**Form 3**

**PROCEDURAL APPLICATION**

Use this form to object to a procedural direction or to ask for special procedural arrangements.

You may use this form to ask for your name not to be published by the FAP on its website, or to withhold or redact information from another party.

**Please provide the following information:**

**1. Is this application in connection with an ongoing FAP case?**

**[ ]  New case – Please ensure you cross-refer to this application on the Appeal Form (Form 1A) or Request for a Ruling (Form 1B).**

**[ ]  Yes – please state the FAP case reference number:**

**FAP Case Number (for ongoing matters)**

**2. Please provide your details**

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

**3. Please provide details of the other parties in this case**

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

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

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

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

**4. Are you serving each of the other parties at the same time as filing this application, and if not, why not?**

**5. What procedural ruling or direction are you asking for?**

*E.g. to ask for special arrangements to give evidence, to withhold sensitive information, for an extension of time or adjournment, or to vary procedural directions already made. See the Guidance. If you are applying to vary directions already made, you MUST include a copy of these with this Form.*

**6. Why should the FAP make the procedural ruling you are seeking?**

*The FAP will not extend time or vary its procedures without good reason. If you are applying for information to be withheld from other parties or the public, you need to explain why the usual presumption in favour of transparency is outweighed by the arguments in favour of confidentiality, and why this will not endanger the fairness of the proceedings.*

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

**[ ]  Yes | [ ]  No**

**Give details.**

*You should provide sufficient evidence on or with this Form justifying any departure from a previous direction in the case, from usual arrangements, or from time limits. For instance, if you suffered from an illness, have a disability, or have encountered some special difficulty in complying with directions previously given.*

**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 Directions that I am objecting to or applying to vary.

**[ ]** I have provided supporting evidence on or with this form to justify this procedural application.

**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 understand that I must provide supporting evidence on or with this form to justify an application for special procedural arrangements.

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

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