



Tribunals Service
Upper Tribunal

**Appealing to the
ADMINISTRATIVE APPEALS
CHAMBER OF THE
UPPER TRIBUNAL**

**Against decisions of the First-tier
Tribunal in
Information Rights Cases
(General Regulatory Chamber)**

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Introduction

About this leaflet

This leaflet is to help both members of the public and advisors.

Onward Appeals

In most **information rights cases** your initial appeal will have been decided by the **General Regulatory Chamber of the First-tier Tribunal** and you then have a further right to appeal (with permission) to the Administrative Appeals Chamber of the Upper Tribunal. This leaflet describes what steps you need to take to appeal, once you have asked the First-tier Tribunal judge for permission to appeal. It explains what will happen to an appeal, in the Administrative Appeals Chamber of the Upper Tribunal, once it has been made. It also lists the stages that take place before the judge decides an appeal.

First Instance Appeals

There are two types of **information rights case** where your appeal to the **General Regulatory Chamber of the First-tier Tribunal** will not be decided by the **First-tier Tribunal** but will instead be transferred to the **Administrative Appeals Chamber of the Upper Tribunal** to be decided there. The two types of case are:

Discretionary Transfers

Where it is decided that a first-instance appeal should be transferred to the Upper Tribunal.

National Security Certificate Appeals

Where a first-instance appeal is automatically referred from the Information Tribunal to the Upper Tribunal, in cases where a Minister of the Crown has issued a certificate on grounds of national security (NSCA).

The leaflet also explains what happens in these two types of first instance appeal.

However, you should bear in mind that this leaflet is only a guide and does not have legal status. It does not cover all aspects of every situation, nor does it provide a full interpretation of the procedural rules.

In particular the leaflet does not describe any of the procedures in the First-tier Tribunal or how to apply for permission to appeal to the First-tier Tribunal judge, which is an essential first step in appealing to the Upper Tribunal. The First-tier Tribunal will have provided information about this.

There is a section, at the end of this leaflet, in which the meaning of some words used in this leaflet, or in documents which you may receive from the Upper Tribunal Office, is explained.

We recommend that you keep this leaflet for reference throughout your dealings with our office.

What is the Administrative Appeals Chamber of the Upper Tribunal?

- The Upper Tribunal is an appellate tribunal created by the Tribunals, Courts and Enforcement Act 2007. The Administrative Appeals Chamber is the part of the Upper Tribunal which hears and decides appeals on point of law from decisions in Information Rights cases of the General Regulatory Chamber of the First-tier Tribunal.
- In addition to the Information Rights cases covered in this leaflet, the Administrative Appeals Chamber also deals with Consumer Credit, Estate Agents, Transport, Claims Management, Gambling, Immigration Services and Local Authority onward appeals. (Guidance on these areas can be found in a separate leaflet ('Explanatory Leaflet (General Regulatory Chamber)' which can be found at <http://www.administrativeappeals.tribunals.gov.uk/FormsGuidance/howToAppeal.htm>)
- The Administrative Appeals Chamber of the Upper Tribunal consists of High Court judges and other specialist judges appointed by the Queen. All judges are independent of, and in no way connected to the Information Commissioner.
- The judges sitting in the Administrative Appeals Chamber of the Upper Tribunal decide appeals on point of law from First-tier Tribunal decisions
- There is a small team of in-house lawyers called Registrars who may assist the Upper Tribunal judges. They have been authorised by the Senior President of Tribunals to deal with procedural stages of cases. **A judge will always decide an application for permission to appeal and an appeal.**
- **As the Upper Tribunal judges give judicial decisions neither they, nor their Registrars, nor any staff of the Upper Tribunal office, can give legal advice.** A Citizen's Advice Bureau or similar organisation may be able to assist you.

Where is the office of the Administrative Appeals Chamber of the Upper Tribunal?

London Office

There is an office in London headed by the Tribunal Manager, which deals with appeals from First-Tier Tribunal decisions in England and Wales in Information Rights cases. The administrative staff process applications for permission to appeal and appeals, prepare case files for the judges, arrange oral hearings and deal with correspondence and queries.

