

Form PH5: Party availability

Hearing name	
Date completed	
Completed by	
Role	

Explanatory notes

- ▶ Each party or their representative must complete this form if a hearing is adjourning part-heard and reconvene dates have not been identified.
- ▶ Guidance on completing this form is available: see [Listing reconvening hearings: Guidance for Parties, Decision Makers and Representatives](#).
- ▶ Completed forms must be sent to MPTSCaseManagementTeam@mpts-uk.org by the **end of the next working day** following the hearing adjourning part heard.

Hearing details

Hearing type				
Date hearing adjourned				
Do you intend to request that the hearing venue changes when the hearing reconvenes?	Yes		No	
If yes, please provide details of and reasons for your request:				

Additional days required				
Has this estimate been agreed with the tribunal?	Yes		No	
If no, please set out how the additional days are intended to be used.				

Availability

Do you intend to call witness evidence when the hearing reconvenes?	Yes		No	
If yes, please indicate the number of witnesses and estimated duration.				

In considering your availability, please confirm whether you:				
Have given priority to this part-heard hearing as far as reasonably possible	Yes		No	
Would be available for weekend hearing dates if the MPTS deemed it necessary and appropriate	Yes		No	
Have taken into account the availability of witnesses, if applicable	Yes		No	
Please set out any other relevant information affecting your availability below:				

Please provide three separate dates as a block booking of your earliest availability for the required number of days. For example, if the hearing requires 4 days to reconvene, then a continuous booking of 4 business working days:

	From	To
1.		
2.		
3.		

Please provide separate dates with your availability to reconvene the hearing for less than the required number of days. For example, if the hearing requires 10 days to reconvene, a split listing of 5 days on X date and 5 days on Y date.

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Any other relevant information

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