



Senior President of Tribunals

Practice Direction

Use of Forms in the First-tier Tribunal (General Regulatory Chamber)

1. This Practice Direction applies to parties without representatives in the same way as it does to parties represented by lawyers.
2. Unless the Tribunal gives permission under paragraph 12, appeals, references, originating applications and claims (referred to collectively in this Practice Direction as "an appeal") to the First-tier Tribunal (General Regulatory Chamber) ("the Tribunal") must be started by (1) completing the specified form available from the [gov.uk](https://www.gov.uk) website, (2) sending the completed appropriate form to the Tribunal, preferably by email to grc@justice.gov.uk, (3) if applicable, paying the specified fee¹.
3. Form GRC1 should be used to start an appeal in all circumstances where Forms GRC2, GRC3, and GRC4 are not the appropriate forms.
4. Form GRC2 should be used to start an appeal against a decision by the Department for Environment, Food and Rural Affairs that you own or occupy an agricultural holding that drains into land that should be, or should continue to be, identified as a Nitrate Vulnerable Zone.
5. Form GRC3 should be used to apply for an Order under section 166 of the Data Protection Act 2018 requiring the Information Commissioner to take appropriate steps to respond to your complaint, or to inform you of its progress or to give you an outcome, within a specified period of time.
6. Form GRC4 should be used to make an application to certify a contempt to the Upper Tribunal under the Freedom of Information Act 2000, or the Data Protection Act 2018.
7. Unless the Tribunal gives permission under paragraph 12, an application for a case management direction or decision made at the same time as starting the appeal, (for example, for an extension of time within which to file the appeal),

¹ Applicable to relevant appeals brought under section 141 of the Gambling Act 2005

must be made by completing Form GRC5, and sending the completed appropriate form to the Tribunal, preferably by email to grc@justice.gov.uk.

8. Unless the Tribunal gives permission under paragraph 12, an application for a case management decision or direction made after proceedings have been started, must be made by completing Form GRC5 and sending the completed appropriate form to the Tribunal, preferably by email to grc@justice.gov.uk.
9. Unless the Tribunal gives permission under paragraph 12, an application for an Authorised Costs Order under section 324A of the Charities Act 2011 must be made by completing Form GRC6 and sending the completed appropriate form to the Tribunal, preferably by email to grc@justice.gov.uk.
10. Unless the Tribunal gives permission under paragraph 12, an application to the Tribunal for permission to appeal to the Upper Tribunal must be made by completing Form GRC7 and sending the completed appropriate form to the Tribunal, preferably by email to grc@justice.gov.uk.
11. An appeal, an application for permission to appeal, or an application for a case management direction or decision, which is not contained on the completed appropriate form, will be treated administratively as 'incomplete' and will be returned to the sender with a request to complete the appropriate form, unless paragraph 12 applies.
12. A request by a party to start an appeal, make an application for permission to appeal, or make an application for a case management direction or decision, without completing and sending the appropriate form, must (1) be sent to the Tribunal (preferably by email to grc@justice.gov.uk using the subject line "request not to use the appropriate form") and (2) contain information and, if appropriate, evidence, as to why an exception should be made to the requirement to complete the appropriate form and send it to the Tribunal. If such a request is received by the Tribunal, it will be passed to a Judge, Registrar or Legal Officer for consideration. When undertaking this consideration, Judges, Registrars and Legal Officers will, as appropriate, take account of the Equal Treatment Bench Book.

This Practice Direction is made by the Senior President of Tribunals with the agreement of the Lord Chancellor under section 23 of the Tribunals, Courts and Enforcement Act 2007.

Lord Justice Dingemans
Senior President of Tribunals
24 October 2025