

Help with Fees - Ref no. (if applicable)											
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Notice of appeal against a decision of the First-tier Tribunal (Property Chamber), or a Leasehold Valuation or Residential Property Tribunal

Please read the attached guidance notes before completing this form.

This appeal relates to:

- ☐ Leasehold Enfranchisement
- ☐ Service or Administration Charges
- ☐ Rent
- ☐ Other Landlord and Tenant issues (eg. right to manage, forfeiture etc.)
- ☐ Housing Standards (eg. HMO licence, improvement notice etc.)
- ☐ Land Registration
- ☐ Other

Appellant’s details

Title

Full name

Address

Postcode

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Phone no.

Fax no.

Email

Do you wish to receive correspondence about your case from the tribunal by email?

☐ Yes

☐ No

The applicant is the:

☐ Freeholder

☐ Leaseholder/tenant

☐ Landlord

☐ Intermediate Landlord

☐ Local Housing Authority

☐ Other

Appellant's solicitor or other representative

Name

Address

Postcode

Phone no.

Fax no.

Email

Do you wish to receive correspondence about your case from the tribunal by email?

☐ Yes

☐ No

Respondent

Name

Address

Postcode

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Phone no.

Fax no.

Email

Respondent’s solicitor or other representative

Name

Address

Postcode

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Phone no.

Fax no.

Email

Property details

Address

Postcode

Type of property

The decision subject of the appeal is

Name of Tribunal

Tribunal’s case number

Date of Tribunal’s main decision

Date Tribunal’s decision granting permission to appeal

Grounds of appeal

Please attach a separate document explaining your grounds of appeal.

Type of procedure

I would like the appeal to be heard as:

- ☐ a review
- ☐ a rehearing

And by the

- ☐ Standard procedure
- ☐ Written representations procedure

If the appeal proceeds as a rehearing I would like to call an expert witness at the hearing

- ☐ Yes
- ☐ No
- ☐ Possibly

I may wish to call more than one expert witness

- ☐ Yes
- ☐ No
- ☐ Possibly

Reasons for any delay

If more than a month has passed since the First-tier Tribunal sent to you its decision giving you permission to appeal, you must apply for an extension of time by giving your reasons below. You must also include reasons for any delay in applying to the First-tier Tribunal if your application to the First-tier Tribunal was not admitted by it because of delay.

Enclosures

Please attach each enclosure as a separate document when e-mailing the application.

I have enclosed with this notice of appeal:

- A separate document explaining the grounds of my appeal.
- Sufficient copies of this notice for service upon each of the respondents, and upon the Tribunal whose decision is being appealed.
- Sufficient copies of the statement of case for service upon each of the respondents. Please note, copies are only required if the respondent does not have an e-mail address
- A copy of the main decision being appealed.
- A copy of the decision giving you permission to appeal and its covering letter.
- Authority to act, signed by the appellant (if applicable).
- A cheque made payable to 'HM Courts & Tribunals Service' for £321 for the appeal lodging fee (excluding Land Registration related appeals).
- Paying by Bank transfer - When you submit your notice of appeal, please let the Tribunal know this is your preferred method of payment and details will be provided.

Declaration, signature and date

I accept responsibility for the conduct of the case and the payment of any fees that fall due.

Signed

Print name

Date

Status

Guidance notes for completing the form

Is this the right form for your appeal?

- Use this form for any decision of the First-tier Tribunal (Property Chamber), or a Leasehold Valuation or Residential Property Tribunal **but only** where permission to appeal has been given to you by that Tribunal.
- If permission to appeal was refused please use form T602.
- If the decision relates to non-domestic rating made by a Valuation Tribunal, don't use this form; use form T385 instead.
- Please detach and keep these guidance notes. Please don't return them with the appeal form when you file it.
- Please also see the attached guidance note on fees.

When must the form be lodged?

When you have completed it, the form, and its requisite enclosures must be received at the Tribunal's offices within one calendar month after the date that the Tribunal whose decision is being appealed sent to you permission to appeal.

Late appeals

If you are unable to lodge this form and its enclosures within the time period prescribed, you must apply for permission to lodge it late (i.e. permission to extend the time for lodging the notice of appeal). You must give your reasons for requiring additional time and say how long you need. You must also pay an additional interlocutory application fee of £128.

