

First-tier Tribunal Property Chamber  
(Residential Property)

Ref no. (for office use only)

## Application for a determination of liability to pay and reasonableness of service charges

Section 27A of the Landlord and Tenant Act 1985

It is important that you read the notes below very carefully before you complete this form. This is the correct form to use if you want to ask the Tribunal to determine whether a variable service charge is payable. If so the Tribunal can also determine:

- the person by whom it is payable
- the person to whom it is payable
- the amount which is payable (this is limited to what is reasonable)
- the date at or by which it is payable

Please send your completed application form together with a copy of the lease and any application fee payable, to the appropriate regional Tribunal office. (See the Annex to this form for regional office details). Please note that fee changes were made on 1 July 2013 in respect of all applications made on or after that date. The new fees are set out in this form. **Please do not send any other documents.** If and when further evidence is needed you will be asked to send it in separately.

If you have any questions about how to fill in this form, the fee payable, or the procedures the Tribunal will use please call the regional office.

If you are completing this form by hand please use **BLOCK CAPITAL LETTERS**.

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

Name:

Capacity:

Address (including postcode):

Address for correspondence (if different from above):

Telephone:

Day:

Evening:

Mobile:

Email address:

Fax:

Representative name and address, and other contact 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 for you.

Name:

As above.

Reference no. (if any)

Address (including postcode):

Telephone:

Day:

Mobile:

Email address:

Fax:

**Note:** The Tribunal may copy the application form to other appropriate persons (e.g. other service charge paying leaseholders in the building or development). If you are a leaseholder and do not want your telephone/fax number or email address to be disclosed to other such persons please omit those details from Box 1 and attach them on a separate sheet.  
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 SUBJECT PROPERTY (if not already given)**

Pointwest Building, 116 Cromwell Road, London, SW7 4XA.

**3. BRIEF DESCRIPTION OF BUILDING (e.g. 2 Bedroom flat in purpose built block of flats)**

A block of 399 flats and 320 car parking spaces plus approximately 20,000 metres of commercial space with an overall area of just under a million square feet.

**4. DETAILS OF RESPONDENT (S)** the person against whom an applicant seeks determination from the tribunal – this will only be the landlord's managing agent if they are a party to the lease. If there are multiple respondents, please continue on a separate sheet.

Name:

Capacity

Address (including postcode):

Reference no. (if any)

Address for correspondence (if different from above):

Telephone:

Day:  Evening:  Mobile:

Email address:  Fax:

**Note**

This form asks the applicant to provide the details of parties to the application. Additionally, the Tribunal needs to know the names and addresses of other people who may be significantly affected by the application such as other lessees in the building. Please provide a list of the names and addresses of any such person(s). If this is not possible or is impractical, then a written statement should be provided with this application.

If you are the landlord/management company making the application please omit, if known, the telephone/fax numbers and email address of the respondent(s) when completing Box 4 and include them on a separate sheet. This is because the application form may be copied by the Tribunal to other appropriate persons (e.g. other service charge paying leaseholders in the building or development).

**5. DETAILS OF LANDLORD (if not already given)**

Name:

Address (including postcode):

Reference no. (if any)

Telephone:

Day:

Evening:

Mobile:

Email address:

Fax:

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

Name of Secretary

Address (including postcode):

Telephone:

Day:

Evening:

Mobile:

Email address:

Fax:

**7. SERVICE CHARGES TO BE CONSIDERED BY THE TRIBUNAL**

**A. Service charges for past years.**

Please list years for which a determination is sought.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

For each service charge year, fill in one of the sheets of paper entitled **SERVICE CHARGES IN QUESTION**

**B. Service charges for current or future years.**

Please list years for which a determination is sought.

- |         |              |
|---------|--------------|
| 1. 2016 | 4. 2019      |
| 2. 2017 | 5. 2020      |
| 3. 2018 | 6. 2021-2025 |

For each service charge year, fill one of the sheets of paper entitled **SERVICE CHARGES IN QUESTION**

Total value of dispute £8,372,400.00

### 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?

Yes  No

If Yes, please give details

Application numbered LON/00AW/LSC/2015/0524; Application numbered LON/00AW/LSC/2015/0525; Application numbered LON/00AW/LSC/2015/0411; Application numbered LON/00AW/LSC/2015/0412.

