



GRC6

Apply for an Authorised Costs Order under section 324A of the Charities Act 2011

Use this form to make an application for an order authorising payment out of the funds of a charity for costs incurred, or to be incurred, in connection with charity proceedings in the General Regulatory Chamber.

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

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:

- appeal to the General Regulatory Chamber – use form **GRC1**
- appeal a decision relating to a Nitrate Vulnerable Zone – use form **GRC2**
- apply for an order to progress a data protection or UK GDPR complaint – use form **GRC3**
- enforce a decision of the tribunal (certify a contempt) – use form **GRC4**
- make an application in an appeal that is already in progress – use form **GRC5**
- apply for permission to appeal to the Upper Tribunal – use form **GRC7**

Section 1 – Applicant’s information

1.1 Details of applicant

Name of the person or the organisation

Contact name (if different)

1.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

1.3 Contact details

Phone number

Mobile number

Email address

1.4 Is there more than one applicant?

Yes. **I have included their details on a separate sheet, accompanying this form.**

No

Note for Section 1

The applicant can be a person or an organisation.

Add all your information even if you have other cases in the tribunal.

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

Section 2 – Applicant’s representative information

Note for Section 2

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.

2.1 Do you have a representative?

Yes. **Go to question 2.2.**

No. **Go to Section 3.**

2.2 Details of applicant’s representative

First name

Last name

Company name

2.3 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

2.4 Reference number for correspondence (optional)

2.5 Contact details

Phone number

Mobile number

Email address

Section 3 – The proceedings before the tribunal

3.1 Is this application in relation to proceedings that have already been brought before the tribunal?

Yes. Give the tribunal's reference number if you have one:

No

3.2 Give details of the proceedings (or proposed proceedings) before the tribunal.

3.3 On what basis do you have standing to bring those proceedings?

Give details of the respondent in those proceedings. If there are any other interested parties, give their details at the end of this form or on a separate sheet.

3.4 Details of respondent

First name

Last name

3.5 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

3.6 Contact details

Phone number

Mobile number

Email address

Section 4 – Reasons for your application

4.1 Why are you making this application?

Note for Section 4

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 – The order you want the tribunal to make

5.1 What order are you asking the tribunal to make?

Note for Section 5

You can also attach a draft order in Microsoft Word format.

Section 6 – Hearing

6.1 How do you want to have your application decided?

I want my application to be decided **with a hearing**

My time estimate for the hearing is:

A tribunal will decide your application at a hearing that you can attend. This will either be in-person or by video.

I want my application to be decided **without a hearing**

A tribunal will decide your application by looking at the information and documents you and the other parties send.

Note for Section 6

The tribunal will decide on the type of the hearing.

Section 7 – Reasonable adjustments

7.1 Do you, or anyone attending with you, need any additional support to participate?

Note 7.1

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

Section 8 – Any other information

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

Signature

Applicant

Applicant's representative

Date

Day	Month	Year

Full name

Documents

I confirm that I have:

sent a copy of this application form to the respondent (and any interested parties) at the same time as sending it to the tribunal

provided any further information or documents required by the relevant Practice Direction

Checklist

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

all documents required by the relevant Practice Direction

The Practice Direction can be found on the tribunal's website.
The address is at the end of this form.

List all the evidence you are sending with this form:

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

or

Address

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

Phone

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

For information on how HM Courts and Tribunals Service process and store your data visit:

www.gov.uk/hmcts/privacy-policy