

BUSINESS LEASE RENEWAL LISTING QUESTIONNAIRE (LQ)

The Court aims to hear all applications within 20 weeks of receipt. To help us achieve this aim please fully complete this form in consultation with your representatives.

Please note that all dates to avoid must be included on this form. Any information regarding dates to avoid not provided on this form may not be taken into consideration when listing your case.

This LQ form is to be returned to the Court sitting at 10 Alfred Place, London WC1E 7LR between **Monday,..... - Friday,.....** and should provide the Court with details of your representatives availability in the following listing period:-

(Insert Date)

Please do not return this form before the requested date. This will ensure that the Court has the most up-to-date and accurate information when arranging your hearing date.

Should you fail to return this form on time your application will be listed on the basis of information available to us at the time, or at the convenience of the Court. **Failure to submit this form on time will be taken into account in any subsequent request for a postponement.**

PLEASE PRINT CLEARLY WHEN COMPLETING THIS FORM

Claim Number: _____

Property Address: _____

LQ Submitted by: _____ (Claimant / Defendant)

Representative Details, please include telephone number and email address where possible.

	You or Solicitor (if any)	Expert (if any)	Advocate (if any)
Firm			
Contact Name			
Telephone No.			
Email Address			

If your valuer, surveyor or other expert is involved in any cases that are due to be heard during the period then, **as well as completing this form**, please attach a list, showing case reference number, property address and hearing date.

Please provide a time estimate for the duration of the hearing, tick ✓ as appropriate

Less than ½ Day	½ Day	1 Day	2 Days	More than 2 Days

Is this time estimate agreed by both parties? **Yes/No**

Is there any other information that you would like the Court to take into account when listing this case for hearing?

The table below shows the listing period (¹as per directions) we intend to list your hearing. Please cross **X** in each box the dates in which you and/or your solicitor, expert (e.g. valuer or surveyor) or advocate **cannot appear**.

Do not include, as unavailable, dates when already appearing at the Court, as cases will be listed together.

Listing Week (Week Commencing)	You or Solicitor (if any)					Expert (if any)					Advocate (if any)				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F

The Court will always endeavour to list on dates that are convenient for parties expert witnesses. However we may not always be able to accommodate parties advocates and parties should therefore be prepared to instruct alternative advocates.

Signed: _____ **Dated:** _____

This form should be signed and dated by your representative, or if none, by you. Please notify the Case Officer handling your case as soon as possible should any of these details change. We therefore recommend that a copy of this form is retained.