### 9. LIMITATION OF COSTS

Some leases allow a landlord to include costs they have incurred in connection with proceedings before a Tribunal (eg. costs of using a professional representative) as part of a service charge. If you want to apply to the Tribunal for those costs to be limited, you need to complete a separate application form – Leasehold 7 (no fee payable).

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

If the Tribunal thinks it is appropriate, and all the parties and others notified of their right to attend a hearing consent, 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. ('A paper determination').

Please let us know if you would be content with a paper determination if the Tribunal thinks it appropriate.

Yes  No

**Note:** Even if you have asked for a paper determination the Tribunal may decide that a hearing is necessary. Please complete the remainder of this form on the assumption that a hearing will be held. Where there is to be a hearing, a fee of £190 will become payable when you receive notice of the hearing date.

### 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 Yes, please explain how urgent it is and why:

**Note**

The Tribunal will normally deal with a case in one of three ways: on paper (see section 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 Case Management Conference which is a meeting at which the steps that need to be taken to bring the case to a final hearing can be discussed.

**12. AVAILABILITY**

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

Dates on which you will NOT be available:

**13. 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):

N/A.

Applications handled by the London regional office 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 case officers 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 and it has both a copy of the lease and the application fee (if applicable):

A copy of the lease(s) is/are enclosed.

SEE COVER LETTER

A crossed cheque or postal order for the application fee (if applicable) is enclosed.

Amount of fee enclosed

£440.00

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.**

#### Note

The application fee payable will depend on the amount of the service charge which is the subject of the application. To find out how much you will need to pay you should consult the following table (need to check when we have the SI):

Amount of service charge which is the subject of the application	Application Fee
Not more than £500	£65
More than £500 but not more than £,1000	£90
More than £1,000 but not more than £5,000	£125
More than £5,000 but not more than £15,000	£250
More than £15,000	£440

Please note where there is to be a hearing, a fee of £190 will become payable when you receive notice of the hearing date.

Fees should be paid by a crossed cheque made payable to, or a postal order drawn in favour of HM Courts and Tribunals Service.

#### Fee Remission

If you think you may be entitled to a reduced fee, the guide EX160A 'Apply for help with court, tribunal and probate fees' outlines how you can submit an application for a fee remission. The form EX160 'Apply for help with fees' must be included with your application.

The 'Apply for help with fees' form will not be copied to other parties.

You can get a copy of the 'Apply for help with fees' form online at [hmctsformfinder.justice.gov.uk](http://hmctsformfinder.justice.gov.uk).

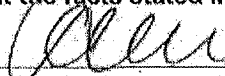
If you are making several applications at the same time, even if you are using different application forms or the applications relate to different parts of the Tribunal's jurisdiction, you do not have to pay a separate fee for each application. The overall fee will be the biggest of the fees payable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

#### 15. STATEMENT OF TRUTH

The statement of truth must be signed and dated.

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

Signed:



Dated:

10/03/16

## SERVICE CHARGES IN QUESTION

Please use the space below to provide information regarding each of the years 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 use one sheet per year.**

*The year in question*                      2016

A list of the items of service charge that are in issue (or relevant) and their value

- (a) Continuation of redecoration of floors ground - 16 and redecoration of all residential circulation spaces.
- (b) Decoration and re-branding of ground floor and sky receptions, lift lobbies and signage.
- (c) Re-modelling sky reception.
- (d) Repair/replacement of 10<sup>th</sup> floor window boards.
- (e) Structural repairs to lift loading bays.
- (f) Repairs to external walls and walkways.
- (g) External redecoration.
- (h) Soffit upgrading/replacement to pedestrian walkway.
- (i) Ongoing repairs to quadrangle roof covering.
- (j) Roof redecorations (plant rooms and railings).
- (k) General H&S items/improvements for external areas.
- (l) Various M&E inspections, cleaning, replacement and overhaul.
- (m) Lighting upgrades/replacements.
- (n) CCTV upgrade, maintenance and extension.
- (o) Compactor installation.

Total: £736,200

Description of the question(s) you wish the Tribunal to decide:

1. Are the costs of the works proposed reasonable from the tenants under the service charge provisions in the leases?
2. Are the proposed costs of the works recoverable in accordance with the Act?
3. Are these works and the works proposed for the other years reasonable in the sense that the programme of works and resulting costs have been reasonably spread over a sufficient period of time?



