**<<cs\_t17\_1>>**

**<<## 17.1 Acknowledgement of appeal ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

Dear Sir / Madam,

**ACKNOWLEDGEMENT OF APPEAL**

**Employment Tribunals Rules of Procedure 2013**

Your

**[select appropriate option]**

**/[levy appeal]**

**/ [appeal against a prohibition notice under the Health & Safety at Work Etc Act 1974]**

**/ [appeal against an improvement notice under the Health & Safety at Work Etc Act 1974] / [appeal against an unlawful act notice]**

**/ [appeal against a national minimum wage enforcement or penalty notice]**

**/ [appeal against [ ]]**

has been accepted.

It has been given the above case number, which you should quote in all correspondence.

I have sent a copy of your claim to the respondent(s). Any response will be copied to you.

A copy of the booklet "Making a claim to an Employment Tribunal" provides guidance on how you can appeal to an Employment Tribunal against an Industrial Training Levy imposed by an Industry Training Board, How to appeal to an Employment Tribunal against a notice of underpayment issued under the National Minimum Wage Act can be found on the following link:

[www.gov.uk/government/publications/making-a-claim-to-an-employment-tribunal-t420](http://www.gov.uk/government/publications/making-a-claim-to-an-employment-tribunal-t420)

If you do not have access to the internet, a paper copy can be obtained by telephoning the tribunal office dealing with the claim.

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<else\_t17\_2>>**

**<<## 17.2 Notice of appeal ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

Dear Sir / Madam,

**NOTICE OF APPEAL**

**Employment Tribunals Rules of Procedure 2013**

The Tribunal office has received a Notice of Appeal against

**[select appropriate option]**

**/[an industrial training levy]**

**/[a prohibition notice under the Health & Safety at Work Etc Act 1974]**

**/[an improvement notice under the Health & Safety at Work Etc Act 1974]**

**/[an unlawful act notice]**

**/[a national minimum wage enforcement or penalty notice]**

**/[a [ ]] in which you are named as respondent.**

Any future correspondence relating to this appeal should quote the above case number and should be sent to this office.

**[Would you please send me a copy of the notice which is the subject of the appeal within the next 14 days.]**

You will be given at least 14 days notice of the hearing of the case unless all parties agree to a shorter period.

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<else\_t17\_3>>**

**<<## 17.3 Notice of appeal hearing ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

**NOTICE OF APPEAL HEARING**

**Employment Tribunals Rules of Procedure 2013**

The appeal against

**/[an industrial training levy]**

**/[a prohibition notice under the Health & Safety at Work Etc Act 1974]**

**/[an improvement notice under the Health & Safety at Work Etc Act 1974]**

**/[an unlawful act notice]**

**/[a national minimum wage enforcement or penalty notice]**

**/[a [ ]]** in which you are named as respondent will be heard by an Employment Tribunal at **<<Hearing\_Address>>** commencing on **<<Hearing\_Date\_Time>>** or as soon thereafter on that day as the Tribunal can hear it. The Tribunal may transfer your case at short notice to be heard at another hearing centre within the region.

**<<Hearing\_Duration>>** has been allocated for its full disposal. If you think that is not long enough, you must give your reasons, in writing, and your time estimate within 14 days of this Notice.

You may submit written representations for consideration at the hearing. If so, they must be sent to the tribunal and to all other parties not less than 7 days before the hearing. You will have the chance to put forward oral arguments in any case.

Unless there are exceptional circumstances, no application for a postponement will be granted. Any such application must be in writing.

It is your responsibility to make sure that your witnesses come to the hearing.

If you or anyone coming with you to the Hearing has a disability that makes coming to the Hearing or communicating difficult, please tell the Tribunal office dealing with your case as soon as possible. We will make reasonable adjustments to the way we deliver our service where we can.

When the Hearing Clerk comes to record details of your attendance and collect bundles or information from you, please talk to them about any disability issues so they can arrange for a Personal Emergency Evacuation Plan (PEEP) to be set up in case there is an emergency evacuation of the building. In some offices the Hearing rooms might be more than 3 floors from ground level. If that will be a problem for you, please call the hearing centre/office as soon as possible to discuss alternative arrangements.

