



UPPER TRIBUNAL  
ADMINISTRATIVE APPEALS CHAMBER

Office stamp  
(date received)

APPLICATION FOR PERMISSION TO APPEAL or  
NOTICE OF APPEAL  
from First-tier Tribunal (Social Entitlement Chamber)

This form is for use only by the Secretary of State, Her Majesty's Revenue and Customs, the Child Maintenance and Enforcement Commission or a local authority (other than as a compensator).

Please → Use black ink  
→ Complete the form in  
CAPITALS

→ Use another sheet of paper if there is not enough space  
for you to say everything. (Please put the names of  
the Applicant/ Appellant and Respondent(s) at the top of  
the sheet.)

**A** About the Applicant/Appellant

Is the Applicant/Appellant the Secretary of State, Her Majesty's Revenue and Customs, the Child Maintenance and Enforcement Commission or a local authority?

Secretary of State ☐ Child Maintenance and Enforcement Commission ☐

Her Majesty's Revenue and Customs ☐

Local authority ☐ Name of authority

Please give details of the Applicant's/Appellant's representative to whom correspondence should be sent.

Name of representative

Address of representative

Postcode

Daytime telephone number  Reference no. (if any)

**B** About the Respondents

First Respondent Surname

Other names

Address

Postcode

**B (continued)****About the Respondent(s)**Second  
Respondent  
(if any)

Surname

Other names

Address

Postcode

Third Respondent  
(if any)

Surname

Other names

Address

Postcode

If any of the Respondents is a child or has died or is otherwise unable to act on their own behalf and a person has been appointed to act on their behalf, please give the Appointee's details as well as the Respondent's.

**C****About the First- tier Tribunal which decided the case**

Where did the tribunal make the decision?  
This information will be on the decision  
notice.

What was the date of the tribunal's decision?  
This will also be on the decision notice.

What was the tribunal's register number?  
This will also be on the decision notice.

Is there a written statement of reasons for the tribunal's decision ?

Yes

☐

When did the tribunal send it ?

This will be the date on the letter that came with  
it.

No

☐

Please say why not

*If you want to say more, please use another sheet of paper*

## D

Remember that an appeal can succeed only if the tribunal was wrong on one or more **points of law**. Please state what error of law you consider the tribunal has made.

[illegible]

*If you want to say more, please use another sheet of paper*

*Please turn over*

**E****Application/Appeal to the Upper Tribunal**

There must be an application to the First-tier tribunal for permission to appeal before this form is completed

Did the First-tier Tribunal refuse to admit your application because you were late? No ☐ Yes ☐

If the answer to either of the above questions is "yes", please apply for an extension of time and explain the delay

Has more than one month passed since the First-tier Tribunal sent you notice of the grant or refusal of permission to appeal or notice that your application has not been admitted? No ☐ Yes ☐

*If you want to say more, please use another sheet of paper*

If this is an application for permission to appeal, do you wish there to be an oral hearing before The Upper Tribunal at this stage? (Do not answer this question if the First-tier Tribunal has granted permission to appeal.)

No ☐

Yes ☐

Please say why

Would you like the hearing to be in private?

No ☐

Yes ☐

Please say why

**I apply for permission to appeal or I appeal** against the decision of the First-tier tribunal.

Signature

Date

/ /

If the First-tier Tribunal hearing was in **England or Wales**, send this form to:

The Upper Tribunal (Administrative Appeals Chamber), 11<sup>TH</sup> Floor Cardinal Tower, 12 Farringdon Road, London, EC1M 3HS. Tel: 020 7549 4660 Fax: 020 7549 4668.

If the First-tier Tribunal hearing was in **Scotland**, send this form to:

The Upper Tribunal Office (Administrative Appeals Chamber), George House, 126 George Street, Edinburgh EH2 4HH.

**You MUST enclose the following documents with this form -**

- a copy of the decision notice issued by the First-tier Tribunal,
- a copy of the written statement of reasons for the tribunal's decision (if one has been issued),
- the letter giving notice of the First-tier Tribunal's decision to refuse or grant permission to appeal.

**Please also send -**

- a copy of any Appointment to Act (if someone has been appointed to act on behalf of a Respondent).

**IF YOU DO NOT SEND THESE DOCUMENTS THE APPEAL MAY BE DELAYED OR NOT ADMITTED.**

The Upper Tribunal Office will let the Applicant's/Appellant's representative know when they have received this form.

