Admission (unspecified amount, non-money and return of goods claims)

- Before completing this form please read the notes for guidance attached to the claim form. If necessary provide details on a separate sheet, add the claim number and attach it to this form.
- If you are not an individual, you should ensure that you provide sufficient details about the assets and liabilities of your firm, company or corporation to support any offer of payment made.

In the	
Claim No.	
Claimant (including ref.)	
Defendant	

In non-money claims only

☐ I admit liability for the whole claim
(Complete section 11)

In return of goods cases only

Are the goods still in your possession?

☐ Yes ☐ No

Part A Response to claim *(tick one box only)*

☐ I admit liability for the whole claim but want the court to decide the amount I should pay / value of the goods

OR

☐ I admit liability for the claim and offer to pay ____ in satisfaction of the claim
(Complete part B and sections 1 - 11)

Part B How are you going to pay the amount you have admitted? *(tick one box only)*

☐ I offer to pay on (date) ____

OR

☐ I cannot pay the amount immediately because *(state reason)*

AND

I offer to pay by instalments of £ ____
per (week)(month)

starting *(date)* ____

1 Personal details

Surname

Forename

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

☐ Married ☐ Single ☐ Other *(specify)* ____

Date of birth D D M M Y Y Y Y

Address

Postcode ____

Tel. no.

2 Dependants *(people you look after financially)*

Number of children in each age group

under 11 ____ 11-15 ____ 16-17 ____ 18 & over ____

Other dependants *(give details)* ____

3 Employment

☐ **I am employed as a**
My employer is

Jobs other than main job *(give details)*

☐ **I am self employed as a** ____

Annual turnover is..... £ ____

☐ **I am not** in arrears with my national insurance contributions, income tax and VAT

☐ **I am** in arrears and I owe..... £ ____

Give details of:
(a) contracts and other work in hand
(b) any sums due for work done

☐ **I have been unemployed for** years months

☐ **I am a pensioner**

4 Bank account and savings

☐ **I have a bank account**

☐ The account is in credit by..... £

☐ The account is overdrawn by.... £

☐ **I have a savings or building society account**

The amount in the account is..... £

5 Residence

I live in

☐ my own property ☐ lodgings
☐ jointly owned house ☐ rented property
☐ council accommodation

6 Income

My usual take home pay *(including overtime, commission, bonuses etc)*	£	per
Income support	£	per
Child benefit(s)	£	per
Other state benefit(s)	£	per
My pension(s)	£	per
Others living in my home give me	£	per
Other income *(give details below)*		
	£	per
	£	per
	£	per
Total income	**£**	**per**

8 Priority debts

(This section is for arrears only. Do not include regular expenses listed in section 7)

Rent arrears	£	per
Mortgage arrears	£	per
Council tax/Community Charge arrears	£	per
Water charges arrears	£	per
Fuel debts: Gas	£	per
Electricity	£	per
Other	£	per
Maintenance arrears	£	per
Others *(give details below)*		
	£	per
	£	per
Total priority debts	**£**	**per**

7 Expenses

(Do not include any payments made by other members of the household out of their own income)

I have regular expenses as follows:

Mortgate *(including second mortgage)*	£	per
Rent	£	per
Council tax	£	per
Gas	£	per
Electricity	£	per
Water charges	£	per
TV rental and licence	£	per
HP repayments	£	per
Mail order	£	per
Housekeeping, food, school meals	£	per
Travelling expenses	£	per
Children's clothing	£	per
Maintenance payments	£	per
Others *(not court orders or credit debts listed in sections 9 and 10)*		
	£	per
	£	per
	£	per
Total expenses	**£**	**per**

9 Court orders

Court	Claim No.	£	per
Total court order instalments		**£**	**per**

Of the payments above, I am behind with payments to *(please list)*

10 Credit debts

Loans and credit card debts *(please list)*

	£	per
	£	per
	£	per

Of the payments above, I am behind with payments to *(please list)*

11 Declaration

I declare that the details I have given above are true to the best of my knowledge

Signed

Position or office held

(if signing on behalf of firm or company)

Date