

PRACTICE NOTE: APPLICATIONS UNDER THE PROTECTION OF PERSONAL AND PROPERTY RIGHTS ACT 1988

1 APPLICATIONS

- 1.1 This Practice Note relates to the following applications under the Protection of Personal and Property Rights Act 1988 (PPPR Act).
- (a) Application for personal order.
 - (b) Application for order to administer property.
 - (c) Application for appointment of welfare guardian.
 - (d) Application for property order.

2 PURPOSE OF PRACTICE NOTE

- 2.1 The purpose of this Practice Note is to ensure that the Court has before it evidence:
- (a) relating to the merits of the application;
 - (b) that the proposed appointee is a suitable appointee;
 - (c) that the proposed appointee is capable of carrying out the responsibilities and duties required under the PPPR Act; and
 - (d) to consider if there is any relevant overlap between the PPPR Act, the Mental Health (Compulsory Assessment and Treatment) Act 1992 and the Intellectual Disability (Compulsory Care and Rehabilitation) Act 2003.

3 EVIDENCE

- 3.1 An application is to be supported by evidence.
- 3.2 Schedule 9 of the Family Courts Rules 2002 provides for the format of applications under the PPPR Act.
- 3.3 Affidavits are to be filed to support the applications.
- 3.4 The affidavit in support shall follow, as close as is practicable, the specimen affidavit form in the Schedules to this Practice Note.
- 3.5 The affidavit format is designed to cover most areas of evidence that need to be addressed and can be modified to include such evidence as may be required for a specific case.
- 3.6 If the applicant considers that the person to whom the application relates (the subject person) should not attend any or all of the hearings or should not be served, then an application should be filed for such a direction (s 74 PPPR Act).

4 COUNSEL FOR THE SUBJECT PERSON

- 4.1 If the subject person is not represented, the Family Court Co-ordinator shall nominate counsel to represent that person for approval and appointment by a Judge.

- 4.2 Counsel so appointed will be asked by the Registrar to report to the Court within 28 days on the following matters.
- (a) Whether the subject person should be served with the application.
 - (b) Whether the subject person's attendance is desirable or should be excused at subsequent Court hearings.
 - (c) Whether any further medical evidence is required.
 - (d) Whether any (further) consents are required from family/whanau members.
 - (e) Whether the provisions of the Mental Health (Compulsory Assessment and Treatment) Act 1992 and/or the Intellectual Disability (Compulsory Care and Rehabilitation) Act 2003 apply or are likely to apply to the subject person.
 - (f) Specific powers sought under the First Schedule of the Act in relation to the management of property (s 31 PPPR Act).
 - (g) The type and suitability of the personal order proposed (s 10 PPPR Act).
 - (h) The appropriateness of an order to administer property (s 11 PPPR Act).
 - (i) The aspects of personal care and welfare in respect of which the appointment of a welfare guardian is sought (s 12 PPPR Act).
 - (j) Who else should be served (including the District Inspector of Mental Health).
 - (k) Such other matters relating to the application that counsel considers appropriate to raise and to request further directions as appear necessary.
- 4.3 If the subject person is represented by his or her own lawyer, then that lawyer is expected to address the above issues in a memorandum, filed prior to a pre-hearing conference and within the same timeframe as that set out for the Court-appointed lawyer in paragraph 4.2.
- 4.4 The filing of reports will be monitored through the 'TASK' facility in CMS.

5 ORDERS ON THE PAPERS

- 5.1 If the application is undefended and all matters are in order, the Registrar shall make appropriate recommendations and refer the matter to the Judge for orders on the papers. The Judge may decide that further information or a pre-hearing conference is required.

6 PRE-HEARING CONFERENCE

- 6.1 Where an application has been made for a pre-hearing conference under s 66 of the PPPR Act, the Registrar will refer the matter to a Judge. Where the Judge gives a direction for a conference, it will be arranged by the Registrar under s 66(3) of the PPPR Act.
- 6.2 If the application is defended, the application shall be set down for a pre-hearing conference within three weeks.

