



Order 1

Applications and requests for case management or other interim orders

The Tribunal Procedure (First-tier Tribunal)
(Property Chamber) Rules 2013

Use this form if you want to ask a tribunal judge to consider a procedural matter.

A procedural matter could be (but is not limited to) one of the following:

- An application to amend, vary or extend the tribunal's directions
- An application to postpone a hearing
- An application to debar evidence from another party
- An application to join proceedings

If you cannot access email or find someone to assist you in lodging your application by email, then a paper application will be acceptable although there may be a delay in dealing with this. **Sending an application on paper will not be suitable in urgent cases.**

Do not use this form to request consent to the withdrawal of an application or to apply for permission to appeal as separate forms are available for those purposes.

The tribunal cannot give legal advice. Do not use this form if you are seeking legal advice.

The tribunal can correct small mistakes in its documents or decisions. These include things like spelling errors, incorrect names or addresses, or something that was accidentally left out.

If you think the tribunal has made a minor mistake and you want it corrected, you can ask them to fix it.

1. Tribunal's case reference number

2. Property address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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3. What is your name?

4. What is your relationship to the case?

applicant

applicant's representative. **Give your details below.**

respondent

respondent's representative. **Give your details below.**

other (please specify)

Representative's details

Representative's name

Company name

5. Briefly describe your application or request, and specify the order you are asking the tribunal to make, such as a postponement, an extension or variation of directions, or an order to debar evidence.

Note 5: Include evidence to support your claim.

6. What are your grounds or reasons for the application or request?

7. Do all parties agree to this application?

Yes. **Attach to this form a copy of their written consent.**

No. **You must send a copy of this application to the other parties and inform them that they must send any objections to both the tribunal and the applicant.**

Tick the box to confirm that you have done this

8. If the tribunal decides to deal with this by means of a conference call, are there any dates or times to avoid in the next ten working days?

Dates on which you will NOT be available:

9. Statement of truth

I believe that the facts stated in this application are true.

Signed

Note 9: The statement of truth must be signed and dated.

Dated

Day Month Year

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TRIBUNAL USE ONLY

Tribunal's consideration of the application:

Decision maker name

Role

Date

Day

Month

Year

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