



## Notice of Appeal / Application for Review

This form is for making an appeal / application to the First-tier Tribunal (Charity) against a decision of the Charity Commission. The First-tier Tribunal (Charity) is administered by the Tribunals Service, an executive agency of the Ministry of Justice, and is independent of the Charity Commission.

Please read the guidance "**Guide to completing the Notice of Appeal / Application**" before completing this form.

First-tier Tribunal (Charity) Team  
Tribunals Operational Support Centre  
PO Box 9300, Leicester LE1 6ZX  
Tel: 0845 600 0877, Fax: 0116 2494253

Please complete the form legibly, using black ink and capital letters. If you need more space on which to write, please include the name of the charity and the Charity Commission decision number on the paper that you use.

Please indicate below whether this is an appeal or application for review (see Annex A)

Appeal

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Application

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### 1. Name of Charity and Reference Number of Charity Commission's Decision.

Name of Charity to which the Appeal / Application relates:

Charity Commission Decision Number:

### 2. Appellant's Details

Name of Appellant(s):

Position in Organisation and Reference *if applicable*:

### 3. Status of Appellant

The capacity in which you are making this Appeal/Application (e.g. Charity Trustee).  
*Please refer to Annex A of the guidance notes.*

If you are appealing as “any other person who is or may be affected by the order” then please explain how you are affected.

#### 4. Date of Decision

a) Date you received the written notification of the decision: **or;**

b) Date the decision was published:

#### 5. Time Limit for making an appeal / application

Your completed appeal / application form should reach the First-tier Tribunal (Charity) Team within 42 days of the date you received written notification of the Charity Commission's decision or the date the decision was published which ever is earlier. If your appeal / application is likely to reach the First-tier Tribunal (Charity) Team after this period you must apply to the First-tier Tribunal (Charity) Team to extend the time limit for making the appeal / application below. You must give your reasons why the appeal / application is being filed out of time below.

## 6. Appellants Address for Service

Address for Service of documents:

*In respect of a corporation, please provide the address of the registered or Principal office.*

Phone no /  
Fax no.:

Email Address

Please indicate how you would prefer to receive documents:

Post:

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Email:

☐

Fax:

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## 7. Representative Details

If you have not appointed a representative, but do so at a later date, please ensure that you notify the First-tier Tribunal (Charity) Team immediately giving the details requested below.

*Please note that all correspondence and documents, including the hearing notification, will be sent to the representative, not direct to you.*

**Title:**

**Name:**

**Firm / Organisation:**

**Address:**

**Telephone:**

**Fax:**

**Email:**

**Reference No.:**

**Status:**

Please indicate how they would prefer to receive documents:

**Post:**

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**Email:**

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**Fax:**

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## 8. Grounds for Appeal / Application

Please provide full details about the grounds for your appeal / application:–



## 9. Request for Directions

Please complete this section if you wish to make an application for directions with your appeal.  
Please set out the matter on which you would like the First-tier Tribunal (Charity)  
to make directions below:–

## Reasons for Requesting Directions

## 10. About your requirements

If you or your representative have a disability, or have any other special needs that you want taken into account when the First-tier Tribunal (Charity) Team is organising any hearing of this appeal / application, then please set out the details here.

## 11. Signature

NB: The form must be signed and dated by the applicant or someone authorised to do so. If a non-legal representative is appointed, the applicant must file with this Notice of Appeal / Application for Review a written statement, signed by the applicant, that the representative is authorised to act on their behalf.

I am:–      The appellant: ☐      The Representative of the appellant: ☐

Name:

Signature:

Date:

Please post, email or fax this completed form, together with a copy of the decision to which this application relates and any other supporting documents, to:–

**First-tier Tribunal (Charity) Team**

Arnhem House Support Centre  
PO Box 9300  
Leicester LE1 6ZX

Email: [CharityTribunal@tribunals.gsi.gov.uk](mailto:CharityTribunal@tribunals.gsi.gov.uk)

**At the same time** you **must** copy this form and any supporting documents to the Charity Commission at:

**Final & Decision and Tribunal Team**

Charity Commission Direct  
PO Box 1227  
Liverpool, L69 3UG

Email: [CharityTribunalTeam@CharityCommission.gsi.gov.uk](mailto:CharityTribunalTeam@CharityCommission.gsi.gov.uk)

We can help if you need information in a different format (e.g. Braille, large print). We can also provide this form in Welsh if required. If you need any of these services please contact the CARR Team.

This form can also be downloaded from our website: [www.charity.tribunals.gov.uk](http://www.charity.tribunals.gov.uk)