7 SERVICE ON DISTRICT INSPECTOR AND OTHER MATTERS

- 7.1 Where a proposed subject person is also subject to treatment or assessment under the Mental Health (Compulsory Assessment and Treatment) Act 1992, there may be a need to co-ordinate the planning of treatment and other matters relating to the welfare of that person so as to avoid conflict and/or duplication between the two Acts. The Court may direct service on a District Inspector.
- 7.2 In the majority of cases the District Inspector's role will be an ombudsman-type role to ensure that any relevant material is before the Court and, if necessary, to facilitate co-ordination, and it is envisaged that the District Inspector may only need to file a memorandum. If the District Inspector considers that his or her involvement requires more input then he or she can seek further directions from the Court.

COMMENCEMENT DATE

This revised Practice Note is issued on 24 March 2011 and comes into operation on 24 March 2011.



Judge P F Boshier
PRINCIPAL FAMILY COURT JUDGE

**SCHEDULE OF AFFIDAVIT FORMS FOR AMENDED PRACTICE NOTE
PROTECTION OF PERSONAL AND PROPERTY RIGHTS ACT 1988**

SCHEDULE 1

Affidavit for welfare guardian

SCHEDULE 2

Affidavit for personal order

SCHEDULE 3

Affidavit for property administrator

SCHEDULE 4

Affidavit for property manager

IN THE FAMILY COURT

AT *(Place)*

(Full name, address and occupation of applicant)

Applicant

(Full name, address and occupation of person in respect of whom this application is made)

Person the application is about

**AFFIDAVIT IN SUPPORT OF APPLICATION
FOR APPOINTMENT AS WELFARE GUARDIAN
(The Protection of Personal and Property Rights Act 1988)**

This document is filed by *(Name and address for service, and if filed by lawyers, the name and telephone number of the acting lawyer)*

- 8 (Complete/Delete if not applicable)
- To the best of my belief the person is not receiving treatment/assessment under any Compulsory Treatment Order made under the Mental Health (Compulsory Assessment and Treatment) Act 1992.
 - To the best of my belief the person is a patient under a Compulsory Treatment Order made under the Mental Health (Compulsory Assessment and Treatment) Act 1992. An order was made for in-patient/community treatment by the District Court at (Place) on (Date) and that order still continues. The person receives treatment from (Name of hospital or service provider).
 - To the best of my belief, the person is not subject to any such Order but is currently receiving treatment/assessment under the Mental Health (Compulsory Assessment and Treatment) Act 1992 from (Name of hospital or service provider).

- 9 In the information sheet that accompanies this application, I have named the following people/organisations affected by this application. I have obtained consents from the following: (Set out)

I consider service should be effected on the following: (See Note 1) (Set out names/organisations)

To the best of my knowledge and belief there are no other persons/organisations including family and whanau members who should be served with the application.

- 10 I do not believe the person should be served with the application for the following reasons: (Set out reasons – delete if inapplicable)

- 11 I do not believe the person should appear in Court in respect of the hearing of this application for the following reasons: (Set out reasons – delete if inapplicable)

12 I consider that I am a suitable person to be appointed by the Court as a welfare guardian for the following reasons:

(Set out your reasons. The Court needs to be satisfied that the applicant is a person who can be entrusted with the statutory obligations (set out in clause 13) and that there are no factors – legal or otherwise – that would stand in the way of an appointment. Therefore you need to cover the following:

- *Are you or have you ever been the subject of a bankruptcy order made under the Insolvency Act 1967? and/or;*
- *Are you presently subject to a compulsory treatment order made under the Mental Health (Compulsory Assessment and Treatment) Act 1992?*
- *Have you any previous criminal convictions? If so, please list.*
- *Are you subject to an order made under the Protection of Personal and Property Rights Act 1988?*

If one or more applies, applicant to set out reasons why he/she should be appointed.)

13 I state as follows:

- That I am capable of carrying out the duties of a welfare guardian for the person in a satisfactory manner, having regard both to the needs of the person and my relationship with the person; and
- That I will always act to protect and promote the welfare and best interests of the person; and
- That I will seek to encourage the person to develop and exercise such capacity as they have to understand the nature and foresee the consequences of decisions relating to their personal care and welfare, and to communicate such decisions; and
- That I will seek to encourage the person to act on his/her own behalf to the greatest extent possible; and
- That I will seek to facilitate to the greatest extent possible the integration of the person into the community; and
- That I will consult so far as is practicable with the person and such other persons or representatives of non-profit organisations as are, in my opinion interested in and competent to advise me in relation to the personal care and welfare of the person; and
- That, if the person is or becomes subject to a property order, I will regularly consult with the property manager to ensure there is no breakdown in communication; and

- That there is unlikely to be any conflict between my interests and those of the person.

