



GRC5

## Request a case management direction or decision from the General Regulatory Chamber

Use this form to make an application for the First-tier Tribunal (General Regulatory Chamber) to make a **case management direction** or **decision**.

### If you need help

Contact the tribunal office if you need help with this application or how the tribunal works.

The tribunal cannot give legal advice.

### Guidance on completing this form

You can find notes to help you understand questions on the right side of the page.

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.

Write clearly if you are completing this form by hand.

### Other applications

You cannot use this form to start a new appeal, or to make an application:

- under section 166 of the Data Protection Act 2018 (orders to progress complaints)
- for an authorised costs order
- to enforce a decision of the tribunal (certify a contempt)
- for permission to appeal to the Upper Tribunal

### Before you start

- Your application is likely to be decided more quickly if you have agreed the outcome with all the other parties
- If you are a representative, you must attach a draft order

# Section 1 – Case information

## Note for Section 1

You can find the First-tier Tribunal reference number in the subject line of our emails or letters to you.

1.1 First-tier Tribunal case reference number (if you have one)

1.2 Appellant(s) names

1.3 Appellant(s) reference numbers (if applicable)

1.4 Respondent(s) names

1.5 Respondent(s) reference numbers (if applicable)

1.6 Date of next hearing (if your case has a hearing listed)

Day	Month	Year

## Section 2 – Your information

### 2.1 What is your role in this case?

the appellant

the respondent

representative for the appellant

representative for the respondent

other – please specify

### 2.2 Your details

First name

Last name

Organisation or company name (optional)

### 2.3 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

### 2.4 Contact details

Phone number

Email address

### Note for Section 2

If the application is made on behalf of more than one person, please give details in Section 4.2 and include evidence that they have agreed to this.

### Note 2.1

If you have brought a case before the tribunal that is not an appeal, in this form you should still describe yourself as the appellant.

## Section 3 – Case management directions or decisions

### 3.1 Choose what you want to ask the tribunal for:

- postpone (adjourn) a hearing
- extend time to do something
- strike out a case
- prevent (bar) a party from taking further part in the proceedings
- reinstate a case
- prevent disclosure or publication of documents and information
- deal with this case together with one or more other cases
- something else, explain what you are asking for:

### 3.2 Explain what you are asking for and why.

Include any relevant facts, rules, case law or legal provisions to support your reasons. Include any supporting documents when sending this form.

### Note for Section 3

If you are a representative, you must attach a draft order.

### Note 3.2

If you have ticked more than one box at question 3.1, explain the reasons for each different thing you are asking for in the space provided.

**You may only use the space provided plus the continuation sheets at the end of this form.**

The judge or legal officer who makes a decision on your application may only have a copy of this form and any documents you attach.

## Section 4 – Other parties

- 4.1** Do the other parties all agree that the tribunal should make the case management direction or decision that you are asking for?

Yes. You must attach written evidence such as an email confirming this

No. **Go to question 4.2.**

- 4.2** What steps you have taken (if any) to tell the other parties that you are making this application?

- 4.3** It is your responsibility to send a copy of this application and any supporting documents to all other parties, unless you think that they should be withheld from one or more of the other parties.

Should this application and any supporting documents or part of them be withheld from the other parties?

Yes. Explain why

### **Note 4.3**

The tribunal will decide whether the application and documents can be withheld.

You will be informed of that decision and what the tribunal has decided will happen next.

**You may only use the space provided plus the continuation sheets at the end of this form.**

No

## Section 5 – Urgent consideration

**5.1** Do you need this application to be considered urgently within **10 working days?**

Yes. **Go to question 5.2.**

No. **Go to Statement of truth.**

**5.2** Explain why you think this application should be considered urgently, and why you were not able to make it sooner.

Include any supporting evidence to support your reasons.

**Note 5.2:** If you send this form to the Tribunal by email, write URGENT in the subject line.

**You may only use the space provided plus the continuation sheets at the end of this form.**

## Statement of truth

I understand that in certain circumstances proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

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

**The appellant or respondent believes** that the facts stated in this form and any additional pages are true. **I am authorised** by the appellant or respondent to sign this statement.

## Signature

Appellant

Appellant's representative

Respondent

Respondent's representative

## Date

Day	Month	Year

Full name

## Checklist

I have sent a copy of this application and any supporting documents to the other parties before or at the same time as they are sent to the tribunal

**or**

I have not sent a copy of this application and any supporting documents to the other parties because some or all of this application or supporting documents should be withheld from the other parties. I explained why in Section 4 of this form.

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

a copy of the draft order (only if you are a representative)  
(if possible, Word format)

written agreement from other parties (if available) for example:  
email from other parties

copies of any other documents in support of your appeal.  
List the documents attached here:

### **Note for documents in support of your appeal**

You can add documents to support your appeal, such as letters, photos and documents.

You can send pictures of documents as evidence.

If you are taking a picture of a document, place it on a flat surface and take the picture from above.

When submitting your documents to the tribunal, only include attachments; do not supply links to internet pages.

If you are a representative, then you are expected to provide all documents as a single indexed and paginated PDF bundle.

### **Note for written agreement**

Your application is likely to be processed quicker if you have agreement from the other parties.





## What to do next

Send the completed and signed form and any documents from the Checklist using the details shown below:

### Email address

[GRC@justice.gov.uk](mailto:GRC@justice.gov.uk)

or

### Address

HM Courts and Tribunals Service  
General Regulatory Chamber  
PO Box 11230  
Leicester  
LE1 8FQ

### Telephone

0300 123 4504

## Next steps

The tribunal will consider your application and let you know the outcome.

You can find out more on:

[www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber](http://www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber)

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