




KB-2026-BHM-000043

 <b>HM Courts &amp; Tribunals Service</b>		<b>In the High Court of Justice Birmingham District Registry</b>	
		<b>Claimant</b>	1. Birmingham City Council
		<b>Defendant</b>	1. Persons Unknown
		<b>Date</b>	30-04-2026

## Notice of Hearing

TAKE NOTICE that the **Amended Extension Application** will take place on **Thursday 30<sup>th</sup> April 2026 at 2pm**, before **Mr Justice Peppercall**

At the Birmingham Civil Justice Centre, Birmingham District Registry, King's Bench Division, Priory Courts, 33 Bull Street, Birmingham, B4 6DS

When you should attend, by video using **CVP**

**2 hours** has been allowed for the HEARING

**A HARD COPY HEARING BUNDLE MUST BE FILED BY 4 DAYS PRIOR TO THE HEARING**

**AND CONTAIN A CASE SUMMARY, AGREED IF POSSIBLE.**

**UNLESS ORDERED OTHERWISE**

**\*\*Technical support for any hearing conducted by telephone or video is available from 0330 8089405**

**Please note CVP Link and Pin are included below**



## **Cloud Video Platform (CVP) joining notice for parties**

**Court or Tribunal: Birmingham Civil Justice Centre**

**Parties Name: Birmingham City Council v Unknown**

**Case Number: KB-2026-BHM-000043**

**Hearing Date: Thursday 30<sup>th</sup> April 2026**

**Time: 2pm**

**Time Estimate: 2 hours**

**Room Number: HMCTS1361**

This is your joining notice for your video hearing by Cloud Video Platform (CVP).

### **1. Before you start**

- Find your original hearing notice. This has extra information to support you joining your hearing.
- Tell the court straight away **if you need any special arrangements to help you to participate safely in the hearing.**
- **You must test you can access CVP before the hearing.**

You'll find instructions on how to do this in section 3.

## 2. Joining your hearing

### To join the hearing from a PC or laptop

- You'll need to enter the link details below into your web browser. This works best on **Google Chrome or Edge Chromium**. For Apple devices use **Apple Safari**.

<https://meet.video.justice.gov.uk/join/?conference=hmcts1361@meet.video.justice.gov.uk>

Do not try to join more than 10 minutes before the start of the hearing. You'll be in a virtual waiting room until your hearing is ready to start.

### To join the hearing by phone or tablet

- You can download the 'Pexip Infinity Connect' app from your devices application store to join the hearing from your smartphone or tablet device.
- You'll find three versions of app.

Download the app named 'Pexip Infinity Connect' with a black and white icon.



- If you are joining by the Pexip app, please enter the link details below:

Insert CVP web address (example - [hmcts4321@meet.video.justice.gov.uk](https://meet.video.justice.gov.uk/join/?conference=hmcts4321@meet.video.justice.gov.uk) )

- When asked to enter your name, make sure you enter:
  - your name
  - your role in the hearing in brackets.  
For example: John Smith (Claimant)

### Your Guest PIN: 2210

- This PIN might not work until the time of the hearing, if you try to enter the hearing too early you might receive an error message.
- This hearing will be recorded by HMCTS.

**You must not make any personal or private recording or publish any part of this hearing, including court communications. It is a criminal offence.**

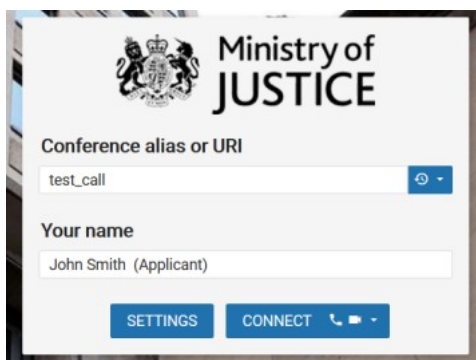
### 3. How to test you can access CVP before the hearing

Use the CVP Test link – (use “test\_call” as conference alias as shown below)

[https://join.meet.video.justice.gov.uk/HMCTS/#/?conference=test\\_call](https://join.meet.video.justice.gov.uk/HMCTS/#/?conference=test_call)

**This test link will not work if you are using the ‘Pexip Infinity Connect’ app.**

- If you’re using a PC or laptop, we’d strongly advise you use Google Chrome or Edge Chromium as your browser (or Safari for Apple devices). If you use another browser, it might not work properly.

