

## PRACTICE DIRECTION

# ADDITION AND SUBSTITUTION OF PARTIES

## This Practice Direction supplements CPR Part 19

*A party applying for an amendment will usually be responsible for the costs of and arising from the amendment.*

## CHANGES OF PARTIES

### General

- 1.1** Parties may be removed, added or substituted in existing proceedings either on the court's own initiative or on the application of either an existing party or a person who wishes to become a party.
- 1.2** The application may be dealt with without a hearing where all the existing parties and the proposed new party are in agreement.
- 1.3** The application to add or substitute a new party should be supported by evidence setting out the proposed new party's interest in or connection with the claim.
- 1.4** The application notice should be filed in accordance with rule 23.3 and, unless the application is made under rule 19.2(4)<sup>1</sup>, be served in accordance with rule 23.4.
- 1.5** An order giving permission to amend will, unless the court orders otherwise, be drawn up. It will be served by the court unless the parties wish to serve it or the court orders them to do so.

### Addition or Substitution of Claimant

- 2.1** Where an application is made to the court to add or to substitute a new party to the proceedings as claimant, the party applying must file:
  - (1) the application notice,
  - (2) the proposed amended claim form and particulars of claim, and
  - (3) the signed, written consent of the new claimant to be so added or substituted.
- 2.2** Where the court makes an order adding or substituting a party as claimant but the signed, written consent of the new claimant has not been filed:
  - (1) the order, and
  - (2) the addition or substitution of the new party as claimant, will not take effect until the signed, written consent of the new claimant is filed.
- 2.3** Where the court has made an order adding or substituting a new claimant, the court may direct:
  - (1) a copy of the order to be served on every party to the proceedings and any other person affected by the order,
  - (2) copies of the statements of case and of documents referred to in any statement of case to be served on the new party,

<sup>1</sup> See rule 19.4(3)(a).

- (3) the party who made the application to file within 14 days an amended claim form and particulars of claim.

### **Addition or substitution of defendant**

- 3.1** The Civil Procedure Rules apply to a new defendant who has been added or substituted as they apply to any other defendant (see in particular the provisions of Parts 9, 10, 11 and 15).
- 3.2** Where the court has made an order adding or substituting a defendant whether on its own initiative or on an application, the court may direct:
- (1) the claimant to file with the court within 14 days (or as ordered) an amended claim form and particulars of claim for the court file,
  - (2) a copy of the order to be served on all parties to the proceedings and any other person affected by it,
  - (3) the amended claim form and particulars of claim, forms for admitting, defending and acknowledging the claim and copies of the statements of case and any other documents referred to in any statement of case to be served on the new defendant.
  - (4) unless the court orders otherwise, the amended claim form and particulars of claim to be served on any other defendants.
- 3.3** A new defendant does not become a party to the proceedings until the amended claim form has been served on him<sup>1</sup>.

### **Removal of party**

- 4** Where the court makes an order for the removal of a party from the proceedings:
- (1) the claimant must file with the court an amended claim form and particulars of claim, and
  - (2) a copy of the order must be served on every party to the proceedings and on any other person affected by the order.

### **Transfer of interest or liability**

- 5.1** Where the interest or liability of an existing party has passed to some other person, application should be made to the court to add or substitute that person<sup>2</sup>.
- 5.2** The application must be supported by evidence showing the stage the proceedings have reached and what change has occurred to cause the transfer of interest or liability.

(For information about making amendments generally, see the practice direction supplementing Part 17.)

## **HUMAN RIGHTS, JOINING THE CROWN**

### **Section 4 of the Human Rights Act 1998**

- 6.1** Where a party has included in his statement of case –
- (1) a claim for a declaration of incompatibility in accordance with section 4 of the Human Rights Act 1998, or
  - (2) an issue for the court to decide which may lead to the court considering making a declaration,

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<sup>1</sup> *Kettleman v Hansel Properties Ltd* (1987) AC 189, HL.

<sup>2</sup> See rule 19.2(4).

then the court may at any time consider whether notice should be given to the Crown as required by that Act and give directions for the content and service of the notice. The rule allows a period of 21 days before the court will make the declaration but the court may vary this period of time.

