**Form 1B**

**REQUEST FOR A RULING**

**other than an appeal from a Complaints Panel.**

**Before requesting a ruling from the Federal Appeals Panel, please check the Guidance on the Party website to check whether your request is admissible.**

If you wish to appeal against a decision of a Complaints Panel under Article 23 of the Federal Party Constitution, please use Form 1A. Otherwise, please use this form to initiate proceedings before the FAP. For a procedural ruling in an ongoing case, please fill out Form 3 (Procedural Application).

You may type your answers under each heading on this form, or answer on separate sheets. Please be concise but use as much space as you need. Please bear in mind that the member of the FAP reviewing this form will know nothing about your case, so please explain as clearly and succinctly as you can what it relates to.

By submitting this form, you are agreeing to:

- submit to the jurisdiction, rules and procedures of the FAP;

- abide by determinations of the FAP, which are final and binding under Article 22.7 of the Federal Party Constitution;

- follow the procedural directions given by the FAP;

- keep any information received in connection with the FAP proceedings confidential, to use it solely for the purposes of the proceedings and to delete it when those proceedings are concluded;

- allow the FAP to

* use your personal data and other information supplied by you for the purpose of resolving the dispute or issuing the ruling (which will include allowing other parties to see information necessary for the of fairness of the proceedings);
* publish outline information about pending cases (including the names of parties unless they have been granted anonymity);
* publish its final determinations or rulings which may include identifiable information about you.

Parties may request anonymity, apply for redaction or non-publication of personal, sensitive or confidential information, and apply for such information to be withheld from other parties. The FAP must ensure its proceedings are fair. It will apply a presumption in favour of transparency but may accede to applications where it considers there to be good reason. A decision of the FAP on such applications shall be final.

**Please provide the following information:**

**1. Name:**

 **Address:**

 **Telephone: Email:**

 **Party Membership Number:**

**2. Is this a reference for a ruling made by a State Appeals Panel? If not, tick ‘no’ and move straight to question 3.**

**[ ]  Yes | [ ]  No**

**If so:**

1. **which State Party Appeals Panel is making the reference?**
2. **What are the questions on which you would like the FAP to make a ruling?**
3. **What ruling are you (or the party contending for the reference) inviting the FAP to make?**
4. **Please provide details of the relevant factual context in which the request is being made, and an explanation why the ruling is necessary). For instance, facts found by the State Appeals Panel or agreed by the parties, or assumed facts for the purpose of the ruling. Please note that the FAP will not make rulings that are academic.**
5. **Have the parties to a dispute before the State Appeals Panel already made submissions on the question that is the subject of the reference?**

**[ ]  Yes | [ ]  No**

 **If so, please supply them with this form.**

**3. What is the decision, act or omission that you are challenging, and who was responsible for it?**

**4. Are you within time?**

**(a) On what date did the decision or act take place? If you are challenging a continuing default or omission, on what date did it begin?**

**(b) Is your application to the FAP more than 6 weeks after the date of the decision, act or default?**

**[ ]  Yes | [ ]  No**

**If so, please provide any explanation of the delay, or grounds that you rely on for an extension of time. The FAP will not extend time without good reason. Please indicate if you are enclosing supporting evidence with this form.**

**5. Give the name(s) and contact details of the Party body or officers whose action or inaction you are challenging, with whom you are in dispute.**

**6. Please indicate the name and contact details of any other party member, organisation or body particularly and/or directly affected by the ruling requested, or the decision, act or omission that is impugned.**

**7. Under which of the limbs of Article 22.3 of the Constitution do you claim the FAP has jurisdiction?**

**8. Have you exhausted other remedies (e.g. appeal to a State Party appeals panel)?**

**[ ]  Yes | [ ]  No**

**9. What is the ruling that you are asking the FAP to make in your favour?** *Please check the Guidance for the rulings that the FAP may make.*

**10. Please set out in full the grounds for the ruling that you are asking the FAP to make.** *Please number each Ground. Please check the Guidance as to grounds on which the FAP will interfere with decision, acts or failure to act, and how to lay out your Grounds.*

*If you need more space, please either type into this form or attach the answer on separate sheets of paper. Please provide copies of any documentary evidence on which you rely with this Form in accordance with the Guidance.*

**11. Are there any procedural directions that you wish to apply for at this time?** *See the Guidance for what is meant by procedural directions.*

**[ ]  Yes | [ ]  No**

**If you do, please fill out Form 3 and send it with this form.**

**12. Would you prefer your case to be dealt with in writing if it receives permission to proceed, or would you prefer an oral hearing?**

**(tick one box)**

 [ ]  I am happy for the case to be dealt with by written representations.

 [ ]  I would like an oral hearing.

**13. Do you have any difficulties participating in an online hearing?** *Please give details.*

**14. If you have disabilities, can we make any reasonable adjustments to facilitate your participation?** *Please give details.*

**Checklist (please tick)**

**[ ]** I confirm that I have read the Guidance and this request for a ruling conforms to the Guidance.

**[ ]** I attach a copy of any relevant decision notice, minute(s) or other record of a decision that I am challenging, and any documentary evidence on which I rely.

**[ ]** If I am applying for procedural directions (including for an extension of time), I have included an application on Form 3 and any supporting evidence with this form.

**Declarations – please tick and sign at the bottom:**

**[ ]** I believe that the facts stated by me in this form and any accompanying evidence are true and complete.

**[ ]** I have served the parties named in sections 5 and 6 with copies of this form.

**[ ]** I agree to the jurisdiction of the FAP, and understand that it may use my personal or confidential data as explained above.

**[ ]** I agree to keep the information of other parties confidential and not to use it for purposes other than FAP proceedings.

**[ ]** I understand that I may in future apply to vary the procedures applied in my case, or to otherwise request procedural directions, on Form 3.

**[ ]**  I agree to abide by the FAP’s decisions, which are final and binding.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form and any attachments to the Standards Officer at standardsofficer@libdems.org.uk.