

**LANDS TRIBUNAL**

**Notice of Reference Form**

- First unfold the form and read the accompanying notes on pages 3 & 4.
- Complete the form in **BLOCK CAPITALS** and in **BLACK INK**, or preferably typed.

**Part A - Names of Parties**

Name of Claimant .....

← See note 1. 1 opposite

Address .....

.....

.....

Telephone No ..... Fax No. .... Status. ....

Name of Claimant's Solicitor or other Representative .....

← See note 1. 2 opposite

Address .....

.....

.....

Telephone No ..... Fax No. .... Status. ....

Name of Compensating /Acquiring Authority .....

← See note 1.3 opposite

Address .....

.....

.....

Telephone No ..... Fax No .....

Name of Compensating/Acquiring Authority's

Solicitor or other Representative .....

← See note 1. 4 opposite

Address .....

.....

.....

Telephone No ..... Fax No. .... Status. ....

**Part B -The Land / Property**

Description of land / property .....

← See note 2 opposite

.....

Location or Address of land / property .....

.....

.....

**Part C - The Claim**

Nature of interest claimed for .....

← See note 3 opposite

.....

.....

Statutory provision ( indicate the relevant Act and Section ) or agreement under which the reference is made .....

.....

.....

Approximate amount of the claim £ .....

See note A opposite →

This is a : (tick  one box only)

- claim for compensation following a compulsory purchase order
- claim for compensation following acceptance of a purchase notice or blight notice
- other claim for land compensation
- reference by consent: indicate nature of dispute.....*See note B opposite* →

Where compensation is claimed for compulsory purchase, has the acquiring authority entered upon the land or possession been given to the authority?

Yes  No .

If yes, on what date?..... 19/20.....

**Part D - Hearing Arrangements**

*See note C opposite* →

- Do you intend to call an expert witness at the hearing? Yes  No
- Do you wish to call two or more expert witnesses? Yes  No
- Do you wish the matter to be dealt with under the simplified procedure? Yes  No .

*See note D opposite* →

**Part E - Signature And Date**

*See note E opposite* →

I refer this dispute to the Lands Tribunal for decision.

I am: (tick  one box only)

- the claimant / the solicitor for the claimant (*delete as appropriate*)
- the agent for the claimant and I enclose a signed authority to act
- the authorised officer of the acquiring / compensating authority
- the solicitor for the acquiring / compensating authority

and I accept responsibility for the conduct of the case and the payment of fees.

I have paid the setting-down fee of **£50**.

Signed. ....Date. ....

*See note F opposite* →

Name in capitals .....

Enclosures: The fee, copies of Notice to Treat, Notice of Entry, Notice of Claim and in cases relating to the compulsory acquisition of land, the compulsory purchase order.

# LANDS TRIBUNAL

## Notice of Reference Form

- This form is to be used for any **reference** under Rules 9-11 of the Lands Tribunal Rules 1996 (*except* blight notice and counter-notice cases under section 151 of Town & Country Planning Act 1990).
- Use of this form is not obligatory; it is intended to help users meet the requirements of rule 10. The green Explanatory Leaflet may also be helpful.
- First read the notes on pages 3 and 4, then complete the form on pages 1 and 2.

### ← **Note A VALUE OF THE CLAIM**

Give here the approximate value you place on the claim (i.e. the amount you are provisionally contending for). **Do not** give confidential, without prejudice or sealed offer figures.

### ← **Note B REFERENCES BY CONSENT**

Indicate briefly the nature of the dispute, and attach a copy of the agreement signed by both parties providing for disputes to be referred to the Lands Tribunal.

### ← **Note C EXPERT WITNESS(ES)**

An expert witness is a witness who will give opinion evidence in support of your case and who may have a relevant professional qualification. Tick the appropriate box in each case. If you intend to call an expert witness, the Tribunal will ask you in due course to lodge documents about the evidence to be given (reports, valuations, etc.).

If the claim relates to mineral valuations or business disturbance you may call two expert witnesses. In any other case, leave of the Tribunal will be required to call more than one expert witness. If you indicate that you wish to call two or more expert witnesses, the Tribunal will write to you about this. The same provisions apply to all parties.

### ← **Note D SIMPLIFIED PROCEDURE**

Under this procedure, smaller cases can be dealt with in a simpler, quicker and cheaper way provided the claimant consents. The simplified procedure is most suitable for cases which will not require a long hearing or legal representation (refer to the green Explanatory Leaflet). If you want the Registrar to consider directing your case to be dealt with in this way, tick "Yes" box. The views of the other party will also be taken into account.

### ← **Note E SIGNATURE AND DATE**

Tick the appropriate box. A claimant in person, a solicitor instructed to act, or an officer employed by the appropriate Authority may sign the form. However an agent other than a solicitor may not sign unless there is attached to the form a written authority to act signed by the client.

### ← **Note F ENCLOSURES**

A fee of **£50** is payable on lodging each notice of reference and must be enclosed. (Please make cheques or postal orders payable to the **Tribunals Service**). A copy of the notice to treat (if any), notice of entry (if any) and of any notice of claim or amended notice of claim must be enclosed.

## **DELIVERY OF NOTICE OF REFERENCE & DOCUMENTS TO THE TRIBUNAL**

The completed Notice of Reference together with enclosures (see Note F) must be sent to :

**The Registrar, Lands Tribunal, 43-45 Bedford Square, London WC1B 3AS  
DX: 149065 (Bloomsbury 9) Tel: 020 7612 9710 Fax: 020 7029 9723**

# LANDS TRIBUNAL

## Notice of Reference Form

Please read the notes below and overleaf.

### Note 1.1

### Claimant →

Give the full name and usual postal address of the claimant i.e. the person or persons claiming compensation in respect of the land or property described in part B. The status of the claimant may be an individual, limited company, plc, partnership, firm or corporation, or two or more of these acting jointly; please indicate.

### Note 1.2

### Claimant's Representative →

If representatives are instructed to act, please indicate their name, address, telephone number, fax number and status (e.g. Solicitors, Chartered Surveyors, consultant etc.). Please note that all correspondence and documents including hearing notifications will be sent to the representatives, not direct to the claimant. If a representative ceases to act the claimant (or a solicitor, if acting) must inform the Tribunal at once.

### Note 1.3

### Compensating / Acquiring Authority →

Give the full name and usual postal address of the authority against which the claim for compensation is made, or which is liable for the payment of compensation.

### Note 1.4

### Compensating / Acquiring Authority's Representative →

Give the full name and address, telephone number and status (e.g. Solicitor, Chartered Surveyor, consultant, etc.) of the Authority's representative, if any.

### Note 2

### The Land / Property →

**Description of land:** give particulars of the land or property which is the subject of this reference e.g. dwellinghouse, shop, factory, agricultural land, vacant land, car park, etc. The approximate area of the land in sq. metres or hectares may be given if relevant.

**Location of land:** give the full postal address. If the land cannot be identified by a postal address e.g. agricultural land, please give O. S. map references showing the location of the land, or attach a copy map suitably marked.

### Note 3

### Nature of Claim →

**Interest:** indicate the nature of the interest claimed for (e.g. freehold, leasehold, business tenancy).

**Statutory provision:** state the short title of the Act of Parliament and the relevant sections(s) of the Act which give the right to claim compensation and/or refer the disputed claim to the Lands Tribunal. If this is a Reference by Consent, indicate the Agreement providing for disputes to be referred to the Tribunal.