



# Form P10 Guidance notes on completing the application form for permission to appeal

First-tier Tribunal – Health, Education and Social Care Chamber (Mental Health)

Set out overleaf are notes to help you complete the form. You should read the notes to each section carefully before you begin to complete that particular section.

Use a separate sheet if you need more space for your answers, marking clearly to which section the information refers.

If you do not have all the documents or information you need to complete the form, you must not allow this to delay sending or taking the form to the tribunal office within the correct time. Complete the form as fully as possible and provide what documents you have. The notes to Section 7 will explain more about what you have to do in these circumstances.

## The tribunal

Rule 46 – applications for permission to appeal are dealt with by the First-tier Tribunal (Health, Education and Social Care Chamber) Mental Health.

The application form and all documents must be filed in the tribunal's office. The office is open between 10am and 4pm Monday to Friday. The postal address is:

HM Courts & Tribunals Service  
Arnhem Support Centre  
PO Box 8793  
Leicester  
LE1 8BN

## Time limit for filing the application

The application must be sent to the tribunal office so that it is received no later than **28 days** after the latest of the dates that the tribunal sent:

- Written reasons for the decision; or
- Notification of amended reasons for, or correction of, the decision following review; or
- Notification that an application for the decision to be set aside has been unsuccessful (provided that the application to set aside was made within the time stipulated in Rule 45).

**If you need help to complete the form you should consult a solicitor or your local Citizen's Advice Bureau.**

## **Section 1 – Details of the applicant(s)**

Give your full name(s) and address(es) to which all documents relating to the application are to be sent. Include contact information e.g. telephone numbers and any other reference numbers.

## **Section 2 – Details of the decision to be appealed**

Give details of the decision you seek to appeal and the date on which the decision was made.

## **Section 3 – Permission to proceed with an appeal**

This section must be completed. You must answer all the questions and give further details where required. If you are making an application for an extension of the time for appealing you must answer the questions and give the reasons.

## **Section 4 – Detailed statement of grounds**

Set out, in detail, the grounds on which you contend the decision should be set aside or varied.

## **Section 5 – Details of remedy**

Complete this section by stating what outcome you are seeking. An additional claim for damages may be included.

You may wish to ask the tribunal to suspend the effect of the decision pending an appeal or review and you should answer all the questions and give the reasons where required.

You may wish to make additional applications to the tribunal in connection with your application. Any other applications should be made in the application form in a separate document referring to Section 5.

## **Section 6 – Statement of facts relied on**

The facts on which you are basing your appeal should be set out in this section of the form, or in a separate document attached to this form. It should contain a numbered list of the points that you rely on. Refer at each point to any documents you are filing in support of your application.

## **Section 7 – Supporting documents**

**Do not delay filing your application for permission to appeal.** If you have not been able to obtain any of the documents listed in this section within the time limits referred to on the previous page, complete the notice as best you can and ensure the application is filed on time. Set out the reasons why you have not been able to obtain any of the information or documents and give the date when you expect them to be available.