

First-tier Tribunal (Charity)
Guide to completing the Notice of Appeal / Application Form



Tribunals Service
Charities

General

Use this form to make an appeal or application for review 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. You must tick the appropriate box to indicate whether this is an appeal or application for review.

First-tier Tribunal (Charity)

Operational Support Centre
PO Box 9300
Leicester LE1 6ZX
Telephone: 0845 6000 877
Fax: 0116 249 4253
Email: CharityTribunal@tribunals.gsi.gov.uk

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

Give the name of the Charity and the Reference Number of the Charity Commission's decision which relates to your appeal / application.

2- Appellant's Details

List all the name(s) of appellant(s) concerned, your position in the organisation and a reference if applicable.

Appeal or Application: Annex A indicates those decisions where review only is available. All other decisions are appeals.

3- Status of Appellant

In order to bring an appeal / application to the First-tier Tribunal (Charity) you must refer to the list of persons listed in column 2 at Annex A and indicate your status as an appellant. For example, Charity Trustee.

If you are appealing as "any other person who is or may be affected, then please explain how you are maybe affected in the space provided.

4- Date of Decision

Please give the date:

- a)** You received the written notification of the Charity Commission's decision **or**;
- b)** The date the decision was published.

NB A copy of the decision must be sent with the completed Notice of Appeal / Application for Review.

5- Time limits for making appeal / application

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Your completed appeal / application form should reach the First-tier Tribunal (Charity) within 42 days of when you received written notification of the decision or the date the decision was published .

If you are making an appeal / application outside of the 42 days time limit **you must complete section 5** to apply for a direction to extend the time in which you may file your appeal / application form. You must give reasons as to why the appeal / application is being filed out of time.

6- Appellants Address for Service

Give the full address to which documents can be issued. In respect of a corporation, provide the address of the registered or principal office. Also tick the appropriate box to indicate how you would prefer to receive documents for example post, email or fax.

7- Representative Details

If a representative is instructed to act, please indicate status (for example solicitor, accountant, consultant etc). Please note that all correspondence and documents including hearing notifications will be sent to the representative, not direct to the appellant(s).

Also tick the appropriate box to indicate how the representative would prefer to receive documents. For example post , email or fax.

Legal aid for representation is not available for first-instance appeals to the Charity Tribunal but may be available in the Upper Tribunal.

8- Grounds for Appeal / Application

You must select a category from column 1 in the table provided at Annex A indicating the basis of the original decision by the commission and say why you think it was wrong.

9- Request for Directions

If you wish to make a request for directions, please complete this section. Please ensure you give reasons for your request.

10- About your requirements

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

11- Signature

This form must be signed and dated by the appellant or the representative of the appellant.

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Annex A – Table of categories to indicate grounds of your appeal / application.

| Type of Appeals/ Application | Appellants/Applicants | Possible Outcome |
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| Decision of the Commission under section 3 or 3A of this Act— (a) to enter or not to enter an institution in the register of charities, or (b) to remove or not to remove an institution from the register. | The persons are— (a) the persons who are or claim to be the charity trustees of the institution, (b) (if a body corporate) the institution itself, and (c) any other person who is or may be affected by the decision. | Power to quash the decision and (if appropriate)— (a) remit the matter to the Commission, (b) direct the Commission to rectify the register. |
| Decision of the Commission not to make a determination under section 3(9) of this Act in relation to particular information contained in the register. | The persons are— (a) the charity trustees of the charity to which the information relates, (b) (if a body corporate) the charity itself, and (c) any other person who is or may be affected by the decision. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Direction given by the Commission under section 6 of this Act requiring the name of a charity to be changed. | The persons are— (a) the charity trustees of the charity to which the direction relates, (b) (if a body corporate) the charity itself, and (c) any other person who is or may be affected by the direction. | Power to— (a) quash the direction and (if appropriate) remit the matter to the Commission, (b) substitute for the direction any other direction which could have been given by the Commission. |
| Decision of the Commission to institute an inquiry under section 8 of this Act with regard to a particular institution. (Review Only) | The persons are— (a) the persons who have control or management of the institution, and (b) (if a body corporate) the institution itself. | Power to direct the Commission to end the inquiry. |