Any further comments you may wish to make:

- (a) The costs estimated are based on present day values.
- (b) The estimated costs do not include surveyors' and management fees which are likely to be 8-12% of the total costs for each year.

#### ANNEX 1: Addresses of Tribunal Regional Offices

##### NORTHERN REGION

HM Courts & Tribunals Service

First-tier Tribunal (Property Chamber) Residential  
Property, 1<sup>st</sup> Floor, Piccadilly Exchange, Piccadilly  
Plaza, Manchester M1 4AH

Telephone: 01612 379491

Fax: 01264 785 128

**This office covers the following Metropolitan districts:** Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North & South), Wakefield, Wigan and Wirral.

**It also covers the following unitary authorities:** Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

**It also covers the following Counties:** Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and West Cheshire.

##### MIDLAND REGION

HM Courts & Tribunals Service

First-tier Tribunal (Property Chamber) Residential  
Property, 15th Floor, Centre City Tower, 5-7 Hill  
Street, Birmingham, B5 4UU

Telephone: 0121 600 7888

Fax: 01264 785 122

**This office covers the following Metropolitan districts:** Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

**It also covers the following unitary authorities:** Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

**It also covers the following Counties:** Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

##### EASTERN REGION

HM Courts & Tribunals Service

First-tier Tribunal (Property Chamber) Residential  
Property, Cambridge County Court, 197 East Road  
Cambridge, CB1 1BA

Telephone: 01223 841 524

Fax: 01264 785 129

DX 97650 Cambridge 3

## SERVICE CHARGES IN QUESTION

Please use the space below to provide information regarding each of the years 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 use one sheet per year.**

**The year in question** 2017

A list of the items of service charge that are in issue (or relevant) and their value

- (a) Re-carpeting of floors ground - 16 and residential circulation spaces.
- (b) Ground floor reception re-modelling.
- (c) Re-modelling lift lobbies.
- (d) Re-modelling signage.
- (e) Cleaning and re-polishing marble and limestone on upper floors.
- (f) Re-decoration of B1.
- (g) Ongoing repairs to quadrangle roof.
- (h) Glazing repairs and replacement.
- (i) External elevation repairs
- (j) 20% periodic inspection of electrical services.
- (k) Ductwork sampling.
- (l) Replacement of 10% of luminaires and accessories.
- (m) Allowances for ventilation system failures, replacement water heaters, repairs and replacement booster pump parts, repairs and replacement fire safety system/and sub-switchboard and control panel repairs.
- (n) Replacement/upgrade lighting for stairwells, 1<sup>st</sup> - 9<sup>th</sup> floors and B1 - B3.
- (o) Utility/service provider review.
- (p) Lift replacement/upgrade lifts 3, 3a and 4.
- (q) Intercom replacement/upgrade.
- (r) Review/upgrade/replacement of security and access control systems.
- (s) CCTV upgrade and extension.

Costs: £2,169,000

Description of the question(s) you wish the Tribunal to decide:

1. Are the costs of the works proposed recoverable from the tenants under the service charge provisions in the leases?
2. Are the proposed costs of the works reasonable in accordance with the Act?
3. Are these works and the works proposed for the other years reasonable in the sense that the programme of works and resulting costs have been reasonably spread over a sufficient period of time?

Any further comments you may wish to make:

(a) The costs estimated are based on present day values.

(b) The estimated costs do not include surveyors' and management fees which are likely to be 8-12% of the total costs for each year.

#### ANNEX 1: Addresses of Tribunal Regional Offices

##### NORTHERN REGION

HM Courts & Tribunals Service

Telephone: 01612 379491

First-tier Tribunal (Property Chamber) Residential  
Property, 1<sup>st</sup> Floor, Piccadilly Exchange, Piccadilly  
Plaza, Manchester M1 4AH

Fax: 01264 785 128

**This office covers the following Metropolitan districts:** Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyne-side (North & South), Wakefield, Wigan and Wirral.

