Once you have finalised this letter so that it applies to your situation, it should be sent to:

1. First-Tier Tribunal Property Chamber (Residential Property), 10 Alfred Place, London WC1E 7LR, or sent via email to [rplondon@hmcts.gsi.gov.uk](mailto:rplondon@hmcts.gsi.gov.uk)

***AND***

1. (2) Mark Cooper, South London Legal Partnership, Gifford House, 67c St Helier Avenue, Morden SM4 6HY or via email to [mark.cooper@merton.gov.uk](mailto:mark.cooper@merton.gov.uk)

**To: The First Tier Tribunal – Property Chamber (Residential Property)**

**Case Reference: LON/00BJ/LSC/2018/0286**

**Applicant: The London Borough of Wandsworth**

**Respondents: Various Leaseholders**

***[Please insert your correspondence address here]***

**Date: *[insert date]***

Dear Sir/Madam,

[I/We] are writing [on our own behalf/on behalf of [insert – e.g. name of Residents’ Association]] in relation to the Application which has been made by The London Borough of Wandsworth (the “Council”) with reference LON/OOBJ/LSC/2018/0286 dated 26th July 2018.

As [I/we] understand it, the Council’s application is asking the Tribunal to decide whether individual Leaseholders living in high-rise blocks within the London Borough of Wandsworth are liable under the terms of their lease to pay service charges in respect of installation of sprinkler systems in their homes.

[I am a Leasehold resident/We are Leasehold residents] of one of the affected high-rise blocks.

The Council sent out a letter to affected Leaseholders on or around 17th August 2018 informing [me/us] of its application. [I/We] have received notice of directions from the Tribunal dated 6 August 2018 requesting that [I/we] provide certain information requested in a Pro-Forma Reply Form before 7th September 2018.

The requests set out in this letter are made under the Tribunal Procedure (First-Tier Tribunal) (Property Chamber) Rules 2013 (the Tribunal Rules).

**1. Request for Extension of Time**

[I/We] hereby request that the Tribunal uses its power under Rule 6(3) to extend the time for responding to the Pro-Forma Reply Form by [2 weeks to 21st September 2018 – *amend as necessary*]. The reasons for this request are as follows: [*Please delete any which do not apply to you*]

1. [I/We] strongly feel that the Council’s application has been “sprung” upon Leaseholders with minimal advance notice and minimal communication from the Council as to what Leaseholders should expect from the Tribunal process, and what might be required of them.
2. The Council’s letter was received during the summer holiday period during which [I/members] have been away on holiday.
3. The Council’s notice of its Application, which [I/we] understand is required to be displayed “in a prominent position in the common parts of the affected properties”, was torn down in our block, thus reducing the required notification to Leaseholders of the timetable and other details in this case.
4. [I/Some members of this Residents’ Association] did not receive a letter from the Council. Although we are now aware of the Council’s application, [I/we] have had significantly less time than was intended by the Tribunal to read the documents and decide how to respond.
5. [I/members] require time to arrange meetings with other affected Leaseholders to discuss this matter before being required to submit any written response].
6. [*Insert any other reasons you believe are relevant to your situation, e.g. you need to arrange for assistance with reading the documents or filling in the form*].
7. **Request for Directions as to Venue** [*Delete access requirements if not relevant*]

[I/We] note that the Council has anticipated in its Application that large numbers of Leaseholders will wish to be heard, and that for this reason an “alternative venue” may be required.

[I/We] hereby request that the Tribunal schedules all hearings in this matter to be held at a venue as close as possible to the centre of Wandsworth to best facilitate the attendance of Leaseholders who will be affected by the Tribunal’s decision.

[[I/We] also hereby notify the Tribunal of the fact that [I/members of this Residents’ Association] require [wheelchair access/insert any other requirements relating to the physical venue].

1. [**Request for Directions as to Provision of Interpreter Services** – *delete if not relevant to you*]

[I/Members of the Residents’ Association] hereby request that the Tribunal ensures that the proceedings in this matter are translated into [insert language] so that the proceedings are accessible to [me/members] whose first language is not English and who require such translation in order to fully participate in the proceedings.

[I/We] note that the Tribunal has an obligation under the Tribunal Rules to deal with each case fairly, and that this includes (among other things) a duty to ensure that, so far as practicable, the parties are able to participate fully in proceedings. We respectfully ask that the Tribunal refers to that obligation in its exercise of discretion regarding the above requests.

[I/we look forward to hearing from the Tribunal please as soon as possible. Please can the [postal/email address] set out above be used for all correspondence on this matter.

Yours faithfully,

[Insert name]

[For and on behalf of [insert name] Residents’ Association

\*\* It is recommended that copies of all correspondence in this matter are kept for your records.

\*\* It is important that all correspondence is copied to the Council’s representative as well as being sent to the Tribunal.