



HM Courts
& Tribunals
Service

First-tier Tribunal (Information Rights)

Notice of Appeal

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

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

First-tier Tribunal (Information Rights) Team
Tribunals Operational Support Centre
PO Box 9300,
Leicester LE1 8DJ
Tel: 0300 123 4504
Fax: 0116 249 4253

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 person making the appeal and any relevant reference numbers on the paper that you use.

1. About the Information Commissioner’s Notice.

Information Commissioner’s Notice reference number

Date of the Notice you are appealing

Date you received the written notification of the Notice:

Please supply a copy of the Decision Notice with this form and tick in the box to show it is attached []

2. Disputed Notice

Please indicate the Act under which you are appealing (if you know)

The Data Protection Act 1998- section 48 ☐

The Freedom of Information Act 2000 – Section 57 ☐

The Environmental Information Regulations – Reg 18 ☐

The Freedom of Information Act 2000 – Section 60 or
Data Protection Act – Section 28 ☐

Please include a copy of the disputed certification

(For all notice of appeals under FOIA Section 60 and DPA Section 28, the appeal will be transferred to be heard in the Upper Tribunal)

Please give the details of the public authority to whom your original request for information was sent or the complainant who made the request whichever is applicable:

Name of correspondent:

/ Public Authority if applicable

Address:

Please attach:

- a) a copy of the original request for information, and
- b) a copy of the Information Commissioner's Notice against which you are appealing

Please tick the box to indicate that these documents are attached

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3. Time Limit for making an appeal / application

The appellant is required to lodge an appeal with the Tribunal within 28 days from the date of the Information Commissioner's Notice. The tribunal may accept a notice of appeal outside this time limit under certain circumstances.

The Tribunal will only grant leave to proceed outside of the time limit if you request an extension of time and provide the reason(s) why the notice was not provided in time. The Tribunal will then consider whether to grant you the right to bring your appeal.

Please tick this box if you would like the Tribunal to consider an out of time appeal
(see Explanatory Notes)

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Please set out below the reasons you would like the Tribunal to consider when assessing whether to accept your out of time appeal. You can use extra A4 sheets of paper if required.

4. Appellants Details

Name:

Address:

(Please *do not* use a P.O. Box Address)

Postcode:

Land Line:

Mobile:

Fax:

Email:

Organisation Name:
(if applicable)

Job Title:
(if applicable)

Please indicate if you are willing to accept service of notices, documents and any other communications by email:

Yes

☐

No

☐

If you are not willing to use and accept correspondence via email, please indicate your preferred method:

Royal Mail:

☐

Fax:

☐

Other:

☐

(Please indicate)

Please note: Rule 13 of the Tribunal Procedure (First-tier Tribunal (Information Rights) (General Regulatory Chamber) Rules 2009, concerns the sending and delivery of documents:

<http://www.justice.gov.uk/downloads/guidance/courts-and-tribunals/tribunals/tribunals-rules-2009-at010411.pdf>

For full Procedure Rules, please see the Tribunal website: <http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/information-rights/index.htm>

5. 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 (Information Rights) 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 directly to you. If a representative ceases to act, you should notify the Tribunal immediately

Do you have a representative? Yes ☐ No ☐

If yes, please complete the following details:

Title:

Name:

Firm / Organisation:

Address &
Postcode:

Telephone:

Mobile:

Fax:

Email:

Reference
No:

Status or
Job Title:
e.g. Solicitor

6. Grounds for Appeal / Application

Please provide full details about the grounds for your appeal. Please add additional pages if required

7. Supporting Documents

Please list the documents that you wish the Tribunal to consider in support of your appeal. You can use an extra A4 sheet of paper if required

Please attach the documents and tick the box to indicate that they have been attached

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8. Type of Hearing and Venue

The Tribunal can consider an appeal on the papers only or hold a hearing. The other parties in an appeal can also express a preference. If all parties agree, the Tribunal can consider the appeal on the papers provided. If all parties do not agree, there will be a hearing.

Please indicate which option you would prefer by ticking the box, below. Please note: whichever method is preferred, a full Tribunal Panel (a legally qualified Judge and two non legal members) will consider the appeal.

Paper Hearing:

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Oral Hearing:

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Please note that oral hearings will usually take place in London unless the parties request a hearing elsewhere, please indicate your location preference in the box above. Parties will be informed in writing, by post or email, as soon as a hearing date has been set.

9. About your requirements

Please state if you, your representative or witness has a disability, or other special needs, that you wish to bring to the Tribunal's attention in order to assist the hearing of your appeal. Please also state if an interpreter is required.

10. 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 send your completed form to:

Information Rights

First-tier Tribunal
General Regulatory Chamber
Arnhem House Support Centre
PO Box 9300
Leicester LE1 8DJ

Email: informationtribunal@hmcts.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 Tribunal.

This form can also be downloaded from our website at:

<http://www.justice.gov.uk/global/forms/hmcts/tribunals/information-rights/index.htm>