A copy of the booklet ‘The hearing’ can be found on our website at [www.gov.uk/government/collections/employment-tribunal-forms](http://www.gov.uk/government/collections/employment-tribunal-forms)

A location map for the office can be found at

[www.gov.uk/guidance/employment-tribunal-offices-and-venues](http://www.gov.uk/guidance/employment-tribunal-offices-and-venues)

If you do not have access to the internet, paper copies can be obtained by telephoning the tribunal office dealing with the claim.

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<else\_t17\_4>>**

**<<## 17.4 H & S Appeal Suspension. Written reps – rule 105 ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

Dear Sir / Madam,

**HEALTH & SAFETY AT WORK ETC ACT 1974: NOTICE OF APPEAL**

**Employment Tribunals Rules of Procedure 2013**

The Tribunal office has received an application by the appellant under section 24(3)(b) of the Health and Safety at Work etc. Act 1974 for a direction suspending the operation of the prohibition notice until the appeal is determined or withdrawn.

A copy of the application is enclosed for the respondent. The respondent may submit written representations by **[*insert date*].**

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<else\_t17\_5>>**

**<<## 17.5 H&S Appeal suspension judgment – rule 105 ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>>  or    <<respondent\_full\_name>>,  <<respondent\_addressUK>>  <<respondent\_email\_address>>  delete as applicable | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

IN THE MATTER OF the Employment Tribunals Rules of Procedure 2013, Rule 105

AND upon the appellant’s application under section 24(3)(b) of the Health and Safety at Work etc. Act 1974 for a direction suspending the operation of the prohibition notice until the appeal is determined or withdrawn

**DIRECTION**

IT IS DIRECTED that

1. the application should not be determined separately from the full hearing of the appeal
2. the operation of the prohibition notice be suspended until the appeal is determined or withdrawn
3. the appellant’s application is dismissed
4. the application be determined at a hearing at **<<Hearing\_Address>>** on **<<Hearing\_Date\_Time>>***.*

**REASONS**

**[insert reasons]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Judge [**Judge surname]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIRECTION SENT TO THE PARTIES ON **[insert date]**

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<else\_t17\_6>>**

**<<## 17.6 Notes for Health & Safety or Levy appeal Judgment – rules 104 & 105 ##>>**



**EMPLOYMENT TRIBUNALS**

**NOTES ON TRIBUNAL JUDGMENTS**

**(RELATING TO [HEALTH & SAFETY APPEALS] [INDUSTRIAL TRAINING LEVY APPEALS])**

**1. The Judgment of the Employment Tribunal is set out in the enclosed document.**

**2. If you are dissatisfied with the judgment on a point of law, you may appeal to the Queen’s Bench Division of the High Court.**

**3. The procedure for appealing to the High Court is set out in Part 52 of the Civil Procedure Rules 1998, in particular at Part 52.4 (2) . You must file the notice of appeal at the High Court within** 21 days after the date of the decision of the Tribunal **(or such longer or shorter period as the Tribunal has directed).** **Copies of the notice of appeal should be sent to the Tribunal office which has dealt with your case.**

**4. The Employment Tribunal can be asked to reconsider its judgment, but only in circumstances described in Rule 70 of the Employment Tribunal Rules of Procedure 2013.**

**<<else>>**

**<<## 17.7 Acknowledgement of Withdrawal of appeal ##>>**



**EMPLOYMENT TRIBUNALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To: | <<claimant\_full\_name>>,  <<claimant\_addressUK>>  <<claimant\_email\_address>> | | | <<Court\_Address>>  <<Court\_Telephone>>  <<Court\_Fax>>  <<Court\_DX>>  **e-mail: <<Court\_Email>>** |
| Your Ref | |  |  | |
| Date | | <<TODAY\_DATE>> |

**Case Number:** <<Case\_No>>

|  |  |  |
| --- | --- | --- |
| **Claimant**  <<Claimant>> | **v** | **Respondent**  <<Respondent>> |

Dear Sir / Madam,

**ACKNOWLEDGMENT OF WITHDRAWAL OF APPEAL**

**Employment Tribunals Rules of Procedure 2013**

The Tribunal Office acknowledges receipt of notification that the appellant has withdrawn **[the appeal] / [part of the appeal]**. No further action will be taken in relation to **[the appeal] / [that part of the appeal**].

|  |
| --- |
| Yours faithfully,  <<Clerk**>>**  For the Tribunal Office |

**<<es\_>>**