

## Appeals form

NOTE: NOT TO BE COMPLETED FOR COUNCIL TAX REDUCTION SCHEME CASES

You can appeal against a decision we have made about your Housing and Council Tax Benefit if you have asked us to revise the decision and we have been unable to change it. Alternatively you may have decided to go straight to an independent appeal tribunal.

If you wish to appeal, please complete the form within this leaflet. You must send your appeal to us within one calendar month of the date on the decision notice.

Upon receipt of your appeal, we will:

- Check the decision, and if it is wrong we will change it
- Pass your appeal to the independent Tribunals Service if we are unable to change the decision.
- Send you, or your representative, copies of the appeal papers.

The Tribunal Service will:

- Send you an enquiry form which must be completed and send back to them within 14 days of the date the form was issued to you. If you do not, your appeal will be stopped.
- Make a decision about your appeal at a tribunal hearing. The tribunal hearing is made up of people who are independent from us.
- Provide you with more information about the appeals process when they contact you.

It is important that you give reasons for appealing because the tribunal does not have to look at anything you don't mention in your appeal form. The tribunal can only look at the evidence, the law, and the circumstances at the time the original decision was made.

# Your request for appeal

## About the claimant

Title (Mr/Mrs/Miss/Ms) ..... Surname .....

All other names .....

Date of birth ..... National Insurance No .....  
You can get this from NI number card, payslips, tax papers

The address for appeal (including postcode) .....  
.....  
.....  
.....  
.....

Daytime telephone number (include area code) .....

The address you are currently living at if different from the above (including postcode)  
.....  
.....  
.....

## If you are a landlord please complete this section

Title (Mr/Mrs/Miss/Ms) ..... Surname .....

All other names .....

The address for appeal (including postcode) .....  
.....  
.....  
.....

Daytime telephone number (include area code) .....

## About the decision

Name of the benefit .....  
For example Housing Benefit / Council Tax Benefit / both

Date at the top of the letter about the decision .....

## Your request for Appeal

- Use the space below to say why you do not agree with the decision, please write clearly
- You must give grounds for appeal. It is not enough to say 'I do not agree with the decision' or 'the money is not enough'
- The reasons you give should be like these examples: "I think you have used the wrong figures to work out my wages. The correct figures are ....." "You have paid me from July 4 but I think I should be paid two weeks earlier because ..."
- If you disagree with more than one decision you must say why you do not agree with each one
- If your request is more than one month after the decision was made, you must say why there was a delay

## Your appointee

If you have arranged for someone to help you with your appeal, please give their details below

Their full name .....

Their address .....

.....

.....

.....

.....

Please sign to authorise this person to act for you

.....

## Signature

Your signature or your appointees signature

.....

If someone has been officially appointed to act for you or has the authority to act for you, they should sign here

Date .....

## What to do now

### Post to

0300 555 8100

Hand deliver to 0300 555 8100

### Opening times

Weekdays 8am to 5pm Saturday 9am to 12noon

## How to contact benefit services

Call 0300 555 8100

Email customers.benefits@dudley.gov.uk

Online www.dudley.gov.uk/benefits