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| Type of Appeals/ Application | Appellants/Applicants | Possible Outcome |
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| Decision of the Commission to institute an inquiry under section 8 of this Act with regard to a class of institutions. (Review Only) | The persons are— (a) the persons who have control or management of any institution which is a member of the class of institutions, and (b) (if a body corporate) any such institution. | Power to— (a) direct the Commission that the inquiry should not consider a particular institution, (b) direct the Commission to end the inquiry. |
| Order made by the Commission under section 9 of this Act requiring a person to supply information or a document. | The persons are any person who is required to supply the information or document. | Power to— (a) quash the order, (b) substitute for all or part of the order any other order which could have been made by the Commission. |
| Order made by the Commission under section 16(1) of this Act (including such an order made by virtue of section 23(1)). | The persons are— (a) in a section 16(1)(a) case, the charity trustees of the charity to which the order relates or (if a body corporate) the charity itself, (b) in a section 16(1)(b) case, any person discharged or removed by the order, and (c) any other person who is or may be affected by the order. | Power to— (a) quash the order in whole or in part and (if appropriate) remit the matter to the Commission, (b) substitute for all or part of the order any other order which could have been made by the Commission, (c) add to the order anything which could have been contained in an order made by the Commission. |
| Order made by the | The persons are— | Power to— |

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| Commission under section 18(1) of this Act in relation to a charity. | (a) the charity trustees of the charity, (b) (if a body corporate) the charity itself, (c) in a section 18(1)(i) case, any person suspended by the order, and (d) any other person who is or may be affected by the order. | (a) quash the order in whole or in part and (if appropriate) remit the matter to the Commission, (b) substitute for all or part of the order any other order which could have been made by the Commission, (c) add to the order anything which could have been contained in an order made by the Commission. Power to— (a) quash the order in whole or in part and (if appropriate) remit the matter to the Commission, (b) substitute for all or part of the order any other order which could have been made by the Commission, (c) add to the order anything which could have been contained in an order made by the Commission. |
| Order made by the Commission under section 18(2) of this Act in relation to a charity. | The persons are— (a) the charity trustees of the charity, (b) (if a body corporate) the charity itself, (c) in a section 18(2)(i) case, any person removed by the order, and (d) any other person who is or may be affected by the order. | (a) quash the order in whole or in part and (if appropriate) remit the matter to the Commission, (b) substitute for all or part of the order any other order which could have been made by the Commission, (c) add to the order anything which could have been contained in an order made by the Commission. |
| Order made by the Commission under section 18(4) of this Act removing a charity trustee. | The persons are— (a) the charity trustee, (b) | Power to— (a) quash the order in whole or in part and |

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| Order made by the Commission under section 18(5) of this Act appointing a charity trustee. | <p>the remaining charity trustees of the charity of which he was a charity trustee,</p> <p>(c) (if a body corporate) the charity itself, and</p> <p>(d) any other person who is or may be affected by the order.</p> | <p>(if appropriate) remit the matter to the Commission,</p> <p>(b) substitute for all or part of the order any other order which could have been made by the Commission,</p> <p>(c) add to the order anything which could have been contained in an order made by the Commission.</p> |
| | <p>The persons are—</p> <p>(a) the other charity trustees of the charity,</p> <p>(b) (if a body corporate) the charity itself, and</p> <p>(c) any other person who is or may be affected by the order.</p> | <p>Power to—</p> <p>(a) quash the order in whole or in part and (if appropriate) remit the matter to the Commission,</p> <p>(b) substitute for all or part of the order any other order which could have been made by the Commission,</p> <p>(c) add to the order anything which could have been contained in an order made by the Commission.</p> |
| Decision of the Commission— (a) to discharge an order following a review under section 18(13) of this Act, or | <p>The persons are—</p> <p>(a) the charity trustees of the charity to which the order relates,</p> <p>(b) (if a body corporate) the charity itself,</p> | <p>Power to—</p> <p>(a) quash the decision and (if appropriate) remit the matter to the Commission,</p> <p>(b)</p> |

