

# Application for an administration order

Please read the notes for guidance (form N270) before completing this form. Complete all details in black ink.

Name of court

Application no.  
(For court use only)

## Part A - Statement of means

Please complete the following statement of means as fully as possible. Continue on a separate sheet if necessary.

### 1. Personal details

Full name

Address (including postcode)

Mr  Mrs  Miss  Ms

Married  Civil partner  Single  Other

Date of birth

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

### 2. Dependants (people you look after financially)

Number of children in each age group

under 11  11-15  16-17  18 and over

Other dependants (give details)

### 3. Bank/Building society accounts and savings

I have a current account

The account is in **credit** by £

The account is **overdrawn** by £

I have a savings or deposit account

The amount in the account is £

I have other savings or investments (give details)

### 4. Employment

Complete all the boxes that apply. If you are not in paid employment and are not seeking work eg. a homemaker, you should say so in the unemployment section.

I am employed as a

My employer (including full address)

My works number and/or pay reference

Jobs other than main job (give details)

I have been unemployed for (say how long)

Do you have any reason to believe that you may be able to obtain employment within the next three months?

I am self employed as a

Give details of:

a) contracts and other work in hand

b) any sums due for work done

£

I receive a pension

### 5. Property

I live in

jointly owned  property  my own  lodgings  property

rented property  other eg. with parents

amount due under a mortgage/charges against property

£

value of property

£

## Statement of means - income and expenditure

**Important:** It will help the court if you give all sums for income and expenditure as either monthly or weekly figures. Try not to mix the two.

### 6. Income - See page 2 of the notes for guidance before completing this section

| specify weekly/monthly                                     |   | specify weekly/monthly                  |   |
|--|---|---|---|
| My usual take home pay                                     | £ | → sub total brought forward             | £ |
| My partner contributes to the expenses listed in section 7 | £ | Income support (see notes for guidance) | £ |
| Others living in my home give me                           | £ | Child benefit(s)                        | £ |
| My pension(s)  | £ | Other state benefits                    |   |
| Other income (give details)                                |   |   | £ |
|  | £ |   | £ |
| <b>Sub total</b>   | £ | <b>Total</b>                            | £ |

### 7. Regular expenses and arrears

See page 3 of the notes for guidance before completing any part of this section

|   | (a) Regular payments<br>Enter the amount you usually spend or must pay for each item, weekly or monthly (please complete each entry: write n/a if not applicable) <i>weekly/monthly</i> | (b) Total arrears<br>If you are in arrears with any of the items in the regular payments column(a), enter the total arrears owed in column (b). Full details should be given in the list of creditors (see notes for guidance). | (c) Regular arrears payments<br>If you are paying off the arrears shown in column (b) show much you are paying weekly or monthly in column (c). Do not include these amounts as regular payments in column (a). <i>weekly/monthly</i> |
|---|---|---|---|
| Rent  | £   | £   | £   |
| Mortgage/home loan  | £   | £   | £   |
| Second mortgage/secured loan                                  | £   | £   | £   |
| Life insurance/endowment                                      | £   | £   | £   |
| House contents insurance                                      | £   | £   | £   |
| Council tax/community charge arrears                          | £   | £   | £   |
| Maintenance/child support                                     | £   | £   | £   |
| Water/sewerage charges  | £   | £   | £   |
| Ground rent/service charge                                    | £   | £   | £   |
| Gas (or other fuel eg coal, oil)                              | £   | £   | £   |
| Electricity   | £   | £   | £   |
| TV rental / licence   | £   | £   | £   |
| Magistrates' Court fine(s)                                    | £   | £   | £   |
| DSS Social Fund Loan/overpaid benefit                         | £   | £   | £   |
| Telephone ( <i>line, phone rental, essential calls only</i> ) | £   | £   | £   |
| Child care  | £   | £   | £   |
| Food and household essentials                                 | £   | £   | £   |
| Clothing  | £   | £   | £   |
| Laundry   | £   | £   | £   |
| Travelling expenses ( <i>essential eg work, school</i> )      | £   | £   | £   |
| School meals/meals at work                                    | £   | £   | £   |
| Prescriptions/dentists/optician                               | £   | £   | £   |
| Others ( <i>eg hire purchase</i> ) see guidance notes         |   |   |   |
|   | £   | £   | £   |
|   | £   | £   | £   |
|   | £   | £   | £   |

**7a Total expenses**

£ per w/m

**7b Total arrears**

£

£



**List of creditors - continued**

| Name of creditor, if known, and address to which payment should be sent. Give reference/account number. If judgment debt, also state court and case number | If someone else is jointly responsible for part of this debt give details (eg. guarantor, joint account etc.) | Amount outstanding |   |
|--|---|--------------------|---|
|  |   | £                  | p |
|  | <b>Sub total brought forward</b>  |                    |   |
|  |   |                    |   |
|  | <b>Total</b>  |                    |   |

*continue on a separate sheet if necessary*

**Part C - Offer of payment**

You do not have to make an offer of payment as the court will fix a rate for you to pay based on the information you have given on this form. If you do make an offer, it should be one you can afford to pay.

I offer to pay by instalments of

£  per week/month

**Please tick if you object to the court making an attachment of earnings order and give your reasons in the space opposite** (see notes for guidance).

If you wish the court to take anything else into account when making an order, please give details (see notes for guidance).

**Part D - Declaration** (to be signed and sworn or affirmed before an officer of the court)

*(see notes for guidance)*

I ask the court to make an administration order.

I \_\_\_\_\_ (full name)

of \_\_\_\_\_ (address)

declare on oath/affirm that to the best of my knowledge, the names of all creditors, and the debts I owe them, are truly recorded in the list of creditors and that the information I have given in my application and the statement of means is true.

\_\_\_\_\_ Signature

Sworn/affirmed at:

in the County of

this

day of

20

before me

Officer of the court, appointed by the Judge to take affidavits pursuant to s.58 of the County Courts Act 1984