

## **CORONAVIRUS (COVID-19) PANDEMIC**

### **Payment of application and hearing fees to the First-tier Tribunal (Property Chamber) Residential Property division**

We are making a change to the way we accept application and hearing fee payments and the guidance issued on 23 March 2020 will be amended accordingly.

From 29 April 2020, a person making an application or appeal to the Tribunal which requires a fee to be paid will be able to pay the application fee by on-line banking.

The date that the application or appeal is lodged with the Tribunal will be regarded as the relevant date of receipt for statutory purposes. Applicants then have 14 days to pay the application fee.

Following receipt of the application or appeal and if the applicant has indicated that they wish to pay the fee by on-line banking, the office will email the applicant with the details needed for an online payment to be made.

Payment of hearing fees by on-line banking will also be available if this is requested in response to a notice of hearing. The office will email the details needed for an on-line payment (which will be different to those for an application fee payment).

The on-line banking details provided by the office will be the bank account details and a unique payment reference which must be included in the reference box of the on-line payment.

Once the required fee has been received the application/appeal/hearing will be progressed (subject to current administrative limitations arising from COVID-19).

A cheque/postal order will still be accepted if the application or appeal is submitted by post.