

# Application notice

| For office use only |
|---------------------|
| Date received       |
| Date issued         |

Case no.

Full name of person to whom the application relates  
(this is the person who lacks, or is alleged, to lack capacity)



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### Please read first

- This form can be used in a variety of circumstances and must be used for applications within proceedings. For further guidance on when this form is to be used please see the Court of Protection Rules 2007 and the Practice Directions accompanying the Rules or contact Customer Services at the number below.
- If you wish to apply to start proceedings please complete the COP1 application form.
- If you wish to apply to be joined as a party to the proceedings please complete the COP10 application notice for applications to be joined as a party.
- You may need to pay for any costs you incur during the proceedings. If the court considers that you have acted unreasonably you can be ordered to pay the costs incurred by other parties.
- Please continue on a separate sheet of paper if you need more space to answer a question. Write the case number, your name, the name of the person to whom the application relates, and number of the question you are answering on each separate sheet.
- If you need help completing this form please check the website, [www.publicguardian.gov.uk](http://www.publicguardian.gov.uk), for further guidance or information, or contact Customer Services on 0845 330 2900.
- Court of Protection staff cannot give legal advice. If you need legal advice please contact a solicitor.

## Section 1 - Your details

1.1 Your details  Mr.  Mrs.  Miss  Ms.  Other \_\_\_\_\_

First name

Middle name(s)

Last name

1.2 Address  
(including  
postcode)

Telephone no.

|         |  |
|---------|--|
| Daytime |  |
| Evening |  |
| Mobile  |  |

E-mail address

1.3 Is a solicitor representing you?

Yes

No

If Yes, please give the solicitor's details.

Name

Address  
(including  
postcode)

Telephone no.

Fax no.

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

DX no.

E-mail address

1.4 Which address should official documentation be sent to?

Your address

Solicitor's address

Other address (please provide details)

1.5 What is your role in the proceedings?

Applicant (the person who filed the COP1 application form)

Person to whom the application relates

Other party to the proceedings

Other (please give details)

**Section 2 - Your application**

2.1 What order or direction are you seeking from the court?

2.2 Please set out the grounds on which you are seeking the order or direction?

2.3 Any evidence in support of your application must be filed with this application notice. If you are attaching any written evidence please use the COP24 witness statement form.

Evidence attached

If the court requires that evidence be given by affidavit then you need to use the COP25 affidavit form.

2.4 Please provide the details of any person who you reasonably believe has an interest which means they ought to be heard by the court in relation to this application notice and who is not already a party to the proceedings.

| Full name including title | Full address including postcode | Connection to the person to whom the proceedings relate |
|---------------------------|---------------------------------|---|
|                           |                                 |   |
|                           |                                 |   |
|                           |                                 |   |
|                           |                                 |   |

### Section 3 – Statement of truth

The statement of truth is to be signed by you, your solicitor or your litigation friend.

\*(I believe) (The applicant believes) that the facts stated in this application notice are true.

**Signed**

\*Applicant('s litigation friend)('s solicitor)

**Name**

**Date**

**Name of firm**

**Position or office held**

\* Please delete the options in brackets that do not apply.

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**Now read note 1 about what you need to do next.**

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# Guidance notes

## Note 1

### What you need to do next

The court requires two copies (i.e. the original plus one copy) of each form and document you file.

Please return the original completed forms, documents and copies to:

Court of Protection  
Archway Tower  
2 Junction Road  
London N19 5SZ

## Note 2

### What happens next?

The court will notify you when your application notice has been issued. The court will return a sealed copy of the application notice. You may need to serve copies on:

- every other party to the proceedings;
- anyone who is named as a respondent in the application notice; and
- any other person as the court may direct.