**It also covers the following unitary authorities:** Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

**It also covers the following Counties:** Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and West Cheshire.

##### MIDLAND REGION

HM Courts & Tribunals Service

Telephone: 0121 600 7888

First-tier Tribunal (Property Chamber) Residential  
Property, 15th Floor, Centre City Tower, 5-7 Hill  
Street, Birmingham, B5 4UU

Fax: 01264 785 122

**This office covers the following Metropolitan districts:** Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

**It also covers the following unitary authorities:** Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

**It also covers the following Counties:** Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

##### EASTERN REGION

HM Courts & Tribunals Service

Telephone: 01223 841 524

First-tier Tribunal (Property Chamber) Residential

Fax: 01264 785 129

## SERVICE CHARGES IN QUESTION

Please use the space below to provide information regarding each of the years 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 use one sheet per year.**

*The year in question*                      2018

A list of the items of service charge that are in issue (or relevant) and their value

- (a) Redecoration of B1 and B2.
  - (b) Girdered site survey.
  - (c) Roof re-covering.
  - (d) Glazing repairs and replacement (W, S, Tower, E, N and lightwell).
  - (e) External elevation repairs (W, S, Tower, E, N and lightwell).
  - (f) 20% periodic inspection of electrical services.
  - (g) Ductwork sampling.
  - (h) Replacement of 10% of luminaires and accessories.
  - (i) Allowance for ventilation system failures, replacement water heaters, repairs and replacement booster pump parts in B4, repairs and replacement fire safety system and sub-switchboard and control panel repairs.
  - (j) Stairwell and B1 - B3 lighting upgrade (N, W, E, S).
  - (k) Utility/service provider review.
  - (l) Lift upgrading/replacement (lifts 2 and 2a).
  - (m) Intercom upgrade.
  - (n) Security and access control review and upgrade.
  - (o) Telecommunications and IT review and upgrade.
- Total costs: £2,678,000

Description of the question(s) you wish the Tribunal to decide:

1. Are the costs of the works proposed recoverable from the tenants under the service charge provisions in the leases?
2. Are the proposed costs of the works reasonable in accordance with the Act?
3. Are these works and the works proposed for the other years reasonable in the sense that the programme of works and resulting costs have been reasonably spread over a sufficient period of time?

Any further comments you may wish to make:

Any further comments you may wish to make:

(a) The costs estimated are based on present day values.

(b) The estimated costs do not include surveyors' and management fees which are likely to be 8-12% of the total costs for each year.

#### ANNEX 1: Addresses of Tribunal Regional Offices

##### NORTHERN REGION

HM Courts & Tribunals Service

Telephone: 01612 379491

First-tier Tribunal (Property Chamber) Residential  
Property, 1<sup>st</sup> Floor, Piccadilly Exchange, Piccadilly  
Plaza, Manchester M1 4AH

Fax: 01264 785 128

**This office covers the following Metropolitan districts:** Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North & South), Wakefield, Wigan and Wirral.

**It also covers the following unitary authorities:** Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

**It also covers the following Counties:** Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and West Cheshire.

##### MIDLAND REGION

HM Courts & Tribunals Service

Telephone: 0121 600 7888

First-tier Tribunal (Property Chamber) Residential  
Property, 15th Floor, Centre City Tower, 5-7 Hill  
Street, Birmingham, B5 4UU

Fax: 01264 785 122

**This office covers the following Metropolitan districts:** Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

**It also covers the following unitary authorities:** Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

**It also covers the following Counties:** Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

##### EASTERN REGION

HM Courts & Tribunals Service

Telephone: 01223 841 524

First-tier Tribunal (Property Chamber) Residential

Fax: 01264 785 129

## SERVICE CHARGES IN QUESTION

Please use the space below to provide information regarding each of the years 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 use one sheet per year.**

**The year in question** 2019

A list of the items of service charge that are in issue (or relevant) and their value

- (a) Redecoration of B2 and B3.
- (b) Girdered site survey.
- (c) Tower roof repairs.
- (d) Roof redecorations.
- (e) Glazing repairs and replacement (W, S, Tower, E, N and lightwell).
- (f) External elevations repairs (W, S, Tower, E, N and lightwell).
- (g) External hard standing repairs.
- (h) Sprinkler and fire safety systems overhaul in accordance with FOC rules.
- (i) 20% periodic inspection of electrical services.
- (j) Ductwork sampling, cleaning and chlorination.
- (k) Replacement of 10% of luminaires and accessories.
- (l) Allowance for ventilation system failures, replacement water heaters, repairs and replacement booster pump parts in B4, fire safety system, sub-switchboard and control panel repairs and overhaul and repair of hose reels.
- (m) Stairwell lighting upgrade (N, W, E, S).
- (n) B1 - B3 lighting upgrade/replacement.
- (o) Utility/service provider review.