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| (b) not to discharge an order following such a review. | (c) if the order in question was made under section 18(1)(i), any person suspended by it, and (d) any other person who is or may be affected by the order. | make the discharge of the order subject to savings or other transitional provisions, (c) remove any savings or other transitional provisions to which the discharge of the order was subject, (d) discharge the order in whole or in part (whether subject to any savings or other transitional provisions or not). |
| Order made by the Commission under section 18A(2) of this Act which suspends a person's membership of a charity. | The persons are— (a) the person whose membership is suspended by the order, and (b) any other person who is or may be affected by the order. | Power to quash the order and (if appropriate) remit the matter to the Commission. |
| Order made by the Commission under section 19A(2) of this Act which directs a person to take action specified in the order. | The persons are any person who is directed by the order to take the specified action. | Power to quash the order and (if appropriate) remit the matter to the Commission. |
| Order made by the Commission under section 19B(2) of this Act which directs a person to apply property in a specified manner. | The persons are any person who is directed by the order to apply the property in the specified manner. | Power to quash the order and (if appropriate) remit the matter to the Commission. |
| Order made by the Commission under section 23(2) of this Act in relation to any land vested in the official custodian in trust for a charity. | The persons are— (a) the charity trustees of the charity, (b) (if a body corporate) the charity itself, and (c) | Power to— (a) quash the order and (if appropriate) remit the matter to the Commission, (b) |

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| | any other person who is or may be affected by the order. | substitute for the order any other order which could have been made by the Commission, (c) add to the order anything which could have been contained in an order made by the Commission. |
| Decision of the Commission not to make a common investment scheme under section 24 of this Act. (Review Only) | The persons are— (a) the charity trustees of a charity which applied to the Commission for the scheme, (b) (if a body corporate) the charity itself, and (c) any other person who is or may be affected by the decision. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Decision of the Commission not to make a common deposit scheme under section 25 of this Act. (Review Only) | The persons are— (a) the charity trustees of a charity which applied to the Commission for the scheme, (b) (if a body corporate) the charity itself, and (c) any other person who is or may be affected by the decision. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Decision by the Commission not to make an order under section 26 of this Act in relation to a charity. (Review Only) | The persons are— (a) the charity trustees of the charity, and (b) (if a body corporate) the charity itself. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Direction given by the Commission under section 28 of this Act in relation to | The persons are— (a) the charity trustees of the charity, | Power to— (a) quash the direction |

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| an account held in the name of or on behalf of a charity. | (b) (if a body corporate) the charity itself, and (c) any other person who is or may be affected by the order. | and (if appropriate) remit the matter to the Commission, (b) substitute for the direction any other direction which could have been given by the Commission, (c) add to the direction anything which could have been contained in a direction given by the Commission. |
| Order made by the Commission under section 31 of this Act for the taxation of a solicitor's bill. | The persons are— (a) the solicitor, (b) any person for whom the work was done by the solicitor, and (c) any other person who is or may be affected by the order. | Power to— (a) quash the order, (b) substitute for the order any other order which could have been made by the Commission, (c) add to the order anything which could have been contained in an order made by the Commission. |
| Decision of the Commission not to make an order under section 36 of this Act in relation to land held by or in trust for a charity. (Review Only) | The persons are— (a) the charity trustees of the charity, (b) (if a body corporate) the charity itself, and (c) any other person who is or may be affected by the decision. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Decision of the Commission not to make an | The persons are— (a) | Power to quash the decision and (if |

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| order under section 38 of this Act in relation to a mortgage of land held by or in trust for a charity. (Review Only) | the charity trustees of the charity, (b) (if a body corporate) the charity itself, and (c) any other person who is or may be affected by the decision. | appropriate) remit the matter to the Commission. |
| Order made by the Commission under section 43(4) of this Act requiring the accounts of a charity to be audited. | The persons are— (a) the charity trustees of the charity, (b) (if a body corporate) the charity itself, and (c) any other person who is or may be affected by the order. | Power to— (a) quash the order, (b) substitute for the order any other order which could have been made by the Commission, (c) add to the order anything which could have been contained in an order made by the Commission. |
| Order made by the Commission under section 44(2) of this Act in relation to a charity, or a decision of the Commission not to make such an order in relation to a charity. | The persons are— (a) the charity trustees of the charity, (b) (if a body corporate) the charity itself, (c) in the case of a decision not to make an order, the auditor, independent examiner or examiner, and (d) any other person who is or may be affected by the order or the decision. | Power to— (a) quash the order or decision and (if appropriate) remit the matter to the Commission, (b) substitute for the order any other order of a kind the Commission could have made, (c) make any order which the Commission could have made. |
| Decision of the Commission under section 46(5) of this Act to request | The persons are— (a) the charity trustees, and | Power to quash the decision and (if appropriate) remit |

