

## SCHEDULE 1

Regulation 3

### Descriptions of Applications

#### **Enfranchisement and extended leases**

1. Applications under —
  - (a) section 21 of the Leasehold Reform Act 1967<sup>(1)</sup>;
  - (b) section 13 of the 1987 Act;
  - (c) section 31 of that Act;
  - (d) section 24 of the 1993 Act;
  - (e) section 25 of that Act;
  - (f) section 27 of that Act;
  - (g) section 48 of that Act;
  - (h) section 51 of that Act;
  - (i) section 88 of that Act;
  - (j) section 91 of that Act;
  - (k) section 94 of that Act; and
  - (l) paragraph 2 of Schedule 14 to that Act.

#### **Service Charges, administration charges and estate charges**

2. Applications under —
  - (a) section 20ZA of the 1985 Act<sup>(2)</sup>;
  - (b) section 27A of that Act<sup>(3)</sup>;
  - (c) paragraph 8 of the Schedule to that Act<sup>(4)</sup>;
  - (d) section 159 of the 2002 Act;
  - (e) paragraph 3 of Schedule 11 to that Act; and
  - (f) paragraph 5 of Schedule 11 to that Act.

#### **Estate management schemes**

3. Applications under Chapter 4 of Part 1 to the 1993 Act.

#### **Right to manage**

4. Applications under —
  - (a) section 84 of the 2002 Act;
  - (b) section 85 of that Act;
  - (c) section 88 of that Act;
  - (d) section 94 of that Act;
  - (e) section 99 of that Act; and

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(1) 1967 c. 88.

(2) Inserted by section 151 of the 2002 Act from 30th March 2004 (S.I. 2004/669 (W.62) (C.25)).

(3) Inserted by section 155 of the 2002 Act from 30th March 2004 (S.I. 2004/669 (W.62) (C.25)).

(4) Amended by section 180 of and Schedule 14 to the 2002 Act from 30th March 2004 (S.I. 2004/669 (W.62) (C.25)).

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(f) paragraph 5 of Schedule 6 to that Act.

### **Appointment of a manager**

5. Applications under —
  - (a) section 22 of the Landlord and Tenant Act 1987; and
  - (b) section 24 of that Act.

### **Variation of leases**

6. Applications under Part 4 of the 1987 Act.

### **Cost of proceedings**

7. Applications under section 20C of the 1985 Act.

## SCHEDULE 2

Regulation 3

### Particulars of Applications

#### **Enfranchisement and extended leases**

- 1.—(1) A copy of any notice served in relation to the enfranchisement.
  - (2) The name and address of the freeholder and any intermediate landlord.
  - (3) The name and address of any person having a mortgage or other charge over an interest in the premises the subject of the application held by the freeholder or other landlord.
  - (4) Where an application is made under section 21(2) of the Leasehold Reform Act 1967<sup>(5)</sup>, the name and address of the sub-tenant, and a copy of any agreement for the sub-tenancy.
  - (5) Where an application is made under section 13 of the 1987 Act<sup>(6)</sup>, the date on which the landlord acquired the property and the terms of acquisition including the sums paid.

#### **Service charges, administration charges and estate charges**

- 2.—(1) Where an application is made under section 27A of the 1985 Act, the name and address of the secretary of any recognised tenants' association.
  - (2) Where an application is made under paragraph 3 of Schedule 11 to the 2002 Act, a draft of the proposed variation.
  - (3) A copy of the lease or, where appropriate, a copy of the estate management scheme.

#### **Estate management charges**

- 3.—(1) A copy of any estate management agreement or the proposed estate management scheme.
  - (2) A statement that the applicant is either —
    - (a) a natural person;
    - (b) a representative body within the meaning of section 71(3) of the 1993 Act; or

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<sup>(5)</sup> Amended by section 142 and Schedule 22 to the Housing Act 1980.

<sup>(6)</sup> Substituted by section 92(1) and Schedule 6 to the Housing Act 1996 (c. 52).

- (c) a relevant authority within the meaning of section 73(5) of that Act.
- (3) Where an application is made under section 70 of the 1993 Act, a copy of the notice given by the applicant under section 70(4) of that Act.
- (4) Where —
  - (a) approval is sought for a scheme;
  - (b) approval is sought to modify the area of an existing scheme; or
  - (c) approval is sought to vary an existing scheme,a description of the area of —
  - (i) the proposed scheme;
  - (ii) the proposed modification; or
  - (iii) the proposed variation,including identification of the area by a map or plan.
- (5) Where an application is made under section 70 of the 1993 Act, a copy of any consent given by the National Assembly for Wales under section 72(1) of that Act.

#### **Right to manage**

- 4.—(1) The name and address for service of the RTM company (within the meaning of Chapter 1 of Part 2 of the 2002 Act)(7).
- (2) The name and address of the freeholder, any intermediate landlord and any manager.
- (3) A copy of the memorandum and articles of association of the RTM company.
- (4) Where an application is made under section 84(3) of the 2002 Act, a copy of the claim notice and a copy of the counter notice received.
- (5) Where an application is made under section 85(2) of the 2002 Act —
  - (a) a statement that the requirements of sections 78 and 79 of the 2002 Act are fulfilled;
  - (b) a copy of the notice given under section 85(3) of the 2002 Act together with a statement that such notice has been served on all qualifying tenants;
  - (c) a statement describing the circumstances in which the landlord cannot be identified or traced.
- (6) Where an application is made under section 94(3) of the 2002 Act an estimate of the amount of the accrued uncommitted service charges.
- (7) Where an application is made under section 99(1) of the 2002 Act, a description of the approval sought and a copy of the relevant lease.
- (8) Where an application is made under paragraph 5 of Schedule 6 to the 2002 Act, the date and circumstances in which the right to exercise the right to manage has ceased within the past four years.

#### **Appointment of manager**

- 5.—(1) Other than where an application is made under section 22(3) of the 1987 Act, a copy of the notice served under section 22 of that Act.
- (2) Where an application is made under section 24(9) of that Act, a copy of the management order.

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(7) See section 73 of the 2002 Act.

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### **Variation of leases**

6.—(1) The names and addresses of any person served with a notice in accordance with regulation 4 of these Regulations.

(2) A draft of the variation sought.