

## 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 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

Address

Postcode

Tel. no.

In the

Claim No.

Claimant  
(including ref.)

Defendant

## 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 ( <i>including overtime, commission, bonuses etc</i> )	£	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 ( <i>give details below</i> )		
	£	per
	£	per
	£	per
<b>Total income</b>	<b>£</b>	<b>per</b>

## 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 ( <i>give details below</i> )		
	£	per
	£	per
<b>Total priority debts</b>	<b>£</b>	<b>per</b>

## 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 ( <i>including second mortgage</i> )	£	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 ( <i>not court orders or credit debts listed in sections 9 and 10</i> )		
	£	per
	£	per
	£	per
<b>Total expenses</b>	<b>£</b>	<b>per</b>

## 9 Court orders

Court	Claim No.	£	per
<b>Total court order instalments</b>		<b>£</b>	<b>per</b>

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

Date

(if signing on behalf of firm or company)