

**SA**

# Application to set aside a decision of the First-tier Tribunal (Primary Health Lists)

**For office use only**

Office stamp (date received)

Case reference number:

**Use this form to:**

- Use this form to apply to have a decision or part of a decision of the First-tier Tribunal (Primary Health Lists) set aside.
- Please complete this form in CAPITAL LETTERS or type and either return it by post, email or fax, details at the end of the form.

## A: Applicant's details

Please provide the following details about yourself:

Title  Mr  Mrs  Miss  Ms  Dr  Other

Surname

First name(s)

Address

Postcode

Professional registration number

Telephone number(s) (include any mobile)

Email address

All correspondence will be sent to your Representative should there be one. If **not**, all documents will be sent to your address above.

## B: Applicant's Representative's details

If appointed, please give details of your representative:

Name

Address

Postcode

Profession

Telephone number(s) (include any mobile)

Email address

**Who should receive information about your claim?** Tick one box only  You  Your Representative

**Important:** We can only send papers and documents to one of the people named on this form. If you do not tell us otherwise, we will automatically send the papers to you.

## C: About the decision you want set aside

Where was the Tribunal hearing?

What was the date of the Tribunal hearing?

 /  / 

What is the title and number of the decision?  
(This information will be at the top of the  
written decision sent to you by the Tribunal)

  

Has more than 28 days passed since the date  
on the letter sending you the decision?

Yes  No

If the answer is Yes, you need to apply for an extension of time by giving your reasons for the delay here:

## D: Reasons for application to set aside a decision or part of a decision

I am asking the Tribunal to set aside the decision or part of the decision because:

(tick as appropriate)

- A document relating to the proceedings was not sent to, or was not received at an appropriate time by, a party or a party's representative
- A document relating to the proceedings was not sent to the Tribunal at an appropriate time
- A party, or a party's representative, was not present at a hearing related to the proceedings
- There has been some other procedural irregularity in the proceedings.

Please explain what happened and why it is in the interests of justice for the Tribunal to set aside its decision. If you are asking for it to set aside a part of its decision please identify which part of the decision you want set aside.

Continue on a separate sheet if necessary

## E: Sign and date this form

This form can be signed by the person bringing the appeal or by their Legal Representative.

(A typed signature is acceptable)

Your signature	
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**Or**

Your legal representative's signature	
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Date  /  /

**When you have completed this form, send it with a copy of the decision you are asking the Tribunal to set aside and any other relevant documentation to:**

**By post:**

HM Courts & Tribunals Service  
Primary Health Lists  
1st Floor, Darlington Magistrates' Court  
Parkgate  
Darlington  
DL1 1RU

**By email:**

primaryhealthlists@hmcts.gsi.gov.uk

**By Fax:**

01264 785013

For further information about appeals to the Tribunal you can log on to the Primary Health Lists section of the Tribunal Service web site: [www.justice.gov.uk/tribunals/primary-health-lists](http://www.justice.gov.uk/tribunals/primary-health-lists)

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

To receive a paper copy of this privacy notice, please call 0300 123 1024 Textphone 18001 0300 123 1024. If calling from Scotland, please call 0300 790 6234 Textphone 18001 0300 790 6234.