**Form 2**

**STATEMENT OF RESPONSE**

**NOTES**

Respondents should use this form to respond to an Appeal from a Complaints Panel (Form 1A) or Request for a Ruling (Form 1B). They may respond immediately, but are not expected to do so and the FAP will not wait for a response before deciding whether the case is arguable. Respondents may prefer to wait to see whether the case receives permission to proceed.

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, and what your grounds of response are.

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. Please state the FAP case reference number and name of the Appellant:**

**2. Please provide your details:**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |
| **Party membership no.** |  |

**3. Please provide details of any other persons whom you believe should be named as Respondents and why they are directly affected.**

|  |  |
| --- | --- |
| **Name** |  |
| **Why affected** |  |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Why affected** |  |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Why affected** |  |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |

**4. Are you serving each of the other parties and persons named above at the same time as filing this Statement of Response, and if not, why not?** *Respondents must arrange to serve all other parties, as well as those prospective respondents named in Section 3 above, with this Statement of Response and all the accompanying evidence by the deadline for filing this Statement of Response. This enables parties to reply to new matters raised in this Statement of Response. If you do not have a party’s details, you must raise the matter with the Standards Office as soon as possible.*

**5. Do you contest the application or appeal?**

**[ ]  Yes -contested in full | [ ]  Contested in part | [ ]  No**

**6. What are your reasons for contesting or conceding the case?**

*Please address each ground of the application or appeal separately and set out your arguments fully (but as concisely and clearly as you can). If you accept the case should be conceded for some reason not pleaded by the Applicant or Appellant, please state this and explain why. If you need more space, type directly into this form below or use a separate sheet.*

**7. Have you provided any separate evidence in support of your Response?**

**[ ]  Yes | [ ]  No**

**Give details.**

*You should provide any documentary evidence that you rely on with this Form, unless the Case Manager has directed otherwise.*

**8. Are there any procedural directions that you wish to apply for at this time?** *See the Guidance for what is meant by procedural directions. They may include requests for anonymity or for an extension of time, including an extension of time to file this Statement of Response.*

**[ ]  Yes | [ ]  No**

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

**9. 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.

**10. Do you have any difficulties with participating in an online hearing?**

**11. 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 Statement of Response conforms to the Guidance.

**[ ]** If I am applying for procedural directions (including for an extension of time or for personal details not to be published), I have included an application on Form 3 and any supporting evidence with this form.

**[ ]** I have provided supporting evidence on or with this form to justify this Statement of Response.

**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 other parties to the case as well as any persons named at Section 3 of this Form; or if I do not have their details, I have arranged for the Standards Office to do so.

**[ ]** 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.