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| charity trustees to prepare an annual report for a charity. | (b) (if a body corporate) the charity itself. | the matter to the Commission. |
| Decision of the Commission not to dispense with the requirements of section 48(1) in relation to a charity or class of charities. | The persons are the charity trustees of any charity affected by the decision. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Decision of the Commission— (a) to grant a certificate of incorporation under section 50(1) of this Act to the trustees of a charity, or (b) not to grant such a certificate. | The persons are— (a) the trustees of the charity, and (b) any other person who is or may be affected by the decision. | Power to quash— (a) the decision, (b) any conditions or directions inserted in the certificate, and (if appropriate) remit the matter to the Commission. |
| Decision of the Commission to amend a certificate of incorporation of a charity under section 56(4) of this Act. | The persons are— (a) the trustees of the charity, and (b) any other person who is or may be affected by the amended certificate of incorporation. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Decision of the Commission not to amend a certificate of incorporation under section 56(4) of this Act. | The persons are— (a) the trustees of the charity, and (b) any other person who is or may be affected by the decision not to amend the certificate of incorporation. | Power to— (a) quash the decision and (if appropriate) remit the matter to the Commission, (b) make any order the Commission could have made under section 56(4). |
| Order of the Commission under section 61(1) or (2) of this Act which dissolves a charity which is an incorporated body. | The persons are— (a) the trustees of the charity, (b) the charity itself, and (c) any other person who is or may | Power to— (a) quash the order and (if appropriate) remit the matter to the Commission, (b) |

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| | be affected by the order. | substitute for the order any other order which could have been made by the Commission, (c) add to the order anything which could have been contained in an order made by the Commission. |
| Decision of the Commission to give, or withhold, consent under section 64(2), 65(4) or 66(1) of this Act in relation to a body corporate which is a charity. | The persons are— (a) the charity trustees of the charity, (b) the body corporate itself, and (c) any other person who is or may be affected by the decision. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Order made by the Commission under section 69(1) of this Act in relation to a company which is a charity. | The persons are— (a) the directors of the company, (b) the company itself, and (c) any other person who is or may be affected by the order. | Power to— (a) quash the order and (if appropriate) remit the matter to the Commission, (b) substitute for the order any other order which could have been made by the Commission, (c) add to the order anything which could have been contained in an order made by the Commission. |
| Order made by the Commission under section 69(4) of this Act which gives directions to a person or to charity trustees. | The persons are— (a) in the case of directions given to a person, that person, (b) | Power to— (a) quash the order, (b) substitute for the |

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| Decision of the Commission under section 69E of this Act to grant an application for the constitution of a CIO and its registration as a charity. | <p>in the case of directions given to charity trustees, those charity trustees and (if a body corporate) the charity of which they are charity trustees, and</p> <p>(c) any other person who is or may be affected by the directions.</p> | <p>order any other order which could have been made by the Commission,</p> <p>(c) add to the order anything which could have been contained in an order made by the Commission.</p> <p>Power to quash the decision and (if appropriate)—</p> <p>(a) remit the matter to the Commission,</p> <p>(b) direct the Commission to rectify the register of charities.</p> |
| Decision of the Commission under section 69E of this Act not to grant an application for the constitution of a CIO and its registration as a charity. | <p>The persons are—</p> <p>(a) the persons who made the application, and</p> <p>(b) any other person who is or may be affected by the decision.</p> | <p>Power to—</p> <p>(a) quash the decision and (if appropriate) remit the matter to the Commission,</p> <p>(b) direct the Commission to grant the application.</p> |
| Decision of the Commission under section 69H of this Act not to grant an application for the conversion of a charitable company or a registered society into a CIO and the CIO's registration as a charity. | <p>The persons are—</p> <p>(a) the charity which made the application,</p> <p>(b) the charity trustees of the charity, and</p> <p>(c) any other person who is or may be affected by the decision.</p> | <p>Power to—</p> <p>(a) quash the decision and (if appropriate) remit the matter to the Commission,</p> <p>(b) direct the Commission to grant the application.</p> |