14 I confirm that I am aware that I am not entitled to remuneration for my services.

15 I confirm that I am aware that all expenses reasonably incurred by me as welfare guardian can be charged against and payable out of the property of the person. I acknowledge that at all times when incurring any such expenses the needs of and the ability of the person's estate to pay for those expenses will be taken into account by me.

16 At this stage I envisage that the following expenses are likely to be incurred: (*Set out – if none, write none*)

17 I seek a temporary order because it is in the best interests of the person that an immediate order be made until the Court is able to make a final decision, for the following reasons: (*Set out reasons*) (*Delete if inapplicable*)

SWORN/AFFIRMED at _____

this _____ day of _____ 20__

before me

_____ Applicant

Signature of person administering oath/affirmation who shall add his/her office

Note 1

(As a minimum requirement service should be effected on the following persons:

- *Person in respect of whom the application is made (unless the person wholly lacks the capacity to understand the nature and purpose of the proceedings, or exceptional circumstances exist to justify dispensing with service);*
- *Each parent or guardian of that person;*
- *If the person is not living with either his or her parents or guardian/s, any person with whom the person is living;*
- *If the person is subject to a property order, the manager of the person's property.)*

(If applicant does not seek service, reasons to be given – e.g. family member whereabouts unknown.)

IN THE FAMILY COURT

AT *(Place)*

(Full name, address and occupation of applicant)

Applicant

(Full name, address and occupation of person in respect of whom this application is made)

Person the application is about

**AFFIDAVIT IN SUPPORT OF APPLICATION
FOR PERSONAL ORDER
(The Protection of Personal and Property Rights Act 1988)**

This document is filed by *(Name and address for service, and if filed by lawyers, the name and telephone number of the acting lawyer)*

- Has the capacity to understand the nature, and to foresee the consequences of decisions in respect of matters relating to his/her personal care and welfare but wholly lacks the capacity to communicate those decisions in respect of such matters

for the following reasons: (*Set out factual basis including reference to any medical reports/evidence*)

6 (*Complete and delete if inapplicable*)

- To the best of my belief the person is not receiving treatment/assessment under any Compulsory Treatment Order made under the Mental Health (Compulsory Assessment and Treatment) Act 1992.
- To the best of my belief the person is a patient under a Compulsory Treatment Order made under the Mental Health (Compulsory Assessment and Treatment) Act 1992. An order was made for in-patient/community treatment by the District Court at (*Place*) on (*Date*) and that order still continues. The person receives treatment from (*Name of hospital or service provider*).
- To the best of my belief, the person is not subject to any such Order but is currently receiving treatment/assessment under the Mental Health (Compulsory Assessment and Treatment) Act 1992 from (*Name of hospital or service provider*).

7 In the information sheet that accompanies this application, I have named the following as people/organisations affected by this application. I have obtained consents from the following: (*Set out*)

I consider service should be effected on the following: (*See Note 1*) (*Set out names/organisations*)

To the best of my knowledge and belief there are no other persons/organisations including family and whanau members who should be served with the application.

8 I do not believe the person should be served with the application for the following reasons: (*Set out reasons – delete if inapplicable*)

- 9 I do not believe the person should appear in Court in respect of the hearing of this application for the following reasons: *(Set out reasons – delete if inapplicable)*
- 10 I believe that the order sought will make the least restrictive intervention possible in the life of the person having regard to the degree of the person’s incapacity and I will endeavour to enable or encourage the person to develop such capacity as he/she has to the greatest extent possible.
- 11 My reasons for obtaining this order are as follows: *(Set out in sufficient detail to inform the Court why the order is necessary)*
- 12 I seek a temporary order because it is in the best interests of the person that an immediate order be made until the Court is able to make a final decision, for the following reasons: *(Set out reasons) (Delete if inapplicable)*

SWORN/AFFIRMED at _____

this _____ day of _____ 20__

before me

_____ Applicant

Signature of person administering oath/affirmation who shall add his/her office

Note 1

(As a minimum requirement service should be effected on the following persons:

- *Person in respect of whom the application is made (unless the person wholly lacks the capacity to understand the nature and purpose of the proceedings, or exceptional circumstances exist to justify dispensing with service);*
- *Each parent or guardian of that person;*

- *If the person is not living with either his or her parents or guardian/s, any person with whom the person is living;*
- *If it is proposed that a person be appointed as welfare guardian or manager, that person;*
- *If a welfare guardian is acting for the person, that welfare guardian;*
- *If the person is subject to a property order, the manager of the person's property.)*

(If applicant does not seek service, reasons to be given – e.g. family member whereabouts unknown.)

