



**SOCIAL SECURITY COMMISSIONERS  
CHILD SUPPORT COMMISSIONERS**

Commissioners' Office stamp  
(date received)

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

You **must** apply to the tribunal chairman for leave to appeal before you fill in this form (**except** in a tax credit penalty case or a child trust fund penalty case).

**Use this form** *either* to apply to the Commissioner for leave to appeal (if the tribunal chairman has refused you leave to appeal or has rejected your application),  
*or* to appeal to the Commissioner (if the chairman has granted you leave or the case involves a tax credit penalty or a child trust fund penalty).

**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 a child or other person unable to act for themselves is appealing, that person will be the Applicant/Appellant. There is space on the next page for the name of an Appointee or Representative.

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Surname

Other names

Address

Postcode

Daytime telephone number

Date of birth

***Child support cases only***

If this case concerns child support maintenance, please give the names of each of the parties to the case (other than the Secretary of State). One of them will be you.

Person with care of the child(ren)	<input type="text"/>
Non-resident parent	<input type="text"/>
Child applicant (This applies only in Scotland in a case where a child has applied for child support maintenance.)	<input type="text"/>

**B****About any Appointee and/or Representative**

Has anyone been appointed to act on the Applicant's/Appellant's behalf because the Applicant/Appellant has died or is a child or is otherwise unable to act ?

No ☐

Yes ☐

Name of Appointee

Address of Appointee

Postcode

Daytime telephone number

Does the Applicant/Appellant/Appointee 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 tribunal which decided your 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.)

Do you have a written statement of reasons for the 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 a tribunal chairman for leave to appeal before you fill in this form (except in a tax credit penalty case or a child trust fund penalty case).

Was your application to the chairman for leave to appeal rejected because it was late ?

No ☐

Yes ☐

Has more than one month passed since you were sent notice of the tribunal chairman's grant/refusal of leave to appeal or notice of the chairman's rejection of the application (or since you were sent the tribunal's decision in a tax credit penalty case or a child trust fund penalty case) ?

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 tribunal was wrong on one or more **points of law** (except in a tax credit penalty case or a child trust fund penalty case, when you are not limited to points of law).

Please state what error of law you consider the tribunal has made. (In a tax credit penalty case or child trust fund penalty case, you can also give any other reasons why you consider the penalty was excessive.)

[illegible]

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

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

N.B. This section is concerned only with oral hearings of applications for leave to appeal. If you are given leave to appeal, you will be given the opportunity to ask for an oral hearing of the appeal at a later stage when you have seen all the written submissions in the case.

Has an appeal tribunal chairman given you leave to appeal *or* is this a tax credit penalty case or a child trust fund penalty case ?

Yes ☐ **Your case is an appeal.** 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 ?

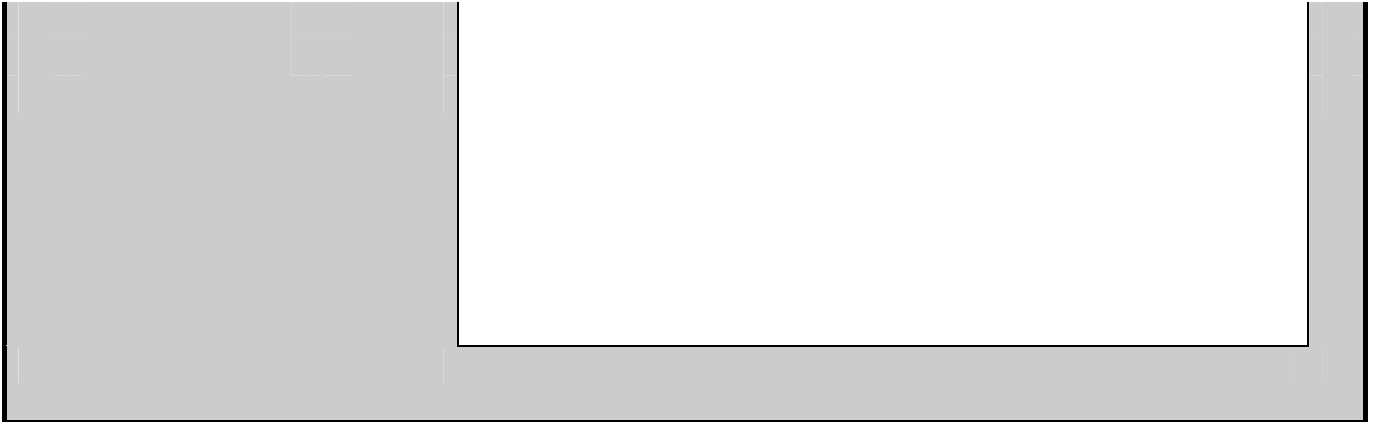
No ☐

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 tribunal  
*or*

**I appeal** against the decision of the 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/Appointee's signature

Date

 /  / 

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

If the appeal tribunal hearing was in **England or Wales**, send the form to –

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

If the appeal tribunal hearing was in **Scotland**, send the form to –

The Commissioners' Office in Scotland  
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 tribunal,**
- **a copy of the written statement of reasons for the tribunal's decision** (if one has been issued),
- **the letter from the tribunal telling you that the chairman has granted or refused you leave to appeal or has rejected your application for leave to appeal** (except in a tax credit penalty case or a child trust fund penalty case),
- **a copy of the funding notice or legal aid certificate** (if the Applicant/Appellant/Appointee has a solicitor and funding for the case has been granted by the Legal Services Commission or the Scottish Legal Aid Board).

**Please also send a copy of any Appointment to Act** (if an appointee is acting on behalf of the Applicant/Appellant or the Applicant/Appellant has died).

**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.