The address of the office is:

5th Floor, Chichester Rents,
81 Chancery Lane,
London,
WC2A 1DD

Telephone: 020 7911 7085 ((9am-5pm)
Fax: 020 7911 7093
Email: adminappeals@tribunals.gsi.gov.uk

Welsh Office

If your First-tier Tribunal case was heard in Wales or you live in Wales you may send the form for applying for permission to appeal or for appealing to the London office or you may send it to:

Upper Tribunal (Administrative Appeals Chamber)
Civil Justice Centre
2 Park Street
Cardiff
CF10 1ET

Scottish Office

There is an office of the Upper Tribunal in Edinburgh dealing with appeals from First-Tier Tribunal decisions in Scotland. The address is:

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

Telephone 0131 271 4310 (9am–5pm)
Fax 0131 271 4398
Email osscc@osscc-scotland.org.uk

Northern Ireland Office

Upper Tribunal (Administrative Appeals Chamber)
3rd Floor, Bedford House
16-22 Bedford Street
Belfast
BT2 7FD

Telephone 028 9072 8736

First-Instance Appeals (including National Security Appeal cases)

First-instance appeals must be lodged with the First-tier Tribunal at the following address:

First-tier Tribunal (Information Rights)
Team Tribunals Operational Support Centre
PO Box 6987
Leicester
LE1 6ZX

Telephone 0845 600 0877
Fax 0116 249 4253

National Security Appeal cases, once they have been transferred to the Upper Tribunal, will continue to be handled by a specialist unit of the Administrative Appeals Chamber at the above address.

ONWARD APPEALS

Who can appeal to the Upper Tribunal?

Appeals by those who appealed to the First-tier Tribunal

- Individuals and others who appealed to the First-tier Tribunal may appeal to the Upper Tribunal from the decision of that tribunal.

Appeals by other parties to the appeal

- If you won your case at the First-tier Tribunal, it is still possible for the Information Commissioner or another party to appeal to the Upper Tribunal
- You will be told if they wish to appeal.
- The same rules about applying for permission to appeal apply to all “official” appeals as would apply to an appeal made by you. These rules are explained briefly in the sections “**Before you can appeal**” and “**How to appeal**”.
- If they are given permission to appeal by a First-tier Tribunal judge you will be told by the First-tier Tribunal office.
- You will be entitled to make comments in writing before the Upper Tribunal judge decides the appeal. You will also be able to ask for an oral hearing if you wish.

Before you can appeal

If you wish to challenge the decision of a **First-tier Tribunal** you must always have applied first to the First-tier Tribunal judge for permission to appeal. The First-Tier Tribunal will have told you how to do this.

Reasons (grounds) for appealing

You can only appeal against the decision of a First-tier Tribunal if it was **wrong in law**. Examples of where the tribunal may be wrong in law include:

- The tribunal did not apply the correct law or wrongly interpreted the law.
- The tribunal made a procedural error.
- The tribunal had no evidence, or not enough evidence, to support its decision.

- The tribunal did not give adequate reasons for its decision in the written statement of its reasons.

These are only examples and the tribunal may be wrong in law for some other reason not mentioned here.

If you have a representative, you should ask your representative to advise you about the grounds of appeal and to help you to complete the necessary form for appealing.

You must always give full details of your reasons for appealing

How to Appeal

In general

Once you have applied to the First-Tier Tribunal judge for permission to appeal to the Upper Tribunal -

- If the **First-Tier Tribunal judge refuses you permission, or does not admit your application because you were late, you may apply to an Upper Tribunal judge** for permission to appeal
- If the **First-Tier Tribunal judge grants you permission** to appeal, **you should send your appeal** to the Upper Tribunal.

Details of what you need to do are set out below. They are also set out in the special form for applying for permission or appealing and the Notes, which go with the form.

Suspension of the First-tier Tribunal Decision

The decision of the First-tier Tribunal may be suspended either by that tribunal or by the Upper Tribunal. If you wish to apply to the Upper Tribunal for suspension please say so on the application form.

How to apply to a judge in the Upper Tribunal for permission to appeal

- If the **First-Tier Tribunal judge** refuses your application for permission to appeal, **or does not admit your application because you were late**, you may apply for permission to appeal direct to the Upper Tribunal judge. **You must always have applied to the First-Tier Tribunal judge first.**

