



**PENSIONS APPEAL COMMISSIONERS**

Commissioners' Office stamp  
(date received)

**APPLICATION FOR LEAVE TO APPEAL  
and  
NOTICE OF APPEAL**

You **must** apply to the Pensions Appeal Tribunal for leave to appeal before you fill in this form.

**Use this form** *either* to apply to the Commissioner for leave to appeal (if the Pensions Appeal Tribunal has refused you leave to appeal or has rejected your application),  
or to appeal to the Commissioner (if the Pensions Appeal Tribunal has granted you leave to appeal).

*I gael y ffurflen hon yn y Gymraeg, ysgrifennwch, ffoniwch, anfon ffacs neu e-bost at Swyddfa'r Comisiynywyr:* The Commissioners' Office,  
3<sup>rd</sup> floor, Procession House,  
55 Ludgate Hill,  
London EC4M 7JW

**Please** Use black ink and complete the form in CAPITALS.  
Use another sheet of paper if there is not enough space for you to say everything.  
(Please put your name at the top of the sheet.)

**A**

**About the Applicant/Appellant**

Where the application/appeal is being made on behalf of a person who has died, that person's name should be put on this page. Write "deceased" in the space for the address. There is space on the next page for the details of the Designated Person who is acting on his or her behalf.

There is also space on the next page for the details of a representative.

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Surname

Other names

Address

Postcode

Daytime telephone number

Date of birth

**B****About any Designated Person and/or Representative**

Has anyone been designated to act on the Applicant's/Appellant's behalf because the Applicant/Appellant has died ?

No ☐

Yes ☐

Name of Designated Person

Address of Designated Person

Postcode

Daytime telephone number

Does the Applicant/Appellant/Designated Person have a representative ?

No ☐

Yes ☐

Name of representative

Organisation  
(if any)

Address of representative

Postcode

Daytime telephone number

Reference number  
(if any)

## **C** About the Pensions Appeal Tribunal decision

What was the date of the Pensions Appeal Tribunal's decision ? (This will be on the decision notice.)

What was the Pensions Appeal Tribunal's register number ? (This will also be on the decision notice.)

Do you have a written statement of reasons for the Pensions Appeal Tribunal's decision ?

Yes

☐

When did the tribunal send it to you ? (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** Reasons for any delay

Note: You must apply to the Pensions Appeal Tribunal for leave to appeal before you fill in this form

Was your application to the Pensions Appeal Tribunal for leave to appeal rejected because it was late ?

No

☐

Yes

☐

Has more than one month passed since you were sent notice of the Pensions Appeal Tribunal's grant/refusal of leave to appeal or notice of the rejection of the application ?

No

☐

Yes

☐

If the answer to either of the above questions (or both) is "yes", please explain the delay.

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

## Reasons for appealing

**Note:** You can only appeal if you think the Pensions Appeal Tribunal is wrong on one or more **points of law**.

Please state what error of law you consider the Pensions Appeal Tribunal has made.

[illegible]

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

**F****Request for an oral hearing of an Application**

Has the Pensions Appeal Tribunal given you leave to appeal ?

Yes ☐ Go straight to Part G on the next page.

No ☐ You are applying to the Commissioner for leave to appeal. Do you or your representative wish to have **an oral hearing** before a Commissioner at this stage ?

No ☐

Yes ☐ Please say why

Would you like the hearing to be in private ?

No ☐

Yes ☐ Please say why

## **G** Application/Appeal to a Commissioner

**I apply for leave to appeal** against the decision of the Pensions Appeal Tribunal  
*or*

**I appeal** against the decision of the Pensions Appeal Tribunal.

**I authorise** my representative named in Part B above to act on my behalf in all proceedings before the Commissioner.\* (\* Delete if you have no representative or you are a solicitor filling in this form on behalf of a client)

Applicant's/Appellant's/  
Designated Person's signature

Date

### **AFTER YOU HAVE COMPLETED THIS FORM –**

If the Pensions Appeal Tribunal was in **England or Wales**, send the form and the documents listed below to –

The Commissioners' Office,  
3<sup>rd</sup> floor, Procession House,  
55 Ludgate Hill,  
London EC4M 7JW.

If the Pensions Appeal Tribunal was in **Scotland**, send the form and the documents listed below to –

The Commissioners' Office in Scotland,  
23 Melville Street,  
Edinburgh EH3 7PW

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

- **a copy of the decision notice issued by the Pensions Appeal Tribunal,**
- **a copy of the written statement of reasons for the Pensions Appeal Tribunal's decision** (if one has been issued),
- **the letter from the Pensions Appeal Tribunal telling you that the chairman has granted or refused you leave to appeal or has rejected your application for leave to appeal,**
- **a copy of the funding notice or legal aid certificate** (only if the Applicant/Appellant/Designated Person has a solicitor and funding for the case has been granted by the Legal Services Commission or the Scottish Legal Aid Board).

**IF YOU DO NOT SEND THESE DOCUMENTS YOUR APPEAL MAY BE REJECTED OR DELAYED.**

The Commissioners' Office will let you know when they have received this form.  
Contact the office if you are not told within a week that the form has been received.