IN THE FAMILY COURT

AT (*Place*)

(Full name, address and occupation of applicant)

Applicant

(Full name, address and occupation of person in respect of whom this application is made)

Person the application is about

**AFFIDAVIT IN SUPPORT OF APPLICATION
TO ADMINISTER PROPERTY
(The Protection of Personal and Property Rights Act 1988)**

This document is filed by *(Name and address for service, and if filed by lawyers, the name and telephone number of the acting lawyer)*

**AFFIDAVIT IN SUPPORT OF APPLICATION
TO ADMINISTER PROPERTY**

I, _____ of _____
Name *Address*
_____, _____ swear (or affirm):
Occupation

- 1 I confirm my consent to act under an order to administer property for the person in respect of whom the application is made ("the person") pursuant to an order to be made under the Protection of Personal and Property Rights Act 1988 ("the Act")
- 2 My relationship with the person is as follows:
- 3 I confirm the contents of my application for:
 - an order to administer.
 - a review of an order to administer made on _____ (*Date*).

(Delete one that is inapplicable)
- 4 I confirm that I am familiar with the responsibilities and duties pursuant to an order to administer property under the Act.
- 5 I confirm that to the best of my knowledge the person is ordinarily resident in New Zealand and
 - is of or over the age of 20 years or is or has been married,
 - and is not already the subject of a property order.
- 6 To the best of my knowledge and belief I confirm that the person
 - Lacks, wholly or partly, the capacity to understand the nature, and to foresee the consequences of decisions in respect of matters relating to his/her personal care and welfare; or
 - Has the capacity to understand the nature and foresee the consequences of decisions in respect of matters relating to his/her personal care and welfare but wholly lacks the capacity to communicate those decisions in respect of such matters.

(Delete if inapplicable)

The basis of my knowledge and belief is as follows: *(Set out factual basis including reference to any medical reports/evidence. Continue on separate page if necessary)*

7 (Complete/Delete if inapplicable)

- To the best of my belief the person is not receiving treatment/assessment under any Compulsory Treatment Order made under the Mental Health (Compulsory Assessment and Treatment) Act 1992.
- To the best of my belief the person is a patient under a Compulsory Treatment Order made under the Mental Health (Compulsory Assessment and Treatment) Act 1992. An order was made for in-patient/community treatment by the District Court at *(Place)* on *(Date)* and that order still continues. The person receives treatment from *(Name of hospital or service provider)*.
- To the best of my belief, the person is not subject to any such Order but is currently receiving treatment/assessment under the Mental Health (Compulsory Assessment and Treatment) Act 1992 from *(Name of hospital or service provider)*.

8 In the information sheet that accompanies this application I have named the following as people/organisations affected by this application. I have obtained consents from the following: *(Set out)*

I consider service should be effected on the following: *(See Note 1) (Set out names/organisations)*

To the best of my knowledge and belief there are no other persons/organisations including family and whanau members who should be served with the application.

9 I do not believe the person should be served with the application for the following reasons: *(Set out reasons – delete if inapplicable)*

10 I do not believe the person should appear in Court in respect of the hearing of this application for the following reasons: *(Set out reasons – delete if inapplicable)*

11 I consider that I am a suitable person to be appointed by the Court as a property administrator for the following reasons:

(Set out your reasons. The Court needs to be satisfied that the applicant is a person who can be entrusted with the statutory obligations (set out in clause 12) and that there are no factors – legal or otherwise – that would stand in the way of an appointment. Therefore you need to cover the following:

- *Are you or have you ever been the subject of a bankruptcy order made under the Insolvency Act 1967? and/or;*
- *Are you presently subject to a compulsory treatment order made under the Mental Health (Compulsory Assessment and Treatment) Act 1992?*
- *Have you any previous criminal convictions? If so, please list.*
- *Are you subject to an order made under the Protection of Personal and Property Rights Act 1988?*

If one or more applies, applicant to set out reasons why he/she should be appointed).