A screenshot of the Ministry of Justice CVP test interface. At the top left is the Ministry of Justice logo. Below it, the text "Ministry of JUSTICE" is displayed. There are two input fields: "Conference alias or URI" with the value "test\_call" and "Your name" with the value "John Smith (Applicant)". At the bottom, there are two buttons: "SETTINGS" and "CONNECT".

**If you have any problems connecting to CVP, call our national helpline on 0330 8089405 as soon as possible.**

Calls are taken Monday to Friday from 9am to 5pm.

The helpline cannot answer any questions about your court or tribunal hearing.

You can find more information on [GOV.UK](https://www.gov.uk).

#### **Tell us about your experience**

We’re holding more CVP hearings, so we’d value your feedback. After your hearing please complete our [feedback survey](#)

**Standard directions for remote hearings by video or telephone conference in the Business and Property Courts- Birmingham**

## **Introduction**

1. These directions apply where incorporated into the directions for holding any hearing by remote means, save to the extent inconsistent with any directions specifically made for that hearing.
2. It is important that parties take all steps necessary to cooperate with each other to comply with these directions and otherwise as required to ensure that the hearing can proceed efficiently as scheduled.
3. The remote hearing will be conducted in the same manner as an in-person hearing, with all normal formalities and conventions, save that legal representatives are not required to robe. Participants should as far as possible avoid interrupting or over-speaking, which is apt to cause confusion.
4. The court will record the hearing. As with any hearing in court, no other party should record the hearing, as this would constitute contempt of court and may be a criminal offence.

## **Arrangements for a video hearing**

5. The platform for the hearing will be Cloud Video Platform (CVP).
6. You need to tell the court immediately if there is any reason why you cannot join or take part in a video hearing, such as not having access to a computer or smart phone, or to the internet or not having sufficient Wi-Fi or data.
7. You also need to tell the court immediately if you have a disability and need help to join or take part in the hearing, or if there are any other special arrangements you need to take part in the hearing.
8. For the purposes of a video hearing, you will need upload/download speeds of at least 500kbps/1Mbps. It's advisable to use a reliable network speed checker. You can find one on Google by searching 'Speed Test.'

## **CVP Hearings**

9. Instructions for joining a CVP hearing, including testing procedures and required downloads for use with mobile phones or tablets, can be found at [www.gov.uk/government/publications/how-to-join-a-cloud-video-platform-cvp-hearing/how-to-join-cloud-video-platform-cvp-for-a-video-hearing](http://www.gov.uk/government/publications/how-to-join-a-cloud-video-platform-cvp-hearing/how-to-join-cloud-video-platform-cvp-for-a-video-hearing)
10. If you need technical support, call the helpdesk on 0330 808 9405 open Monday to Friday from 9am to 5pm. The helpline cannot answer any questions about your court or tribunal hearing.