- The **First-Tier Tribunal** will send you a letter telling you that the judge has refused you permission to appeal or refused to admit your application. You should then send your application to the Upper Tribunal so that it is **received no later than one month** after the date on the letter notifying you of the First-Tier Tribunal judge's ruling. You should use the form which the First-Tier Tribunal office will give you or, if you cannot get a copy, just write a letter setting out your reasons for appealing.
- You should enclose the necessary documents.
 - A copy of the decision notice issued by the First-tier Tribunal
 - A copy of the written reasons for the tribunal's decision
 - The letter from the First-tier Tribunal telling you that you have been refused permission to appeal or that your application has not been admitted
- You may ask for an oral hearing of your application for permission to appeal. If the Upper Tribunal judge grants your request you will be told the date and place normally at least 14 days in advance
- **If you are late in applying for permission** you must ask for an extension of time and explain why your application was not made in time. Unless the Upper Tribunal judge considers you should be granted an extension of time your application will not be admitted and **you will not be able to appeal.**
- If your application for permission to the First-tier Tribunal was not admitted because you were late you should explain why your application was not made in time. The Upper Tribunal judge may only admit your application if the judge considers it is in the interests of justice. If the Upper Tribunal judge does **not admit your application you will not be able to appeal.**
- You may withdraw your application for permission to appeal at any time before it is decided. You just need to write a letter to the Upper Tribunal office. If you wish to ask for your application to be reinstated you should write to the Upper Tribunal office within one month. If you are late you may ask for an extension of time.

What happens if the Upper Tribunal judge refuses you permission to appeal?

- The office will send you a copy of the judge's ruling refusing you permission to appeal, including the reasons.
- If the Upper Tribunal judge decides your application for permission without an oral hearing and refuses you permission or gives permission on limited grounds or subject to conditions you may apply in writing within 14 days for the decision to be reconsidered at an oral hearing. – **see the section on oral hearings below**
- A refusal of permission to appeal may be set aside by the Upper Tribunal judge if there has been a procedural irregularity in the proceedings and the judge considers that it is in the interests of justice to do so. For example, if a document relating to the proceedings has gone astray or a party or his representative was not present at a hearing. An application to set aside must be made in writing **within one month.**
- There is no right of appeal to the Court of Appeal against a refusal of permission to appeal or refusal to accept a late application. You may also not appeal against the decision of an Upper Tribunal judge to grant permission to appeal to another party.

How to appeal to the Upper Tribunal once you have been granted permission to appeal

- If the First-Tier Tribunal judge grants you permission to appeal, the First-Tier Tribunal office will send you a letter telling you.
- You should then send your appeal to the Upper Tribunal so that it is **received no later than one month** after the date of the letter notifying you of the First-tier Tribunal judge's ruling. You should use the special form if you can. If not, just write a letter saying you wish to appeal and giving your reasons. **If you do not do this you may lose your opportunity to appeal.**

- If you are late you must ask for an extension of time and should explain why your appeal was not made in time. Unless the Upper Tribunal judge considers you should be granted an extension of time your appeal will not be admitted **and you will not be able to appeal**.
- If the Upper Tribunal judge grants you permission to appeal you will not normally have to make a separate appeal. You will be told by the office if you have to.

What happens once permission has been granted?

How will the appeal proceed?

- The Upper Tribunal judge will give reasons for granting permission to appeal (or make directions if permission was granted by the First-Tier Tribunal judge) and you will be told how the appeal is to proceed.
- Once you have appealed to the Upper Tribunal, or an Upper Tribunal judge has granted you permission to appeal, the office will copy the appeal papers, including the notice of appeal to you and the other parties to the case (called respondents). There is a more detailed explanation of who may be a respondent in the section headed '**the Meaning of Words**'.
- If the Information Commissioner or another party has **appealed**, the Upper Tribunal office will ask whether you have a representative and you (or your representative) will be asked if they wish to make comments on the appeal.
- You should note that all comments or observations made by one party will be copied to all the other parties. The office will do this by sending out letters explaining what, if anything, needs to be done next.

What you should do if you wish to withdraw your appeal

- If you have been granted permission to appeal, you need the agreement of the Upper Tribunal to withdraw, so you should explain your reasons. If you then want your appeal to be reinstated you should write to the Upper Tribunal office within one month. If you are late you may ask for an extension of time.

- If the other party to the appeal has appealed you cannot withdraw from the appeal. You do not need to take any part but a decision will be made whether or not you do.

Oral Hearings

Will there be an oral hearing of the appeal?

- You or your representative may ask for an oral hearing of your appeal. You should give your reasons so that the judge can take account of them when deciding whether to hold an oral hearing.
- If the appeal has been made by another party and you are a respondent and the judge decides to have an oral hearing you will be told about it and will be entitled to attend even if you did not ask for a hearing.
- An Upper Tribunal judge can direct an oral hearing even though no one has asked for one.