12 I state as follows:

- That I am capable of carrying out the duties under an order to administer property for the person in a satisfactory manner, having regard both to the needs of the person and my relationship with the person;
- That I will always act in the best interests of the person;
- That I will carry out my duties in such a way as to enable or encourage the person to develop such capacity as the person may have to the greatest extent possible;
- I acknowledge that during my appointment as far as it may be practicable I will consult with the person and such other persons or representatives from any non-profit group interested in the welfare of the person and are competent to advise in relation to management of the person's property. I acknowledge that there is power for me to apply to the Court for further directions where I have received advice which is in conflict with my duties as manager or is otherwise objectionable (s 43(3)). I also acknowledge that I will regularly consult with the person's duly approved welfare guardian (where appointed) if it is someone other than me (s 43(6)).

13 *(Complete one)*

I confirm that there is no conflict or is unlikely to be any conflict between my interests and those of the person.

or

I confirm that there is a conflict or is likely to be a conflict between my interests and those of the person but that conflict is unlikely to impinge upon my ability to carry out my duties under the order for the following reasons: *(Set out circumstances of possible or actual conflict and reasons for being able to act)*

- 14 I seek an order to administer the following property of the person, acknowledging the restrictions on value of items which may be administered: *(See s 11(2) and set out property)*
- 15 I confirm that I am aware that I am not entitled to any remuneration for my services.
- 16 I confirm that all expenses properly incurred by me under the personal order can be charged against and payable out of the property of the person. I acknowledge that at all times when incurring any such expenses the needs of and the ability of the person's estate to pay for those expenses will be taken into account by me.
- 17 At this stage I envisage that the following expenses are likely to be incurred: *(Set out – if none, write none)*
- 18 I seek a temporary order because it is in the best interests of the person that an immediate order be made until the Court is able to make a final decision, for the following reasons: *(Set out reasons) (Delete if inapplicable)*

SWORN/AFFIRMED at _____

this _____ day of _____ 20__

before me

Applicant

Signature of person administering oath/affirmation who shall add his/her office

Note 1

(As a minimum requirement service should be effected on the following persons:

- *Person in respect of whom the application is made (unless the person wholly lacks the capacity to understand the nature and purpose of the proceedings, or exceptional circumstances exist to justify dispensing with service);*
- *Each parent or guardian of that person;*
- *If the person is not living with either his or her parents or guardian/s, any person with whom the person is living;*
- *If a welfare guardian is acting for the person, that welfare guardian.)*

(If applicant does not seek service, reasons to be given – e.g. family member whereabouts unknown.)

IN THE FAMILY COURT

AT (*Place*)

(Full name, address and occupation of applicant)

Applicant

(Full name, address and occupation of person in respect of whom this application is made)

Person the application is about

**AFFIDAVIT IN SUPPORT OF APPLICATION
FOR PROPERTY ORDER
(The Protection of Personal and Property Rights Act 1988)**

This document is filed by *(Name and address for service, and if filed by lawyers, the name and telephone number of the acting lawyer)*

- 8 In the information sheet that accompanies this application, I have named the following people as people/organisations affected by this application. I have obtained consents from the following people/organisations: (*Set out*)

I consider service should be effected on the following (*See Note 1*): (*Set out names/organisations*)

To the best of my knowledge and belief there are no other persons/organisations including family and whanau members who should be served with the application.

- 9 I do not believe the person should be served with the application for the following reasons: (*Set out reasons – delete if inapplicable*)

- 10 I do not believe the person should appear in Court in respect of the hearing of this application for the following reasons: (*Set out reasons – delete if inapplicable*)

- 11 (*Complete/delete if inapplicable*)

- To the best of my belief the person is not receiving treatment or assessment under any Compulsory Treatment Order made under the Mental Health (Compulsory Assessment and Treatment) Act 1992.
- To the best of my belief the person is a patient under a Compulsory Treatment Order made under the Mental Health (Compulsory Assessment and Treatment) Act 1992. An order was made for in-patient/community treatment by the District Court at (*Place*) on (*Date*) and that order still continues. The person receives treatment from (*Name of hospital or service provider*)
- To the best of my belief, the person is not subject to any such Order but is currently receiving treatment/assessment under the Mental Health (Compulsory Assessment and Treatment) Act 1992 from (*Name of hospital or service provider*)