Total costs: £961,000

Description of the question(s) you wish the Tribunal to decide:

1. Are the costs of the works proposed recoverable from the tenants under the service charge provisions in the leases?
2. Are the proposed costs of the works reasonable in accordance with the Act?
3. Are these works and the works proposed for the other years reasonable in the sense that the programme of works and resulting costs have been reasonably spread over a sufficient period of time?

Any further comments you may wish to make:

Any further comments you may wish to make:

(a) The costs estimated are based on present day values.

(b) The estimated costs do not include surveyors' and management fees which are likely to be 8-12% of the total costs for each year.

#### ANNEX 1: Addresses of Tribunal Regional Offices

##### NORTHERN REGION

HM Courts & Tribunals Service

**Telephone:** 01612 379491

First-tier Tribunal (Property Chamber) Residential  
Property, 1<sup>st</sup> Floor, Piccadilly Exchange, Piccadilly  
Plaza, Manchester M1 4AH

**Fax:** 01264 785 128

**This office covers the following Metropolitan districts:** Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North & South), Wakefield, Wigan and Wirral.

**It also covers the following unitary authorities:** Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

**It also covers the following Counties:** Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and West Cheshire.

##### MIDLAND REGION

HM Courts & Tribunals Service

**Telephone:** 0121 600 7888

First-tier Tribunal (Property Chamber) Residential  
Property, 15th Floor, Centre City Tower, 5-7 Hill  
Street, Birmingham, B5 4UU

**Fax:** 01264 785 122

**This office covers the following Metropolitan districts:** Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

**It also covers the following unitary authorities:** Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

**It also covers the following Counties:** Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

##### EASTERN REGION

HM Courts & Tribunals Service

**Telephone:** 01223 841 524

First-tier Tribunal (Property Chamber) Residential

**Fax:** 01264 785 129

## SERVICE CHARGES IN QUESTION

Please use the space below to provide information regarding each of the years 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 use one sheet per year.**

*The year in question*                      2020

A list of the items of service charge that are in issue (or relevant) and their value

- (a) Redecoration of B3.
- (b) Glazing repairs and replacement (W, S, Tower, E, N and lightwell).
- (c) External elevation repairs (W, S, Tower, E, N and lightwell).
- (d) 20% periodic inspection of electrical services.
- (e) Ductwork sampling.
- (f) Replacement of 10% of luminaires and accessories.
- (g) Allowance for ventilations system failures, replacement water heaters, repairs and replacement booster pump parts in B4, repairs and replacement fire safety system and sub-switchboard and control panel repairs.
- (h) Utility/service provider review.

Total costs: £366,000

Description of the question(s) you wish the Tribunal to decide:

1. Are the costs of the works proposed recoverable from the tenants under the service charge provisions in the leases?
2. Are the proposed costs of the works reasonable in accordance with the Act?
3. Are these works and the works proposed for the other years reasonable in the sense that the programme of works and resulting costs have been reasonably spread over a sufficient period of time?

Any further comments you may wish to make:

- (a) The costs estimated are based on present day values.
- (b) The estimated costs do not include surveyors' and management fees which are likely to be 8-12% of the total costs for each year.



## SERVICE CHARGES IN QUESTION

Please use the space below to provide information regarding each of the years 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 use one sheet per year.**

*The year in question*                      2021

A list of the items of service charge that are in issue (or relevant) and their value

- (a) External redecoration.
- (b) Glazing repairs and replacement (W, S, Tower, E, N and lightwell).
- (c) Forecourt canopy - soffit repair redecoration.
- (d) External entrance maintenance and redecoration.
- (e) External elevation repairs (W, S, Tower, E, N and lightwell).
- (f) 20% periodic inspection of electrical services.
- (g) Ductwork sampling.
- (h) Replacement of 10% of luminaires and accessories.
- (i) Allowance for ventilation system failures, replacement water heaters, repairs and replacement fire safety system, sub-switchboard and control panel repairs.
- (j) Utility/service provider review.
- (k) Lift upgrading/replacement (lifts 1 and 5).

Total costs: £645,600

Description of the question(s) you wish the Tribunal to decide:

1. Are the costs of the works proposed recoverable from the tenants under the service charge provisions in the leases?
2. Are the proposed costs of the works reasonable in accordance with the Act?
3. Are these works and the works proposed for the other years reasonable in the sense that the programme of works and resulting costs have been reasonably spread over a sufficient period of time?

