



**Residential
Property**
TRIBUNAL SERVICE

Ref no. (for office use only)

Application Form
Section 20ZA of the Landlord and Tenant Act 1985
Application for the dispensation of all or any of the consultation
requirements contained in section 20 of the Landlord and Tenant Act 1985

This is the correct form to use if you want to ask the Leasehold Valuation Tribunal (LVT) to dispense with all or any of the consultation requirements set out in Section 20 of the Landlord and Tenant Act 1985 and in the Service Charges (Consultation Requirements) (England) Regulations 2003.

Please do not send any documents with this application form other than those specified in box 14. If and when further evidence is needed you will be asked to send it in separately. **Please send this application form together with the application fee and a copy of the lease to the appropriate Panel Office (see page 6 for Panel addresses).**

If you have any questions about how to fill in this form or the procedures the Tribunal will use, please call us on 0845 600 3178

1. DETAILS OF APPLICANT(S) (if there are multiple applicants please continue on a separate sheet)

Name: _____

Address (including postcode): _____

Address for correspondence (if different): _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address: _____ Fax: _____

Capacity (e.g. landlord/tenant/managing agent): _____

Representative details: _____

Where details of a representative have been given, all correspondence and communications will be with them until the Tribunal is notified that they are no longer acting.

2. ADDRESS (including postcode) OF PROPERTY (if not already given)

3. BRIEF DESCRIPTION OF BUILDING (e.g. Victorian Mansion block with 12 flats)

4. DETAILS OF RESPONDENT (S) (if there are multiple respondents, please continue on a separate sheet)

Name: _____

Address (including postcode): _____

Address for correspondence (if different) _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address (if known) _____ Fax: _____

Capacity (e.g. landlord/manager/RTM company): _____

Guidance Note

If this is an application by a landlord, then usually all tenants liable to pay a service charge for the costs in question should be joined as respondents. If tenants are not joined in this way, the landlord should provide the Tribunal with a list of the names and addresses of service charge payers. If this is not possible or is impractical, then a written explanation must be provided with this application.

5. DETAILS OF LANDLORD (if not already given)

Name: _____

Address (including postcode): _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address (if known): _____ Fax: _____

6. DETAILS OF ANY RECOGNISED TENANTS' ASSOCIATION (if known)

Name of Secretary: _____

Address (including postcode): _____

Telephone: Day: _____ Evening: _____ Mobile: _____

Email address (if known): _____ Fax: _____

7. DISPENSATION SOUGHT

Applicants may seek a dispensation of all or any of the consultation requirements in respect of either qualifying works or long-term agreements.

Does the application concern qualifying works? YES ☐ NO ☐

If yes, have the works started/been carried out? YES ☐ NO ☐

Does the application concern a qualifying long-term agreement? YES ☐ NO ☐

If yes, has the agreement already been entered into? YES ☐ NO ☐

For each set of qualifying works and/or qualifying long-term agreements please complete one of the sheets of paper entitled **GROUND FOR SEEKING DISPENSATION** (page 7)

8. OTHER APPLICATIONS

Do you know of any other cases involving either:

(a) related or similar issues about the management of this property; or

(b) the same landlord or tenant or property as in this application?

If so, please give details:

9. LIMITATION OF COSTS

If you are a tenant, do you wish to make a Section 20C application (see *Guidance note*) YES ☐ NO ☐

If so, why?

Guidance Note

Some leases allow a landlord to recover costs incurred in connection with the proceedings before a LVT as part of the service charge. Section 20C of the Landlord and Tenant Act 1985 gives the Tribunal power, on application by a tenant, to make an order preventing a landlord from taking this step. If you are a tenant, you should indicate on this form whether you want the tribunal to consider making such an order.

10. CAN WE DEAL WITH YOUR APPLICATION WITHOUT A HEARING?

If the Tribunal thinks it is appropriate, and all the parties agree, it is possible for your application to be dealt with entirely on the basis of written representations and documents and without the need for parties to attend and make oral representations. This means you would not be liable for a hearing fee of £150 but it would also mean that you would not be able to explain your case in person.

Please let us know if you would be happy for the case to be dealt with on paper if the Tribunal thinks it appropriate.

YES ☐ NO ☐

NB: Even if you have asked for a determination on paper the Tribunal may decide that a hearing is necessary. Please go on to answer questions 11 to 13 on the assumption that a hearing will be held

11. TRACK PREFERENCES

We need to decide whether to deal with the case on the Fast Track or the Standard Track (see Guidance Note for an explanation of what a track is). Please let us know which track you think appropriate for this case.

Fast Track ☐

Standard Track ☐

Is there any special reason for urgency in this case?

