PRACTICE DIRECTION 2 OF THE ROAD USER CHARIGING ADJUDICATORS

**Representation of appellants at a face to face hearing or a remote hearing (via Microsoft Teams) before the Road User Charging Adjudicators from and including 1 March 2025**

1. Regulation 5 of The Road User Charging (Enforcement and Adjudication) (London) Regulations 2001 (the Regulations) provides that, subject to the provisions of the Schedule to the Regulations, an adjudicator may regulate his own procedure
2. Hearings before the adjudicator have always taken place in person at the hearing centre. Telephone hearings were introduced during the Covid-19 Pandemic in 2020 to enable hearings to be held during the lockdown periods. Since the Covid -19 Pandemic telephone hearings have continued to be arranged at the discretion of the adjudicator.
3. This practice direction is being issued in connection with the introduction of remote hearings via Microsoft Teams to clarify the use of the adjudicator’s discretion as to who may appear or who may represent persons who are entitled to appear at a hearing.

**Who is entitled to appear at a hearing?**

1. Under regulation 16 of the Regulations and paragraph 9 of the Schedule the following persons are entitled to appear at a hearing:
   1. The registered keeper
   2. The person who made representations to Transport for London and who received the Notice of Rejection
   3. The charging authority.
2. Under paragraph 9 of the Schedule, any other person may appear at the discretion of the adjudicator.
3. For ease of reference under this practice direction, the persons who are entitled to appear at a hearing (excluding the charging authority) shall be referred to as “the appellant”.

**Who is entitled to represent the appellant?**

1. Paragraph 9 of the Schedule provides that the appellant may be represented by counsel, a solicitor or, at the discretion of the adjudicator, by any other person.

**The operation of the adjudicator’s discretion from and including 1 March 2025**

1. For the avoidance of doubt, from and including 1 March 2025, any person who wishes to represent the appellant at a face to face or remote hearing, and who is not a practising solicitor or barrister, or a family member of the appellant, may not be permitted to represent the appellant in the appellant’s absence.
2. The adjudicator may also exercise their powers under paragraph 8 of the Schedule to exclude any person.