Arrangements for an oral hearing

- Hearings will usually be in London but can be held in other parts of England or in Wales, Scotland or Northern Ireland. Hearings may also be conducted by video-link. If a hearing in London would be difficult for you, you should explain why and what alternative arrangement would best suit you.

What will happen if there is an oral hearing

- Once the date for an oral hearing has been set, you will be sent a letter with details of the time and place, facilities available and a map to show you how to get there.
- You must normally be given at least 14 days notice of the date of a hearing but usually you will be given more.

- The Upper Tribunal judge will decide the procedure at any oral hearing bearing in mind that appeals to the Upper Tribunal are only on the ground of error of law
- The judge will not usually give a decision at the end of the hearing. It will be sent to you and all other parties after the hearing has taken place.
- Where a case raises a particularly important or difficult point of law, or the Chamber President considers it appropriate, it may be heard by three judges instead of one.

What you should do if you cannot attend an oral hearing

- If you or your representative wishes to ask for the hearing to be postponed the judge or registrar will deal with your request. You should write unless the time is very short in which case you may telephone.
- If you or your representative does not attend the hearing, the judge will decide whether to go ahead without you. If you are delayed on your journey to the hearing, you should make every effort to ring the office to let them know immediately.

The decision of the Upper Tribunal on the appeal

How and when is the appeal decided?

- If there is no oral hearing, the appeal papers will be sent to the Upper Tribunal judge to be decided once all the parties have made their written comments in accordance with the directions made by the judge.
- **The appeal should normally be decided within 20 weeks of the date permission to appeal was granted by the Upper Tribunal judge (or of the date the appeal was received), but it may be longer than that, for instance, if there is an oral hearing or if the case is complex.**

The Judge's decision

- The Upper Tribunal judge may give a decision orally at a hearing but will not normally do so.
- In any event, the Upper Tribunal must always send you a copy of the judge's decision in writing.
- The judge must give reasons for the appeal being allowed or dismissed unless all the parties have agreed otherwise.
- The Upper Tribunal office will send you a copy of the judge's decision. They also send a copy to your representative if you have one and to the other parties to the appeal.
- If the judge has sent your case back to be re-decided by the First-Tier Tribunal, you will receive a letter from that office. If you want to have an oral hearing at the new tribunal, you should say so on the form the First-Tier Tribunal office will send you.
- If the Upper Tribunal judge dismisses your appeal, or the result of the appeal is not wholly favourable to you, you have the right to apply for permission to appeal to the relevant appellate court. The office will send you a letter telling you about your right to appeal. There is more detail about this in the section "**What to do if you are dissatisfied with the decision of an Upper Tribunal judge**" – see below.

Particular issues which may arise on appeals

How much will it cost to appeal?

- There is no fee payable for applying for permission to appeal or for appealing to the Administrative Appeals Chamber of the Upper Tribunal.
- The Upper Tribunal may order one party to pay another party's costs but only if the case has been conducted unreasonably.

Representatives

- It is open to you to have a representative, whether legally qualified or not, to help you fill in the appeal form, deal with letters from the Upper Tribunal office, make and respond to submissions and appear in front of the judge for you if there is an oral hearing.
- If, for any reason your solicitor or other representative stops acting for you, you must notify the Upper Tribunal office otherwise the office are entitled to assume that you are still represented and will send documents to the representative and not to you.

Is legal aid available?

- Legal aid is not generally available within these jurisdictions

What to do if you are dissatisfied with the decisions of the Upper Tribunal

In general

- You may apply to the Upper Tribunal for a decision on an appeal to be set aside on certain limited procedural grounds.
- You may appeal to the relevant appellate court against the decision of Upper Tribunal. **You need permission first.**

How to apply for the decision of the Upper Tribunal to be set aside

- The Upper Tribunal has the power to set aside its decision in limited circumstances where there have been certain procedural errors. If you think there has been a procedural error you should send a written application to set aside so that it is received no later than **one month** after the date of the office letter sending you the Upper Tribunal decision. You should give your reasons.

