**APPLICATION FOR DESIGNATION AS A CORE PARTICIPANT**

1. This application form relates to those who wish to apply to be designated as a core participant in the Inquiry.

* Complete PART I of this form if you wish to apply to be designated as a core participant in the Inquiry.
* Complete both PART I and PART II of this form if you wish to be represented as a core participant by a recognised legal representative.

2. When completing this form you should refer to:

* **Inquiry Procedure Direction No. 6 - Core Participants**
* **Core Participants – Questions and Answers**
* **Notes for Applicants** at the end of this form

3. These documents, as well as this application form, are all available on the Inquiry website at <http://www.edinburghtraminquiry.org>

4. You may also find it helpful to review the Inquiry's Terms of Reference:

* *To inquire into the delivery of the Edinburgh Tram(s) project (the project), from proposals for the project emerging to its completion, including procurement and contract preparation, its governance, project management and delivery structures, and oversight of the relevant contracts, in order to establish why the project incurred delays, cost considerably more than originally budgeted for and delivered significantly less than was projected through reductions in scope.*
* *To examine the consequences of the failure to deliver the project in the time, within the budget and to the extent projected.*
* *To otherwise review the circumstances surrounding the project in the time, order to report to the Scottish Ministers making recommendations as to how major tram and light rail infrastructure projects of a similar nature might avoid such failures in future*

5. If you have any questions concerning the form or require a hard copy of this form please contact the Secretary to the Inquiry.

**Completed forms should be returned to:**

By post:Anne Martin

 Secretary to the Inquiry

 The Edinburgh Tram Inquiry

 Waverley Gate

 2-4 Waterloo Place

 Edinburgh, EH1 3EG

Phone: 0300 244 1940

By email: info@edinburghtraminquiry.org

**PART I: APPLICATION FOR DESIGNATION AS A CORE PARTICIPANT**

**1. Your details**

|  |  |
| --- | --- |
| Full Name  |  |
| Full Postal Address  |  |
| Name of contact if applicant is an organisation |  |
| Telephone Numbers:  |  |
|  Daytime |  |
|  Evening  |  |
|  Mobile |  |
| E-mail address  |  |

**2.** **Reasons for application**

You should provide a short statement summarising your interest in the subject matter of the Inquiry and explaining why you consider you should be designated as a Core Participant.

|  |
| --- |
| **Statement to support application:****The criteria used to determine whether or not a person should be designated as a Core Participant:** *The Chairman will have particular regard for the desirability of designating as core participants individuals or organisations:**(a)   who played, or may have played, a direct and significant role in relation to the matters to which the Inquiry relates;**(b)   who have a significant interest in an important aspect of the matters to which the Inquiry relates; or**(c)   who may be subject to significant or explicit criticism during the proceedings of the Inquiry or in its report.* *No one may be designated a core participant without their consent.* |
| **(Insert your text here using no more than 300 words)**  |

**PART II: NOTIFICATION OF YOUR RECOGNISED LEGAL REPRESENTATIVE**

If your application for designation as a Core Participant is granted and you wish to be represented by a qualified lawyer, please provide details of the lawyer who will be regarded as your recognised legal representative:

|  |  |
| --- | --- |
| Name of Lawyer  |  |
| Company name |  |
| Professional address  |  |
| Contact numbers: |  |
| Telephone  |  |
| Mobile |  |
| Fax  |  |
| E-mail address  |  |

Signature of Applicant or Legal Representative

Date

**NOTES FOR APPLICANTS**

**Part I: Application for designation as a Core Participant**

1. Rule 4 of the [Inquiries (Scotland) Rules 2007](http://www.opsi.gov.uk/legislation/scotland/ssi2007/pdf/ssi_20070560_en.pdf) requires the Chairman, when considering whether to designate a person as a Core Participant, to have particular regard for the desirability of including as core participants persons who:

1. played, or may have played, a direct and significant role in relation to the matters to which the Inquiry relates;
2. has a significant interest in an important aspect of the matters to which the Inquiry relates; or
3. may be subject to significant or explicit criticism–
	1. during the proceedings at the Inquiry, or
	2. in an interim or the final report of the Inquiry.

2. However the Chairman is not under a duty to designate as a core participant every person who satisfies these criteria. Having regard to his duty under section 17 (3) of [the Act](http://www.opsi.gov.uk/acts/acts2005/pdf/ukpga_20050012_en.pdf) to act with fairness and to avoid unnecessary cost, the Chairman may select and designate representative core participants who are able to reflect a class of interests to enable reliable conclusions to be reached expeditiously and without undue expense. Consequently, not everyone who applies and meets the criteria set out in Rule 4 of [the Rules](http://www.opsi.gov.uk/legislation/scotland/ssi2007/pdf/ssi_20070560_en.pdf), will necessarily be designated as a core participant.

**Part II: Notification of recognised legal representative**

3. It is usual, but not obligatory, for core participants to be legally represented before public inquiries such as this. Where core participants appoint a qualified lawyer, that lawyer will normally be regarded as their recognised legal representative in the Inquiry. However, Rule 6 of [the Rules](http://www.opsi.gov.uk/legislation/scotland/ssi2007/pdf/ssi_20070560_en.pdf) enables the Chairman to direct that core participants with similar interests share joint legal representation.

4. Where a core participant has a recognised legal representative all communications from the Inquiry team will normally be sent only to that legal representative unless [the Rules](http://www.opsi.gov.uk/legislation/scotland/ssi2007/pdf/ssi_20070560_en.pdf) require otherwise.

**Further information**

5. For further information see:

* the **Inquiry Procedure Direction No.6 – Core Participants**
* and the **Inquiry Guidance Note on Core Participants**

which are available on the Inquiry website at <http://www.edinburghtraminquiry.org>

or e-mail: info@edinburghtraminquiry.org

or contact:

Anne Martin

Secretary to the Inquiry

The Edinburgh Tram Inquiry

Floor 1

Waverley Gate

2-4 Waterloo Place

Edinburgh EH1 3EG,

Tel: 0300 244 1940