YES ☐ NO ☐

If there is, please explain how urgent it is and why:

Guidance Note

The Tribunal will normally deal with a case in one of three ways: on paper (see box 10 above) or "fast track", or "standard track". The fast track is designed for cases that need a hearing but are very simple and will not generate a great deal of paperwork or argument. A fast track case will usually be heard within 10 weeks of your application. You should indicate here if you think your case is very simple and can be easily dealt with. The standard track is designed for more complicated cases where there may be numerous issues to be decided or where for example, a lot of documentation is involved. A standard track case may involve the parties being invited to a Pre-Trial Review which is a meeting at which the steps that need to be taken to bring the case to a final hearing can be discussed.

If there are any dates or days we must avoid during the next three months (either for your convenience or the convenience of any expert you may wish to call) please list them here.

Dates on which you will NOT be available:

12. VENUE REQUIREMENTS

Please provide details of any special requirements you or anyone who will be coming with you may have (e.g. the use of a wheelchair and/or the presence of a translator):

In London, cases are usually heard in Alfred Place which is fully wheelchair accessible. Elsewhere, hearings are held in local venues which are not all so accessible and the Clerks will find it useful to know if you or anyone you want to come to the hearing with you has any special requirements of this kind.

14. CHECKLIST

Please check that you have completed this form fully. The Tribunal will not process your application until this has been done. Please ensure that the following are enclosed with your application:

- A copy of the lease(s) is/are enclosed. ☐
- Service charge payers have been named as respondents or a list of names and addressess has been provided. ☐
- A crossed cheque or postal order for the application fee (if applicable) is enclosed. ☐
- Amount of fee enclosed £ _____ Please put your name and address on the back of any cheque you send.

DO NOT send cash under any circumstances. Cash payment will not be accepted and any application accompanied by cash will be returned to the applicant.

Please ONLY send this application form, any documents listed above, the application fee and nothing else.

Guidance Note

The amount of the application fee will depend on the number of dwellings to which the application relates. To find out how much you will need to pay you should consult the following table:

Number of dwellings to which application relates	Application Fee
5 or fewer dwellings	£150
Between 6 and 10 dwellings	£250
More than 10 dwellings	£350

Fees should be paid by a crossed cheque made payable to, or a postal order drawn in favour of, the Department for Communities and Local Government.

Waiver and Fees

You will **not** be liable to pay a fee if you or your partner is in receipt of:

- Income Support
- Housing Benefit
- Income Based Job Seeker's Allowance
- A Working Tax Credit, where:
 - (a) **either** that Credit includes a disability element or severe disability element; **or** is combined with Child Tax Credit **and**
 - (b) the gross annual income used to calculate the Working Tax credit is £14,213 or less.
- A guarantee credit under the State Pensions Credit Act 2002
- A current certificate issued under the Funding Code (legal aid) which is in respect of the proceedings before the Tribunal, the whole or part of which have been transferred from the County Court for determination by a Tribunal.

If you wish to claim a waiver of fees you must complete another form available from the Panel office. The waiver form will not be copied to other parties in the proceedings.

If you are making several applications at the same time, even if you are using different application forms or the applications relate to different parts of the Tribunal's jurisdiction, you do not have to pay a separate fee for each application. The overall fee will be the biggest of the fees payable for each application on its own.

If you are in any doubt about the amount of fee, or have any other questions about how to fill in this form please telephone the Residential Property Tribunal Service (RPTS) helpline on 0845 600 3178.

15. STATEMENT OF TRUTH

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

Signed: _____ Dated: _____

PANEL ADDRESSES

Northern Rent Assessment Panel

First Floor

5 New York Street

Manchester

M1 4JB

Telephone: 0845 1002614 or 0161 237 9491

Fax: 0161 237 3656

Midland Rent Assessment Panel

Second Floor

Louisa House

92-93 Edward Street

Birmingham

B1 2RA

Telephone: 0845 1002615 or 0121 236 7837

Fax: 0121 236 9337

Eastern Rent Assessment Panel

Great Eastern House

Tenison Road

Cambridge

CB1 2TR

Telephone: 0845 1002616 or 0122 3505112

Fax: 01223 505116

London Rent Assessment Panel

10 Alfred Place

London

WC1E 7LR

Telephone: 020 7446 7700

Fax: 020 7637 1250

Southern Rent Assessment Panel

First Floor

1 Market Avenue

Chichester

Po19 1JU

Telephone: 0845 1002617 or 01243 779394

Fax: 01243 779 389

GROUNDS FOR SEEKING DISPENSATION

PLEASE USE THE SPACE BELOW TO PROVIDE INFORMATION MENTIONED IN SECTION 7 OF THE MAIN APPLICATION FORM.

You will be given an opportunity later to give further details of your case and to supply the Tribunal with any documents that support it. At this stage you should give a clear outline of your case so that the Tribunal understands what your application is about. Please continue on a separate sheet if necessary.

1. Describe the qualifying works or qualifying long-term agreement concerned, stating when the works were carried out or planned to be carried out or in the case of a long-term agreement, the date that agreement was entered into or the proposed date it is to be entered into.

2. Describe the consultation that has been carried out or is proposed to be carried out.

3. Explain why you seek dispensation of all or any of the consultation requirements.
