



UPPER TRIBUNAL
ADMINISTRATIVE APPEALS CHAMBER

Office stamp
(date received)

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

You **must** apply to the First-tier Tribunal for permission to appeal before you fill in this form.
Use this form *either* (1) **to apply to the Upper Tribunal for permission** to appeal if the First-tier Tribunal refused you permission to appeal or your application was not admitted because you were late or did not have a written statement
or (2) **to appeal to the Upper Tribunal** if the First-tier Tribunal has granted you permission to appeal.

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)

Non-resident parent

Child applicant (This applies only in Scotland in a case where a child has applied for child support maintenance.)

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 been appointed to act because the applicant/appellant 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 First-tier 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 First-tier Tribunal for permission to appeal before you fill in this form

Did the First-tier Tribunal refuse to admit your application because you were late or did not have a written statement?

No ☐

Yes ☐

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 the answer to either of the above questions (or both) is "yes", please apply for an extension of time by giving your reasons for the delay here

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

Reasons for appealing

Note: You can only appeal if you think the First-tier 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

[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 permission to appeal. If you are given permission 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 a First-tier Tribunal given you permission to appeal?

Yes ☐ Your case is an appeal. Go straight to Part G on the next page.

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

No ☐

Yes ☐ Please say why

Would you like the hearing to be in private?

No ☐

Yes ☐ Please say why



Application for permission to Appeal or Appeal to the Upper Tribunal

I apply for permission to appeal against the decision of the First-tier Tribunal
or

I appeal against the decision of the First-tier Tribunal.

I authorise my representative named in Part B above to act on my behalf in all proceedings before the Upper Tribunal.*

(* Delete if you have no representative or you are a solicitor filling in this form on behalf of a client)

Applicant's/Appellant's or Appointee's
signature

Date

After you have filled in the form please send it to the appropriate office below:

If the First-tier Tribunal hearing was in **England** : The Upper Tribunal Office (Administrative Appeals Chamber) 1st Floor Procession House, 55 Ludgate Hill, London, EC4M 7JW. Tel: 020 7029 9850.

If the First-tier Tribunal hearing was in **Wales**, or you live in **Wales**, you may send the form to the London address or to: The Upper Tribunal (Wales), Cardiff Civil Justice Centre, 2 Park Street, Cardiff, Wales, CF10 1ET.

If the First-tier Tribunal hearing was in **Scotland**: The Upper Tribunal (Administrative Appeals Chamber), George House, 126 George Street, Edinburgh EH2 4HH. Tel: 0131 271 4370 Fax: 0131 271 4398.

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 from the First-tier Tribunal telling you that you have been granted or refused permission to appeal or that your application has not been admitted**
- **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 delayed or not be admitted

The 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.