Any further comments you may wish to make:

- (a) The costs estimated are based on present day values.
- (b) The estimated costs do not include surveyors' and management fees which are likely to be 8-12% of the total costs for each year.

## SERVICE CHARGES IN QUESTION

Please use the space below to provide information regarding each of the years 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 use one sheet per year.**

*The year in question*                      2022

A list of the items of service charge that are in issue (or relevant) and their value

- (a) Redecoration of floors ground - 16.
- (b) Girdered site works.
- (c) Roof redecorations.
- (d) Glazing repairs and replacement (W, S, Tower, E, N and lightwell).
- (e) External elevation repairs (W, S, Tower, E, N and lightwell).
- (f) Sprinkler and fire safety systems overhaul in accordance with FOC rules.
- (g) 20% periodic inspection of electrical services.
- (h) Ductwork sampling, cleaning and chlorination.
- (i) Replacement of 10% of luminaires and accessories.
- (j) Allowance for ventilation system failures, replacement water heaters, repairs and replacement booster pump parts in B4, repairs and replacement of the fire safety system, switchboard and control panel repairs and overhaul and repair of hose reels.
- (k) Utility/service provider review.
- (l) Telecommunications and IT review and upgrade/replacement.

Total costs: £484,000

Description of the question(s) you wish the Tribunal to decide:

1. Are the costs of the works proposed recoverable from the tenants under the service charge provisions in the leases?
2. Are the proposed costs of the works reasonable in accordance with the Act?
3. Are these works and the works proposed for the other years reasonable in the sense that the programme of works and resulting costs have been reasonably spread over a sufficient period of time?

Any further comments you may wish to make:

- (a) The costs estimated are based on present day values.
- (b) The estimated costs do not include surveyors' and management fees which are likely to be 8-12% of the total costs for each year.

## SERVICE CHARGES IN QUESTION

Please use the space below to provide information regarding each of the years 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 use one sheet per year.**

*The year in question*                      2023

A list of the items of service charge that are in issue (or relevant) and their value

- (a) Continuation of redecoration of floors ground - 16.
- (b) Girdered site survey.
- (c) 20% periodic inspection of electrical services.
- (d) Ductwork sampling.
- (e) Replacement of 10% of luminaires and accessories.
- (f) Allowance for ventilation system failures, replacement water heaters, repairs and replacement booster pump parts in B4, repairs and replacement fire safety system, sub-switchboard and control panel repairs.
- (g) Utility/service provider review.

Total costs: £156,000

Description of the question(s) you wish the Tribunal to decide:

1. Are the costs of the works proposed recoverable from the tenants under the service charge provisions in the leases?
2. Are the proposed costs of the works reasonable in accordance with the Act?
3. Are these works and the works proposed for the other years reasonable in the sense that the programme of works and resulting costs have been reasonably spread over a sufficient period of time?

Any further comments you may wish to make:

- (a) The costs estimated are based on present day values.
- (b) The estimated costs do not include surveyors' and management fees which are likely to be 8-12% of the total costs for each year.

## SERVICE CHARGES IN QUESTION

Please use the space below to provide information regarding each of the years 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 use one sheet per year.**

**The year in question** 2024

A list of the items of service charge that are in issue (or relevant) and their value

- (a) External hard standing repairs.
- (b) 20% periodic inspection of electrical services.
- (c) Ductwork sampling.
- (d) Replacement of 10% of luminaires and accessories.
- (e) Allowance for ventilation system failures, replacement water heaters, repairs and replacement booster pump parts in B4, repairs and replacement fire safety system, sub-switchboard and control panel repairs.
- (f) Utility/service provider review.

Total costs: £69,000

Description of the question(s) you wish the Tribunal to decide:

1. Are the costs of the works proposed recoverable from the tenants under the service charge provisions in the leases?
2. Are the proposed costs of the works reasonable in accordance with the Act?
3. Are these works and the works proposed for the other years reasonable in the sense that the programme of works and resulting costs have been reasonably spread over a sufficient period of time?

Any further comments you may wish to make:

- (a) The costs estimated are based on present day values.
- (b) The estimated costs do not include surveyors' and management fees which are likely to be 8-12% of the total costs for each year.

