

# Application for directions as to venue for administration and determination

Name and address of party making application

name

address

## In the High Court of Justice Administrative Court

Claim No.

Claimant(s)/  
Appellant(s)

Defendant(s)/  
Respondent(s)

Interested  
Party(ies)

I/We apply to the court for a direction that this matter be administered and determined at the:

- Royal Courts of Justice in **London**
- District Registry of the High Court at **Birmingham**
- District Registry of the High Court at **Cardiff**
- District Registry of the High Court at **Leeds**
- District Registry of the High Court at **Manchester**

for the following reason(s): *(please refer to paragraph 5.2 of PD54D set out overleaf)*

*(To be signed  
by you or by  
your solicitor or  
litigation friend)*

Signed

Date

Name

*(if signing on  
behalf of firm or  
company, court)*

Position or office held

**Please send your completed form to the Administrative Court Office** which is currently administering this matter, within 21 days of service of the proceedings upon you. You must also serve copies of your completed application on all other parties.

## Practice Direction 54D 5.2

**5.2** The general expectation is that proceedings will be administered and determined in the region with which the claimant/appellant has the closest connection, subject to the following considerations as applicable -

- 1) any reason expressed by any party for preferring a particular venue;
- 2) the region in which the defendant/respondent or any relevant office or department of the defendant/respondent is based;
- 3) the region in which the claimant's/appellant's legal representatives are based;
- 4) the ease and cost of travel to a hearing;
- 5) the availability and suitability of alternative means of attending a hearing (for example, by videolink);
- 6) the extent and nature of media interest in the proceedings in any particular locality;
- 7) the time within which it is appropriate for the proceedings to be determined;
- 8) whether it is desirable to administer or determine the claim in another region in the light of the volume of claims issued at, and the capacity, resources and workload of, the court at which it is issued;
- 9) whether the claim raises issues sufficiently similar to those in another outstanding claim to make it desirable that it should be determined together with, or immediately following, that other claim; and
- 10) whether the claim raises devolution issues and for that reason whether it should more appropriately be determined in London or Cardiff.