- 6.2** The court will normally consider the issues and give the directions referred to in paragraph 6.1 at the case management conference.
- 6.3** Where a party amends his statement of case to include any matter referred to in paragraph 6.1, then the court will consider whether notice should be given to the Crown and give directions for the content and service of the notice.

(The practice direction to CPR Part 16 requires a party to include issues under the Human Rights Act 1998 in his statement of case)

**6.4**

- (1) The notice given under rule 19.4A must be served on the person named in the list published under section 17 of the Crown Proceedings Act 1947.

(The list, made by the Minister for the Civil Service, is annexed to this practice direction)

- (2) The notice will be in the form directed by the court but will normally include the directions given by the court and all the statements of case in the claim. The notice will also be served on all the parties.
- (3) The court may require the parties to assist in the preparation of the notice.
- (4) In the circumstances described in the National Assembly for Wales (Transfer of Functions)(No. 2) Order 2000 the notice must also be served on the National Assembly for Wales.

(Section 5(3) of the Human Rights Act 1998 provides that the Crown may give notice that it intends to become a party at any stage in the proceedings once notice has been given)

- 6.5** Unless the court orders otherwise, the Minister or other person permitted by the Human Rights Act 1998 to be joined as a party must, if he wishes to be joined, give notice of his intention to be joined as a party to the court and every other party. Where the Minister has nominated a person to be joined as a party the notice must be accompanied by the written nomination.

(Section 5(2)(a) of the Human Rights Act 1998 permits a person nominated by a Minister of the Crown to be joined as a party. The nomination may be signed on behalf of the Minister) Section 9 of the Human Rights Act 1998

**6.6**

- (1) The procedure in paragraphs 6.1 to 6.5 also applies where a claim is made under sections 7(1)(a) and 9(3) of the Human Rights Act 1998 for damages in respect of a judicial act.
- (2) Notice must be given to the Lord Chancellor and should be served on the Treasury Solicitor on his behalf, except where the judicial act is of a Court-Martial when the appropriate person is the Secretary of State for Defence and the notice must be served on the Treasury Solicitor on his behalf.
- (3) The notice will also give details of the judicial act, which is the subject of the claim for damages, and of the court or tribunal that made it.

(Section 9(4) of the Human Rights Act 1998 provides that no award of damages may be made against the Crown as provided for in section 9(3) unless the appropriate person is joined in the

proceedings. The appropriate person is the Minister responsible for the court concerned or a person or department nominated by him (section 9(5) of the Act))



## **CABINET OFFICE**

# **CROWN PROCEEDINGS ACT 1947**

List of Authorised Government Departments and the names and addresses for service of the person who is, or is acting for the purposes of the Act as, Solicitor for such Departments, published by the Minister for the Civil Service in pursuance of Section 17 of the Crown Proceedings Act 1947.

This list supersedes the list published on 23 November 2001

**AUTHORISED GOVERNMENT  
DEPARTMENTS**

Advisory, Conciliation and Arbitration Service  
Assets Recovery Agency  
Board of Trade  
Cabinet Office  
Central Office of Information  
Crown Prosecution Service  
Ministry of Defence  
Department for Education and Skills  
Director General of Electricity Supply for  
Northern Ireland  
Department for Transport  
Export Credits Guarantee Department  
Director General of Fair Trading  
Department for International Development  
Foreign and Commonwealth Office  
Director General of Gas for Northern Ireland  
Government Actuary's Department  
Health and Safety Executive  
Her Majesty's Chief Inspector of  
Schools in England  
Her Majesty's Chief Inspector of  
Schools in Wales  
Home Office  
Lord Chancellor's Department  
Department for Culture, Media and Sport  
National Savings and Investments  
Northern Ireland Office  
Office for National Statistics  
Office of the Deputy Prime Minister  
Office of HM Paymaster General  
Ordnance Survey  
Privy Council Office  
Public Record Office  
Public Works Loan Board  
The Rail Regulator  
The International Rail Regulator  
Royal Mint  
Serious Fraud Office  
Director General of Telecommunications  
Department of Trade and Industry  
Her Majesty's Treasury  
Wales Office (Office of the Secretary of  
State for Wales) (see Note (3))