## SERVICE CHARGES IN QUESTION

Please use the space below to provide information regarding each of the years 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 use one sheet per year.**

**The year in question** 2025

A list of the items of service charge that are in issue (or relevant) and their value

- (a) Redecoration of B1.
- (b) Redecoration of roof.
- (c) Sprinkler and fire safety systems overhaul in accordance with FOC rules.
- (d) 20% periodic inspection of electrical services.
- (e) Ductwork sampling, clean and chlorination.
- (f) Replacement of 10% of luminaires and accessories.
- (g) Allowance for ventilation system failures, replacement water heaters, repairs and replacement booster pump parts in B4, repairs and overhaul and repair of hose reels.
- (h) Utility/service provider review.

Total costs: £106,800

Description of the question(s) you wish the Tribunal to decide:

1. Are the costs of the works proposed recoverable from the tenants under the service charge provisions in the leases?
2. Are the proposed costs of the works reasonable in accordance with the Act?
3. Are these works and the works proposed for the other years reasonable in the sense that the programme of works and resulting costs have been reasonably spread over a sufficient period of time?

Any further comments you may wish to make:

(a) The costs estimated are based on present day values.

(b) The estimated costs do not include surveyors' and management fees which are likely to be 8-12% of the total costs for each year.

## ANNEX 1: Addresses of Tribunal Regional Offices

### NORTHERN REGION

HM Courts & Tribunals Service

Telephone: 01612 379491

First-tier Tribunal (Property Chamber) Residential  
Property, 1<sup>st</sup> Floor, Piccadilly Exchange, Piccadilly  
Plaza, Manchester M1 4AH

Fax: 01264 785 128

**This office covers the following Metropolitan districts:** Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North & South), Wakefield, Wigan and Wirral.

**It also covers the following unitary authorities:** Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

**It also covers the following Counties:** Cumbria, Durham, East Cheshire, Lancashire, Lincolnshire, Northumberland, North Yorkshire and West Cheshire.

### MIDLAND REGION

HM Courts & Tribunals Service

Telephone: 0121 600 7888

First-tier Tribunal (Property Chamber) Residential  
Property, 15th Floor, Centre City Tower, 5-7 Hill  
Street, Birmingham, B5 4UU

Fax: 01264 785 122

**This office covers the following Metropolitan districts:** Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

**It also covers the following unitary authorities:** Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

**It also covers the following Counties:** Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

### EASTERN REGION

HM Courts & Tribunals Service

Telephone: 01223 841 524

First-tier Tribunal (Property Chamber) Residential  
Property, Cambridge County Court, 197 East Road  
Cambridge, CB1 1BA

Fax: 01264 785 129

DX 97650 Cambridge 3

**This office covers the following unitary authorities:** Bracknell Forest, West Berkshire, Reading, Slough, Windsor and Maidenhead, Wokingham, Luton, Peterborough, Milton Keynes, Southend-on-Sea and Thurrock.

**It also covers the following Counties:** Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire,

**This office covers the following unitary authorities:** Bracknell Forest, West Berkshire, Reading, Slough, Windsor and Maidenhead, Wokingham, Luton, Peterborough, Milton Keynes, Southend-on-Sea and Thurrock.

**It also covers the following Counties:** Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Northamptonshire, Oxfordshire and Suffolk.

#### **SOUTHERN REGION**

HM Courts & Tribunals Service  
First-tier Tribunal (Property Chamber) Residential  
Property, Magistrates Court and Tribunal Centre  
Ground Floor, 6 Market Avenue, Chichester,  
West Sussex PO19 1YE

**Telephone:** 01243 779 394

**Fax:** 0870 7395 900

**This office covers the following unitary authorities:** Bath and Northeast Somerset, Bristol, North Somerset, South Gloucestershire, Bournemouth, Plymouth, Torbay, Poole, Swindon, Medway, Brighton and Hove, Portsmouth, Southampton and the Isle of Wight.

**It also covers the following Counties:** Cornwall and the Isles of Scilly, Devon, Dorset, East Sussex, Gloucestershire, Hampshire, Kent, Somerset, Surrey, West Sussex and Wiltshire.

#### **LONDON REGION**

HM Courts & Tribunals Service  
First-tier Tribunal (Property Chamber) Residential  
Property, 10 Alfred Place, London WC1E 7LR

**Telephone:** 020 7446 7700

**Fax:** 01264 785 060

**This office covers all the London boroughs.**