

Add your name at the top of any additional pages.

Section 2 – Applicant’s information

2.1 Details of applicants

First name

Last name

Capacity

Company name (optional)

Note for Section 2

Use a separate sheet if you need to include details of more than one applicant.

Note for capacity

Capacity could be landlord or property agent.

2.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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2.3 Reference number for correspondence (optional)

2.4 Contact details

Phone number

Mobile number

Email address

2.5 Details of applicant's representative (if any)

First name

Last name

Company name

Note 2.5: A representative is someone you want to represent you in dealing with the tribunal.

If you appoint a representative, the tribunal office will only correspond with your representative.

2.6 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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2.7 DX number for correspondence (optional)

2.8 Reference number for correspondence (optional)

2.9 Contact details

Phone number

Mobile number

Email address

Note 2.7: Not all regional offices use the DX service. See Annex 1 for offices that have DX numbers.

Section 3 – Respondent’s information

3.1 Name of local authority or housing association

3.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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3.3 Reference number for correspondence (optional)

3.4 Contact details

Phone number

Mobile number

Email address

3.5 Details of respondent's representative (if any)

First name

Last name

Company name

3.6 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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3.7 DX number for correspondence (optional)

3.8 Reference number for correspondence (optional)

3.9 Contact details

Phone number

Mobile number

Email address

Note 3.7: Not all regional offices use the DX service. See Annex 1 for offices that have DX numbers.

Section 4 – Details of the application

4.1 Summarise the reasons why you are making this application

Note for section 4

Give a brief outline of your case so that the tribunal understands what your application is about.

Use another sheet of paper if there is not enough space for you to say everything.

Add your name at the top of any additional sheets.

Section 5 – Other applications

5.1 Are you involved in any other Housing Act 2004, Housing Act 1985 or Housing Act 2016 applications or are you aware of any applications involving the same person(s) or property as this application?

No

Yes, give details

Note 5.1: Add the reference number and a brief outline of other applications involving the same person(s) or property.

Section 6 – Hearing

6.1 Determine without a hearing (a paper determination)

It is possible for your application to be dealt with only on written representations and documents without anyone needing to attend in person. This is called a paper determination.

Do you think a paper determination is right for your case?

Yes

No

Note 6.1: Even if you have asked for a paper determination the tribunal may decide that a hearing is necessary.

You'll need to pay an additional fee of £220 if a hearing date is set.

Urgency of application

6.2 Is your case urgent?

No

Yes, explain why it is urgent

Note 6.2: Cases are dealt with as either fast or standard track, the tribunal will decide which:

Fast track - this is for simple cases that will not create a lot of paperwork or argument. Fast track cases are usually heard within 10 weeks of application.

Standard track - this is for more complicated cases with numerous issues to be decided, or where there is lots of paperwork involved. Standard track cases are usually heard within 20 weeks of application.

Availability

6.3 Are there any days when you or any expert or witness you are using cannot attend?

Dates on which you or they **will not be** available in the next 4 months

Support during your hearing

6.4 Do you, or anyone attending with you, need any adjustments?

Note 6.4: Some people need support to access information and use our services, for example:

- documents in alternative formats, colours and fonts
- help with communication, sight, hearing, speaking, interpretation or translation
- access and mobility support if a hearing takes place in person

This form gets copied to other parties, so use a separate document if you do not want to disclose anything.

Statement of truth

I believe that the facts stated in this form and any continuation pages are true.

Signature

Date

Day	Month	Year

Full name

Application fee

What you need to pay

The application fee is **£110**

How to pay the fee

I have not included payment because

I have applied for help with fees online and my reference number is

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I am applying for help with fees, see attached form EX160 'Apply for help with fees'

Other – please explain why

I want to pay by online banking

Email me details on how to pay, my email address is

I enclose a cheque or postal order, made payable to HMCTS

Note for application fee

You'll need to pay an additional fee of £220 when the hearing date is set.