How to appeal to the relevant appellate court against an Upper Tribunal decision

- The relevant appellate court may be the Court of Appeal in England and Wales, the Court of Session in Scotland or the Court of Appeal in Northern Ireland. Before deciding an application for permission to appeal the Upper Tribunal will specify which of these courts will be the relevant appellate court.
 - There is a right of appeal to the relevant appellate court against the decision of an Upper Tribunal judge if it is wrong in law. You must have permission from the Upper Tribunal, or if the Upper Tribunal refuses, from the court
 - An application for permission to appeal to the relevant appellate court must be received by the Upper Tribunal **within one month of the latest of-**
 - ❖ Written notice of the decision being sent to you, or
 - ❖ your being notified of amended reasons for, or a correction of, the decision following review (see below), or your being notified that an application to set aside (made in time or with an extension of time) has not been successful.
- The time limit may be extended by the Upper Tribunal judge
- You must make your application in writing identifying the alleged error or errors of law and stating the result you ask for.

How the Upper Tribunal considers your application for permission to appeal

- On an application for permission to appeal, the Upper Tribunal may review the decision and may set it aside, amend the reasons for it or correct it if-
 - ❖ when making the decision the judge overlooked a legislative provision or binding authority which could have had a material effect on the decision, or
 - ❖ since the decision, a higher court has made another decision binding on the Upper Tribunal which, if made before the decision, could have had a material effect on it.
- The Upper Tribunal must notify the parties in writing of the outcome of any review.

- If the Upper Tribunal takes any action on review without first giving every party an opportunity to make representations it must allow that party to apply for the action to be set aside and the decision to be reviewed again.
- If the Upper Tribunal does not review, or on review decides not to alter the decision, it must decide whether to grant permission to appeal to the relevant appellate court. It must record the decision in writing and give reasons for refusing permission. It can give permission in respect of only some of the grounds put forward, but if so, must give reasons for its refusal of the other grounds.
- If you are refused permission to appeal by the Upper Tribunal you may renew your application in the relevant appellate court.
- If the Upper Tribunal grants you permission you will need to appeal to the relevant appellate court.
- The time limits are short so if you wish to renew your application or to appeal you should contact the relevant appeal court office as soon as possible. Contact details will be provided when the Upper Tribunal notifies you of the outcome of your application for permission to appeal.

If you wish to appeal to the relevant appellate court, you are advised to take legal advice, as you may become liable for costs.

FIRST-INSTANCE APPEALS

Certain Information Rights cases may be dealt with in the Upper Tribunal instead of the First-tier Tribunal. In these cases (first-instance appeals) Judges of the Upper Tribunal have discretion to direct the procedures. However, cases are likely to proceed in a similar manner to the guidelines outlined above.

Please remember that first-instance appeals **must be lodged with the first-tier tribunal** prior to being transferred to the Upper Tribunal. This is the case even with respect to National Security Certificate Appeals which are automatically referred.

There are two types of cases:

1) Discretionary Transfers

In certain circumstances, the First-tier Tribunal may refer a case or a preliminary issue to the President of the General Regulatory Chamber. If the President, in agreement with the President of the Administrative Appeals Chamber of the Upper Tribunal, directs, this case can be transferred to the Upper Tribunal and determined there.

2) National Security Certificate Appeals

In accordance with the Upper Tribunal rules, when a Minister of the Crown has issued a certificate on grounds of national security (under Section 28 of the Data Protection Act 1998 or Sections 23 and 24 of the Freedom of Information Act 2000), appeals, under the sections detailed below, are automatically transferred to the Upper Tribunal.

- Section 28 of the Data Protection Act 1998
- Section 60 of the Freedom of Information Act 2000
 - Including that section as applied and modified by regulation 18 of the Environmental Information Regulations 2004

Please see <http://www.informationtribunal.gov.uk/> on how to appeal.

How will the appeal proceed?

- The notice of appeal will be distributed to any respondent, the relevant Minister and the Information Commissioner, where he is not the appellant.
- The relevant Minister is then required to respond within 42 days of receiving the notice of appeal.
- If the relevant Minister has not raised any objections to the disclosure of their response, or if the Upper Tribunal has overruled their objection (and the Minister intends to rely on such information in opposing the appeal), this will be distributed to all parties.
- If they have raised an objection that is upheld, where possible, they are required to provide an amended version of the response which will then be distributed.

Amendment and Supplementary Grounds

- With leave of the Tribunal, you may amend your notice of appeal or deliver supplementary grounds of appeal.

Oral Hearing

- The AAC will consider its duty to not disclose information contrary to the interests of national security when considering whether to give a direction that a hearing, or part of it, is to be held in private.
- Where a notice of reasons is provided, following the decision of the hearing, this must be provided to the relevant Minister and the Information Commissioner, if they are not parties.