## **Contact details for video hearings**

11. The court will need to send you by email the log-in details or meeting invitation. In order that it can do so:
- a. All parties must liaise and the Claimant or Applicant must, not later than 7 days before the hearing, file at court a Remote Hearing Attendance Form using the specimen attached to these directions. The completed form must be sent to [BPC.Birmingham@Justice.gov.uk](mailto:BPC.Birmingham@Justice.gov.uk) (whether or not also lodged on cefile). Do not copy the email to any other court email address.
  - b. For VHS and CVP hearings, the court requires the email addresses for all participants as the invitations cannot be forwarded.
  - c. The form should state the email and telephone contact details for the participants for all parties. If the details for any participant needs to be kept confidential from other parties, the party concerned may email that person's contact details direct to the court, using the above email address.
  - d. For Teams hearings only, the attendance sheet must specify ONE lead participant email address on behalf of each party. The court will send the joining instructions to that address, and parties must arrange to forward them to all other participants.
  - e. Parties are requested to keep the number of participants to the minimum necessary to conduct the hearing.
12. If any party has not received the invitation by 4pm on the preceding day, they should contact [BPC.Birmingham@Justice.gov.uk](mailto:BPC.Birmingham@Justice.gov.uk) urgently.

### **Conduct of a video hearing**

13. All participants other than the judge should join the meeting at least 5 minutes before the expected starting time of the hearing. For VHS hearings, the participants should sign in 30 minutes before the expected start time of the hearing to enable the clerk or VHS officer to carry out pre-hearing checks which include a one-to-one video check with each participant. The judge will be informed if any participant is late signing-in such that it jeopardises the commencement time of the hearing.
14. Non-speaking participants must mute their microphones and, if requested by the Judge, turn off their cameras.

### **Bundles**

15. Unless otherwise ordered, the parties must liaise and lodge the following JOINT documents, not later than 7 days before the hearing:
- a. An Index to a joint electronic bundle of documents for the hearing;
  - b. An electronic bundle, and if ordered, a hard copy bundle; and
  - c. An Index to a joint bundle of authorities.

The Indices must be Word documents in the form of the specimens attached to these directions.

16. Electronic bundles should be prepared as PDF files, formatted and indexed in accordance with the [guidance issued by the Senior Presiding Judge](#)<sup>1</sup>. Skeletons and the index should be provided as separate documents, even if also included in the combined bundle.
17. When sending bundles to the court:
  - a. If the case is on cefile, bundles should be uploaded to cefile where possible. NB there is a size limit of 50MB, so very large bundles may have to be split or made available from a download service (see below).
  - b. Where cefile cannot be used, bundles may be sent by email to the BPC address (below). NB the size limit for attachments is 35MB. Bundles may be sent as a zipped file to reduce the size. The covering email must include in the subject line “Case No [ ]. [Documents] Bundle for hearing on [date] at [time] before [judge].”
  - c. Alternatively, bundles may be stored on a download site and a link (and password if required) sent by email in good time for the judge to obtain access.
18. Generally, bundles should comply with the relevant court guidelines as to content and organisation into sections. In particular, the bundle and index of documents should include any case summary, chronology and dramatis personae.
19. In order to manage the size of electronic bundles however:
  - d. Only those documents essential to the conduct of the hearing should be included. For short/single issue applications, the parties should aim for no more than 50 pages. For more substantive hearings (such as PTRs and CCMCs), the parties should aim for no more than 150 pages.
  - e. **Authorities** available on public websites (such as legislation or cases reported on BAILII) should not be copied into the authorities bundle; instead the Index should include a hyperlink. Authorities not so available may be included in the bundle but if lengthy they should be edited to include only the relevant sections.
20. If, despite liaison, parties are unable to agree on the content of either bundle, all documents (or sections) sought by any party should be included (if necessary in an appropriately marked section) rather than filing separate bundles or indices.
21. Please be aware that the court may make a specific direction for a hard copy only bundle or for both hard copy and electronic bundles

### **Court Email Address**

22. Any documents relating to the hearing sent to the court by email (other than attendance forms which must be sent to the address above) should be sent either to the Birmingham BPC address ([BPC.Birmingham@Justice.gov.uk](mailto:BPC.Birmingham@Justice.gov.uk)) or to the address of

---

<sup>1</sup> <https://www.judiciary.uk/announcements/general-guidance-on-electronic-court-bundles/>

the relevant judge's clerk (if known). In either case the subject line must include the case number and name, and the relevant hearing date.

V8: 29.11.21