You may be able to get help paying fees if you only have a small amount in savings, receive certain benefits or are on a low income.

See www.gov.uk/get-help-with-court-fees for more information.

Note for online banking

The tribunal will send you a reference number so you can make a payment online.

Fee account details – for use by legal professionals

Your account number

P	B	A							
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Your reference (if applicable)

Checklist

I have completed the application fee section

List of documents that need to be included with the application:

a copy of the notice from the local authority against which you want to appeal

You must complete all sections and provide all documentation requested otherwise the tribunal cannot progress your application.

If you are unable to do so, you must explain why in the box below.
The tribunal will decide whether or not the application can proceed.

After you have completed this form

You can email your application and the documents listed in the checklist to the relevant regional tribunal address shown in the Annex 1 to this form.

If you cannot email, you can send the application by post.

Annex 1

List of addresses of tribunal regional offices

Northern region

Address:

HM Courts and Tribunals Service
First-tier Tribunal (Property Chamber)
Residential Property
1st Floor, Piccadilly Exchange
Piccadilly Plaza
Manchester
M1 4AH

Telephone: 01612 379491

Fax: 01264 785 128

Email address: RPNorthern@justice.gov.uk

This office covers the following metropolitan districts: Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North and South), Wakefield, Wigan and Wirral.

It also covers the following unitary authorities: Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

It also covers the following Counties: Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and West Cheshire.

Midland region

Address:

HM Courts and Tribunals Service
First-tier Tribunal (Property Chamber)
Residential Property
Centre City Tower
5-7 Hill Street
Birmingham
B5 4UU

For use by legal professionals:

DX 360601 Birmingham 5

Telephone: 0121 600 7888

Fax: 01264 785 122

Email address: RPMidland@justice.gov.uk

This office covers the following metropolitan districts: Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

It also covers the following unitary authorities: Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

It also covers the following Counties: Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

Eastern region

Address:

HM Courts and Tribunals Service
First-tier Tribunal (Property Chamber)
Residential Property
Cambridge County Court
197 East Road
Cambridge CB1 1BA

For use by legal professionals:

DX 97650 Cambridge 3

Telephone: 01223 841 524

Fax: 01264 785 129

Email address: RPEastern@justice.gov.uk

This office covers the following metropolitan districts: Bracknell Forest, West Berkshire, Reading, Slough, Windsor and Maidenhead, Wokingham, Luton, Peterborough, Milton Keynes, Southend-on-Sea and Thurrock.

It also covers the following Counties:

Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Northamptonshire, Oxfordshire and Suffolk.

Southern region

Address:

HM Courts and Tribunals Service
First-tier Tribunal (Property Chamber)
Residential Property
Havant Justice Centre
The Court House
Elmleigh Road
Havant
Hants PO9 2AL

Telephone: 01243 779 394

Fax: 0870 7395 900

Email address: RPSouthern@justice.gov.uk

This office covers the following unitary authorities:

Bath and Northeast Somerset, Bristol, North Somerset, South Gloucestershire, Bournemouth, Plymouth, Torbay, Poole, Swindon, Medway, Brighton and Hove, Portsmouth, Southampton and the Isle of Wight.

It also covers the following Counties:

Cornwall and the Isles of Scilly, Devon, Dorset, East Sussex, Gloucestershire, Hampshire, Kent, Somerset, Surrey, West Sussex and Wiltshire

London region

Address:

HM Courts and Tribunals Service
First-tier Tribunal (Property Chamber)
Residential Property
10 Alfred Place
London WC1E 7LR

For use by legal professionals:

DX 134205 Tottenham Court Road 2

Telephone: 020 7446 7700

Fax: 01264 785 060

Email address: London.RAP@justice.gov.uk

This office covers all the London boroughs.

For information on how HM Courts and Tribunals Service process and store your data visit:
www.gov.uk/hmcts/privacy-policy