

**ADMINISTRATIVE COURT AND PLANNING COURT
APPLICATIONS FOR PERMISSION TO OBSERVE HEARINGS REMOTELY**

1. Whether to permit remote observation of a hearing is always a decision for the court. The following applies subject to any specific arrangement made for a particular case.

2. Applications for permission to observe a hearing remotely must be made by email to generaloffice@administrativecourtoffice.justice.gov.uk. All applications must
 - (a) identify the case and hearing in respect of which the application is made (i.e., the case reference number and the date of the hearing);
 - (b) state the name of the applicant, provide the applicant's home address, email address and phone number and, if different from the home address, state the address where the applicant will be if permitted to observe the hearing remotely;
 - (c) set out, briefly, the reasons why the application is made; and
 - (d) include a statement by the applicant in the following terms:

“If permitted to observe the hearing remotely, I understand that I must not record or transmit what I see and hear. I understand that it is an offence and may be a contempt of court to do so, and that I may be punished if I were to do so. I will abide by any instruction given to me by the court during the hearing. I agree and undertake to the Court that I will not provide the link that I am given to access the hearing to any other person.”

Applications that do not comply with the above requirements will be refused without further consideration.

3. Applications must be made promptly. Applications that are made late, for example, on the morning of a hearing or late in the afternoon the day before, or in any other circumstances which in the opinion of the judge considering the application might impede the efficient conduct of or preparation for the hearing, may be refused without consideration.

4. Applications will be considered by a judge, usually the judge who is to conduct the hearing. Applications will be decided in accordance with the provisions of the Remote Observation and Recording (Court and Tribunals) Regulations 2022. The judge is not required to give reasons for his decision. The decision of the judge is final and not subject to further review.

5. If an application is granted, the applicant must comply with any/all conditions imposed by the judge and, while the hearing is in progress, must comply with any further instruction the judge may give. The judge may decide to terminate remote access at any time during the hearing.

6. Any permission granted to observe a hearing remotely is given subject to the proviso that the hearing will not be delayed by any technical or other difficulty affecting remote access. Hearings will not be delayed or adjourned by reason of such matters.