

Annex 7

Your Reference:

Our Reference:

Date:

Dear Sirs

I have been asked to arrange a hearing on your case, GB/EP (Proprietor)

There are 3 options available to you -

1) You can request an oral hearing before a Hearing Officer. This means travelling to Newport, South Wales to attend a hearing. Here you will present your case and the Hearing Officer will, workloads permitting; endeavour to issue a decision in 9 weeks. If you were unable to travel to Newport but could attend our office in Abbey Orchard Street, London, it may be possible to hold the hearing via video link with Newport with the Hearing Officer's agreement.

2) You can request a telephone hearing. This would be similar to option 1 above but you would not be required to travel. You would need to agree a date and time when the Hearing Officer could contact you. Again this would require the Hearing Officer's agreement.

3) You can request to have a decision based on the papers (your file) - again the Hearing Officer would endeavour to issue a decision within 9 weeks which would be based on the papers in your case file.

In all cases, you would be given the opportunity to present a skeleton argument supporting your case together with any supporting documents. This should be sent to me using the contact details above to arrive at least 7 days before the date of the hearing.

Approximately 2 working days before a physical hearing, you will be contacted by a member of our team to ensure that we have the details of all parties attending and in the case of hearings in Newport that we have the make and registration of any vehicle that you are bringing on site.

If you have any queries regarding any of the above, please do not hesitate to contact me by email or telephone using the details above.

Yours faithfully

Name (Hearings Clerk)

Section

Directorate