12 I consider that I am a suitable person to be appointed by the Court as a property manager for the following reasons:

(Set out your reasons. The Court needs to be satisfied that the applicant is a person who can be entrusted with the statutory obligations (set out in clause 13) and that there are no factors – legal or otherwise – that would stand in the way of an appointment. Therefore you need to cover the following:

- *Are you or have you ever been the subject of a bankruptcy order made under the Insolvency Act 1967? and/or;*
- *Are you presently subject to a Compulsory Treatment Order made under the Mental Health (Compulsory Assessment and Treatment) Act 1992?*
- *Have you any previous criminal convictions? If so, please list.*
- *Are you subject to an order made under the Protection of Personal and Property Rights Act 1988?*

(If one or more applies, applicant to set out reasons why he/she should be appointed.)

13 I state as follows:

- That I am capable of carrying out the duties of a property manager for the person in a satisfactory manner, having regard both to the needs of the person and my relationship with the person;
- That I will always act in the best interests of the person;
- That I will seek to encourage the person to develop and exercise such competence as that person has, to manage his or her own affairs in relation to their property.

14 *(Complete one)*

I confirm that there is no conflict or is unlikely to be any conflict between my interest and those of the person.

or

I confirm that there is a conflict or is likely to be a conflict between my interests and those of the person but that conflict is unlikely to impinge on my ability to carry out my duties as property manager for the following reasons: *(Set out circumstances of conflict and reasons for being able to act)*

- 15 I ask that the order cover (*Delete which does not apply*)
- All the property of the person.
 - The following specified property of the person: (*List the property*)

If I become aware of any further property of the person requiring management, I acknowledge the need to make a further application to vary the original order.

- 16 I am aware that I am not entitled to remuneration for my services unless directed by the Court at the time of making this order or any subsequent order.

- 17 (*Complete one*)

I confirm that I do not seek remuneration for my services.

or

I seek remuneration for my services for the following reasons: (*Set out reasons and basis for remuneration*)

- 18 I confirm that all expenses properly incurred by me as manager can be charged against and payable out of the property of the person. I acknowledge that at all times when incurring any such expenses the needs of and the ability of the person's estate to pay for those expenses will be taken into account by me.

At this stage I envisage that the following expenses are likely to be incurred in managing the person's property: (*Set out – if none, write none*)

- 19 I acknowledge that during my appointment as far as it may be practicable I will consult with the person and such other persons or representatives from any non-profit group interested in the welfare of the person and are competent to advise in relation to management of the person's property. I acknowledge that there is power for me to apply to the Court for further directions where I have received advice which is in conflict with my duties as manager or is otherwise objectionable (s 43(3)). I also acknowledge that I will regularly consult with the person's duly approved welfare guardian (where appointed) if it is someone other than me (s 43(6)).

- 20 I confirm that I am aware of my responsibility to prepare and file in the Court statements containing prescribed particulars as referred to in s 45 in the Act as to the person's property as follows:
- within three months of the date of the order;
 - within 30 days following the expiry of each year during which my managership continues;
 - within 30 days as at the date of my ceasing to be manager.
- 21 I confirm that I am aware that failure to file the statements is an offence and I am liable on summary conviction to a fine not exceeding \$1,000. I further confirm that I am aware that if I file a statement which includes any particular that I know to be false, I commit an offence and am liable on conviction on indictment to imprisonment for a term not exceeding three years.
- 22 I seek a temporary order because it is in the best interests of the person that an immediate order be made until the Court is able to make a final decision, for the following reasons: (*Set out reasons*) (*Strike out if not applicable*)

SWORN/AFFIRMED at _____

this _____ day of _____ 20__

before me

Applicant

Signature of person administering oath/affirmation who shall add his/her office

Note 1

(As a minimum requirement service should be effected on the following persons:

- *Person in respect of whom the application is made (unless the person wholly lacks the capacity to understand the nature and purpose of the proceedings, or exceptional circumstances exist to justify dispensing with service);*
- *Each parent or guardian of that person;*
- *If the person is not living with either his or her parents or guardian/s, any person with whom the person is living;*
- *If a welfare guardian is acting for the person, that welfare guardian.)*

(If applicant does not seek service, reasons to be given – e.g. family member whereabouts unknown.)