How much will it cost to appeal?

There is no fee to appeal to the Upper Tribunal, but they may make an order in respect of costs or expenses depending on the outcome of the case.

If the appeal is against a certificate and this is **quashed** to any extent by the Upper Tribunal or **withdrawn** by the relevant Minister an order may be made in your favour and against the Minister. In which case **you may be reimbursed for certain costs and expenses**.

If the appeal is against the application of a certificate:

- If the appeal is **dismissed** to any extent the order may be made against you and in favour of any other party. In which case **you may be liable pay certain costs and expenses**.
- If the appeal is **allowed** to any extent the order may be made in your favour and against any other party. In which case **you may be reimbursed for certain costs and expenses**.

Onward Appeal

- There is no onward right of appeal in National Security Certificate Appeal cases.

The Meaning of Words

The following words are either used in this leaflet or may be used in documents you receive from the office of the Administrative Appeals Chamber of the Upper Tribunal.

- An **appeal** is made by a person (or other party to the appeal) who has been given **permission to appeal**
- An **appellant** is the person, or other body, who is appealing, or applying for permission to appeal. Often, however, a person who is applying for something, including permission to appeal, is called an **applicant**.
- The **Court of Appeal** in **London** is a higher court (for cases in England and Wales) to which you may be able to appeal against an Upper Tribunal decision if it is specified by the Upper Tribunal as the relevant appellate court .
- The **Court of Appeal** in **Belfast** is a higher court (for cases in Northern Ireland) to which you may be able to appeal against an Upper Tribunal decision if it is specified by the Upper Tribunal as the relevant appellate court.
- The **Court of Session** in **Edinburgh** is a higher court (for cases in Scotland) to which you may be able to appeal against an Upper Tribunal decision if it is specified by the Upper Tribunal as the relevant appellate court.
- **Oral hearings** are described in the section titled “**What happens once permission has been granted**”.
- **Permission to appeal** is the first essential step in the appeal process. If you do not have **permission** you will not be able to **appeal**.
- **A point of law, error of law and wrong in law**: examples are given in the section titled “**Reasons for appealing**”. You must bear in mind that there may be other points of law and if you are uncertain you may like to seek advice as described in that section.

- **A procedural error** is something that has gone wrong with the procedure in an appeal. The procedural rules in relation to appeals to the Upper Tribunal are set out in the Tribunal Procedure (Upper Tribunal) Rules 2008 as amended. However, only certain limited errors give you the right to have a decision **set aside**. These are set out in rule 43 of the Rules.
- **A Registrar** is a barrister or solicitor who works in the Upper Tribunal and who is authorised to deal with certain procedural matters. A **judge** will always decide an **application for permission** to appeal or an **appeal**.
- **A Relevant Minister** is the Minister or designated person responsible for the signing of the certificate to which a national security certificate appeal relates.
- **A Response** contains the observations made by a **respondent** in a written document answering the points made in an appeal or the points that the judge has raised in a **Direction**. **A Response** may also be called **observations** or **submissions**.
- **A respondent** is a person who has a right to take part in or oppose an **appeal** that has been made to the Upper Tribunal. If an individual or organisation appeals it will normally be the Information Commissioner.

When the respondent appeals:

- ❖ The individual who won the case at the appeal tribunal will be the respondent.
 - ❖ There may also be other respondents, depending on the type of case. You will be told who they are
- **A Submission** is made by any party in a written document answering the points made in an appeal or the points that the judge has raised in a **Direction**. **Submissions** may also be called **observations**

General Note

A consolidated version of the law governing the procedure on applications to the Upper Tribunal for permission to appeal and appeals is set out in the following document:

The Tribunal Procedure (Upper Tribunal) Rules 2008 - SI 2698/2008 showing amendments made by S.I. 2009/274 and S.I. 2009/1975

which can be found at the bottom of the following webpage, within the 'Publications' section:

<http://www.tribunals.gov.uk/Tribunals/Rules/tribunalprocedurecommittee.htm>

Alternatively, the individual statutory instruments can be found using the search function at: <http://www.opsi.gov.uk>

Further information can be found by consulting part 1 of the Tribunals Courts and Enforcement (TCE) Act 2007 at:

http://www.opsi.gov.uk/acts/acts2007/ukpga_20070015_en_1