



# Guide to completing the notice of appeal or application

General Regulatory Chamber (GRC)

**Please read these notes carefully.**

The notice of appeal form can be downloaded from <https://www.gov.uk/government/publications/form-t98-notice-of-appeal-general-regulatory-chamber-grc>

If the form is completed by hand, please use BLOCK CAPITALS.

## 1. Appellant's details

Please provide your full name, address and contact details of where notices and other documents can be sent to you.

**Please note**, if you give us email details you must be prepared to accept delivery of documents the same way.

If your contact details change, it is your responsibility to inform the Tribunal as soon as possible.

## 2. Representative's details

You are not required to have a legal representative, but if you do have a legal, or other, representative please complete this section.

## 3. About the decision or notice you are appealing against

The tribunal needs you to provide information about the decision or act or notice to which your appeal relates.

Please provide the reference number, the date of the decision or notice and the date you received it. Also attach a full copy of the notice and indicate you have done so by ticking the box.

Please provide the address of the regulator who has issued the decision you are appealing.

## 4. Time limit for making an appeal/application

You must normally complete the notice of appeal form and send it to reach the tribunal **within 28 days** of the date you were **sent** the decision notice.

However the time limit in an appeal concerning a trainee driving instructor's licence is 14 days. The time limit for a charity appeal is 42 days. The time limit for appeals against REACH decisions is 90 days.

The tribunal will only consider acceptance of a late notice of appeal if you request an extension of time and give reason(s) why the notice is out of time.

If you want the tribunal to consider an out of time notice of appeal, tick the box and provide an explanation of why the notice has been sent to the tribunal after the time allowed to appeal and the reasons why the tribunal should accept a late application.

## 5a. Grounds of appeal or application

Please explain clearly why you think the decision, act or notice (or failure to decide or act) is wrong or why you are making your application, giving as much detail as possible. This is an extremely important part of your appeal or application and your grounds should show why you consider the decision, act or notice, or parts of it, are wrong or why you are making the application. Please do not hesitate to use additional sheets if necessary but make sure you **add your name** to any extra papers you use. You may find it useful to refer to each of the numbered paragraphs in the decision or notice and give the reasons you disagree with them.

## 5b. Supporting documents

If you have documents in support of your appeal or application, please send them to the tribunal so that the tribunal judge can consider them. You should tick the box on the form to show that additional documentation is included and list what documents these are. You should try to send copies of your documents, not originals, and you should check to make sure that the documents are relevant to your appeal or application

### Appeals

The documents will be sent to the body whose decision you are appealing. The Tribunal may also decide it is appropriate to send the documents to a person or body which has good reason to be involved in the appeal.

## Applications

The documents will be sent to the body who can object to your application.

**Please note**, it is **your** responsibility to tell the tribunal if your appeal documents contain **sensitive, personal** and/or **confidential** information. You may find it easier to keep such documents separate from the rest of your papers. You should also tell the tribunal who you think should not see this information and make a note of them in this section, together with your reasons.

## 6. Outcome of appeal or application

In this section, you should explain what result, or decision, you are expecting the tribunal to reach.

## 7. Type of hearing and venue

You should indicate in this section of the appeal form whether you prefer your appeal to be decided on the papers or after hearing.

If your preference is for a hearing, please select the region where you would like your hearing to take place.

Hearings are listed in each region depending on the caseload. Selecting a region means that your hearing will be listed in one of the venues below.

South West	Bristol, Havant, Basingstoke, Southampton
North West	Manchester
London and South East	Central London
North East	Sheffield, Leeds and Newcastle
Midlands	Leicester

If you want the hearing to take place in a specific city or town, please write to the Tribunal explaining why.

A number of cases are struck out without a hearing if they are considered to have no prospect of success or if the tribunal does not have power to hear them. If there is a risk of this happening in your case you will be notified so that you can write in with any representations you may have.

If the case is dealt with on paper, the tribunal panel will consider all the papers and then make a decision, which will be sent to the parties in writing in due course.

If the case is dealt with at a hearing, parties will attend a venue on a date fixed by the tribunal. Witnesses may be called and may be questioned by the parties and the tribunal.

At the end of the hearing, the tribunal may be able to give the parties a decision (with written reasons to follow).

However, it is more usual for the tribunal to take more time than this to reach a decision and send it to the parties in writing.

## **8. About your requirements**

If you, your representative or any witnesses has a disability or any other special needs, please explain any special arrangements that may be required, particularly if there is to be a hearing.

Please also indicate if an interpreter will be required and if so, for which language.

## **9. Signature**

The notice of appeal form should be signed and dated by you, or your representative, if you have one. The completed form should be sent to the:

General Regulatory Chamber  
HM Courts & Tribunals Service  
PO Box 9300  
Leicester  
LE1 8DJ

email: [grc@justice.gov.uk](mailto:grc@justice.gov.uk)

## Additional information

Fees and payments for appeals to the First-tier Tribunal (Gambling) only.

You must include the appropriate fee with your completed notice of appeal form. If you do not provide the appropriate fee, your appeal form will be returned to you.

The fees for an appeal to the First-tier Tribunal (Gambling) is set out on the website at <https://www.gov.uk/guidance/gambling-licence-decisions-appeal-to-a-tribunal>

If you think you may be entitled to a reduced fee, the guide **EX160A How to apply for help with fees** and the form **EX160** will outline how you can submit an application for a fee remission. You are required to send the appropriate fee for your appeal. You can download these from our website at <https://www.gov.uk/government/publications/apply-for-help-with-court-and-tribunal-fees>

Your cheque will not be presented until any application for help with fees is agreed or the tribunal decides no fee is required.

If you have sent a cheque and the tribunal finds that you qualify for help with fees, your cheque will be returned to you.

If you have paid by cheque and you qualify for a reduced fee, the agreed amount will be taken from your payment and any remaining monies will be returned to you.

You will be notified of the outcome of your application when your appeal is registered.

### Method of payment: First-tier Tribunal (Gambling) ONLY

You should indicate how you are paying the fee. If you are paying by cheque you must include this with your notice of appeal form.

Please indicate if another person or organisation is paying the fee. If 'yes' please provide their name and contact details in case the tribunal needs to contact them.

Please make your cheques payable to '**HM Courts & Tribunals Service**'.

If you would like to pay by an alternate method, please contact the tribunal on **+44 (0) 300 123 4504**.