

# Application for an order to allow enforcement of a decision or an ACAS settlement (Form COT3) that does not require permission to proceed

If this is a conditional settlement, or the decision requires a court order to proceed, you must use form N322A - Application to enforce a decision or ACAS conditional settlement (Form COT3) that requires permission to proceed.

Name of court
Claim number (To be completed by the court)
Applicant
Respondent



The applicant applies to enforce a

decision Dated / /

settlement Dated / /

*(If settlement, go to section 1 - Applicants details)*

and for an order that the respondent pay the costs of this application.

What is the name of the Tribunal/ court that granted your award.



Give the reference number of your decision



Please give details of the legislation that allows you to enforce this decision

**A copy of the decision or ACAS settlement (Form COT3) is attached.**

## 1. Applicant's details

Name of applicant

Applicant's address

Postcode

Telephone no.

Ref.

Email address

Address for service *(if different from opposite)*

Postcode

## 2. Respondent's details

Name of respondent

Respondent's address

Postcode

continued over the page ➡

### 3. The amount now owing and the costs claimed

The amount of the decision/settlement (*including costs*)

£

If your legislation allows you to claim interest on the amount award please complete this section.  
You must show details of your calculations.

[Interest on

£

from

□□/□□/□□□□

to

□□/□□/□□□□

at

□□ %

]

or

[As shown in the attached calculation]

£

sub-total

£

Solicitor's costs

£

Less amount paid

£

**Total now owing**

£

### 4. Declaration in ACAS matters

**don't tick this!**

I certify that a declaration that this sum would not be recoverable against the respondent under general law of contract has not been made and that no such application is pending.

### 5. Statement of truth

I believe

The applicant believes

that the facts stated in this application are true.

Signed \_\_\_\_\_

Dated

□□/□□/□□□□

\*(Applicant) (Litigation friend (*where applicant is a child or a Protected Party*)) (Applicant's solicitor)

*\*delete as appropriate*

Full name

Name of applicant's solicitor's firm

Position or office held

*(if signing on behalf of firm or company)*