The appellant

- The appellant must have been a party to the proceedings before the Tribunal whose decision is being appealed.
- Where more than one person wishes to appeal, the names and addresses of all appellants must be stated. Attach a list separately if necessary.
- Where there is more than one appellant please indicate which one of them is the person with whom the Tribunal should correspond. The Tribunal will not correspond with more than one joint appellant.

The appellant's solicitor or other representative

- If this section is completed all communications from the Tribunal and other parties regarding this appeal will be sent or delivered to the appointed solicitor or representative.
- A representative who is not a solicitor must enclose an authority to act signed by the persons they represent and confirming that the representative is appointed to represent them.

Property

Please give the full address, including the postcode of the property subject of the appeal, and a brief description of its type, for example, 'A three-storey, mid-terraced house, converted into three self-contained flats.'

Grounds of Appeal

You should explain your grounds of appeal in a separate document. They should be organised under a heading for each ground you rely on. If you are unable to file your grounds of appeal now you must apply for an extension of time in which to do so. You must give your reasons for requiring additional time and say how long you need. You must also pay an additional application fee of £128.

Review or rehearing?

An appeal may proceed in one of two ways. The Tribunal will decide which procedure is appropriate after taking your views and the views of any respondent to the appeal into account.

- In an appeal by way of **review** the Upper Tribunal is asked to decide whether the decision of the Tribunal whose decision is being appealed was correct, based on the evidence that was put before it. No evidence is heard by the Upper Tribunal in this process.
- In an appeal by way of **rehearing**, there is a full rehearing of the case by the Upper Tribunal (or part of the case if permission to appeal is limited) with each party calling the evidence they rely upon to establish their case. The Tribunal may allow the parties to present new evidence that was not given before the Tribunal whose decision is being appealed.

Type of procedure

Please see paragraph 4.3 of the Practice Directions on our website for an explanation of the different types of procedures the tribunal uses and indicate which one is you believe is the most appropriate one for your appeal. Appeals are dealt with under the Tribunal's standard procedure or its written representation procedure.

Expert Witnesses

If the Tribunal decides the appeal will be a rehearing witnesses may be called to give evidence in the same way as at the original tribunal hearing. Permission is required from the Tribunal to call more than one expert witness.

Enclosures

- The Upper Tribunal does not have access to the files of other tribunals, so it is very important that you include complete copies of the decision against which you are appealing, the decision giving you permission to appeal, and a copy of the covering letter which accompanied the decision giving you permission to appeal.
- Additional fees, such as hearing or determination fees, may be payable during the course of the appeal. Please see the attached guidance note on fees.
- Failure to include all of the documents listed may result in your appeal being struck out.

After you have completed this form:

You can submit documents and track your case digitally online with the E-Filing service

<https://www.gov.uk/guidance/hmcts-e-filing-service-for-citizens-and-professionals>

If a party has appointed a professional representative, all forms and documents must be submitted to the tribunal using the E-filing service.

If you are not a professional representative you can send your documents to:

Upper Tribunal (Lands Chamber)
5th Floor
Rolls Building
Fetter Lane
London EC4A 1NL

DX: 160042 Strand 4
Email: Lands@justice.gov.uk
Tel: 020 7612 9710
Fax: 0870 761 7751

Guidance on fees

No fees are payable in a Land Registration appeal. The following paragraphs apply to other types of appeal.

1. The fee to lodge an application for permission to appeal is £257.
2. The fee to lodge an appeal is £321.
3. The fee for an application for an extension of time or other direction during the course of proceedings, is £128 per application.
4. The fee for a consent order is £162. This is payable for an order approved by the Tribunal disposing of an appeal on terms agreed by the parties.
5. There is no fee payable for the withdrawal of an appeal.
6. When an appeal is determined, by hearing or otherwise, a hearing fee is payable by the appellant (unless the Tribunal directs otherwise). The amount is 2% of the sum determined (or 2% of the annual rent, as the case may be) by the Tribunal subject to a £275 minimum and £16,500 maximum. If the decision of the Tribunal is not based on an amount, the fee is £640.
7. You can make an application to waive, reduce or refund fees if you are in receipt of certain benefits or are on a low income. The 'Apply for help with fees' guide and application can be found on www.gov.uk/get-help-with-court-fees or get a copy from the office on request.