**SOLICITOR AND  
ADDRESSES FOR SERVICE**

The Treasury Solicitor  
Queen Anne's Chambers  
28 Broadway  
Westminster  
London SW1H 9JS

(see Notes (1) and (2))

**AUTHORISED GOVERNMENT  
DEPARTMENTS**

Department for Environment, Food and  
Rural Affairs  
(see Note (3))  
Forestry Commissioners

Commissioners of Customs and Excise

Commissioners of Inland Revenue

Crown Estate Commissioners

Department of Health  
Department for Work and Pensions  
Food Standards Agency

Director General of Water Services

National Assembly for Wales

Gas and Electricity Markets Authority

Postal Services Commission

**SOLICITOR AND  
ADDRESSES FOR SERVICE**

The Solicitor to the Department for  
Environment, Food and Rural Affairs  
Nobel House  
17 Smith Square  
London SW1P 3JR

The Solicitor for the Customs and Excise  
New King's Beam House  
22 Upper Ground  
London SE1 9PJ

The Solicitor of Inland Revenue  
Somerset House  
The Strand  
London WC2R 1LB

The Solicitor to the Crown Estate  
Commissioners  
Crown Estate Office  
16 Carlton House Terrace  
London SW1Y 5AH

The Solicitor to the Department for Work and  
Pensions and the Department of Health  
New Court  
48 Carey Street  
London WC2A 2LS

Head of Legal Services  
The Office of Water Services  
Centre City Tower  
7 Hill Street  
Birmingham B5 4UA

The Counsel General to the  
National Assembly for Wales  
Cathays Park  
Cardiff CF10 3NQ

General Counsel  
Office of Gas and Electricity Markets  
9 Millbank  
London SW1P 3GE

The Chief Legal Adviser  
Postal Services Commission  
Hercules House  
6 Hercules Road  
London SE1 7DB

## NOTES

- (1) Section 17(3) and section 18 of the Crown Proceedings Act 1947 provide as follows:

17(3) Civil proceedings against the Crown shall be instituted against the appropriate authorised Government department, or, if none of the authorised Government departments is appropriate or the person instituting the proceedings has any reasonable doubt whether any and if so which of those departments is appropriate, against the Attorney General.

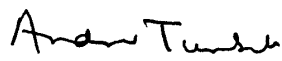
18 All documents required to be served on the Crown for the purpose of or in connection with any civil proceedings by or against the Crown shall, if those proceedings are by or against an authorised Government department, be served on the solicitor, if any, for that department, or the person, if any, acting for the purposes of this Act as solicitor for that department, or if there is no such solicitor and no person so acting, or if the proceedings are brought by or against the Attorney General, on the Solicitor for the affairs of His Majesty's Treasury.

- (2) The above-mentioned provisions do not apply to Scotland, where in accordance with the Crown Suits (Scotland) Act 1857, as amended by the Scotland Act 1998, civil proceedings against the Crown (other than the Scottish Administration) or any Government Department (other than the Scottish Executive) may be directed against the Advocate General for Scotland. The Advocate General's address for service is the Office of the Solicitor to the Advocate General for Scotland, Victoria Quay, Edinburgh EH6 6QQ. Civil proceedings against the Scottish Administration may be directed against the Scottish Ministers at St. Andrew's House, Edinburgh EH1 3DG, or against the Lord Advocate for and on behalf of the Scottish Executive. The Lord Advocate's address for service is 25 Chambers Street, Edinburgh, EH1 1LA.

- (3) The Solicitor and address for service for the purposes of or in connection with civil proceedings brought by or against the Crown which relate to those matters for which the Secretary of State is responsible in Wales and for which the Secretary of State for Environment, Food and Rural Affairs is responsible is the Solicitor to the Department for Environment, Food and Rural Affairs, Nobel House, 17 Smith Square, London, SW1P 3JR.

The Treasury Solicitor is the Solicitor acting for the Wales Office (Office of the Secretary of State for Wales) in all other civil proceedings affecting that Office.

**CABINET OFFICE  
WHITEHALL  
LONDON SW1**

  
(Signed) SIR ANDREW TURNBULL  
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