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| Decision of the Commission under section 69K of this Act to grant an application for the amalgamation of two or more CIOs and the incorporation and registration as a charity of a new CIO as their successor. | The persons are any creditor of any of the CIOs being amalgamated. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Decision of the Commission under section 69K of this Act not to grant an application for the amalgamation of two or more CIOs and the incorporation and registration as a charity of a new CIO as their successor. | The persons are— (a) the CIOs which applied for the amalgamation, (b) the charity trustees of the CIOs, and (c) any other person who is or may be affected by the decision. | Power to— (a) quash the decision and (if appropriate) remit the matter to the Commission, (b) direct the Commission to grant the application. |
| Decision of the Commission to confirm a resolution passed by a CIO under section 69M(1) of this Act. | The persons are any creditor of the CIO. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Decision of the Commission not to confirm a resolution passed by a CIO under section 69M(1) of this Act. | The persons are— (a) the CIO, (b) the charity trustees of the CIO, and (c) any other person who is or may be affected by the decision. | Power to— (a) quash the decision and (if appropriate) remit the matter to the Commission, (b) direct the Commission to confirm the resolution. |
| Decision of the Commission under section 72(4) of this Act to waive, or not to waive, a person's disqualification. | The persons are— (a) the person who applied for the waiver, and (b) any other person who is or may be affected by the decision. | Power to— (a) quash the decision and (if appropriate) remit the matter to the Commission, (b) substitute for the |

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| Order made by the Commission under section 73(4) of this Act in relation to a person who has acted as charity trustee or trustee for a charity. | The persons are— (a) the person subject to the order, and (b) any other person who is or may be affected by the order. | decision any other decision of a kind which could have been made by the Commission. Power to— (a) quash the order and (if appropriate) remit the matter to the Commission, (b) substitute for the order any other order which could have been made by the Commission. |
| Order made by the Commission under section 73C(5) or (6) of this Act requiring a trustee or connected person to repay, or not to receive, remuneration. | The persons are— (a) the trustee or connected person, (b) the other charity trustees of the charity concerned, and (c) any other person who is or may be affected by the order. | Power to— (a) quash the order and (if appropriate) remit the matter to the Commission, (b) substitute for the order any other order which could have been made by the Commission. |
| Decision of the Commission to notify charity trustees under section 74A(2) of this Act that it objects to a resolution of the charity trustees under section 74(2) or 74C(2). | The persons are— (a) the charity trustees, and (b) any other person who is or may be affected by the decision. | Power to quash the decision. |
| Decision of the Commission not to concur under section 75A of this Act with a resolution of charity trustees under section 75A(3) or 75B(2). | The persons are— (a) the charity trustees, (b) (if a body corporate) the charity itself, and (c) any other person who is or may | Power to quash the decision and (if appropriate) remit the matter to the Commission. |

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| | be affected by the decision. | |
| Decision of the Commission to withhold approval for the transfer of property from trustees to a parish council under section 79(1) of this Act. | The persons are— (a) the trustees, (b) the parish council, and (c) any other person who is or may be affected by the decision. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Order made by the Commission under section 80(2) of this Act in relation to a person holding property on behalf of a recognised body or of any person concerned in its management or control. | The persons are— (a) the person holding the property in question, and (b) any other person who is or may be affected by the order. | Power to quash the order and (if appropriate) remit the matter to the Commission. |
| Decision of the Commission not to give a direction under section 96(5) or (6) of this Act in relation to an institution or a charity. | The persons are the trustees of the institution or charity concerned. | Power to quash the decision and (if appropriate) remit the matter to the Commission. |
| Decision of the Commission under paragraph 15 of Schedule 5B to this Act to refuse to register an amendment to the constitution of a CIO. | The persons are— (a) the CIO, (b) the charity trustees of the CIO, and (c) any other person who is or may be affected by the decision. | Power to quash the decision and (if appropriate)— (a) remit the matter to the Commission, (b) direct the Commission to register the amendment. |