

Annex 8
Decision letter Design

Your Reference:

Our Reference: Room no./name/file reference

Date

Dear Sir

Title in bold

1. Please find enclosed a copy of a decision dated *****.
2. Decisions are normally made available for public inspection in full. If you are unhappy about any part of the decision being made public in this way (eg because it refers to commercially-confidential information) please let me know **within 28 days from the date of this letter**, explaining your concerns. If the hearing officer accepts your concerns, the decision will be made public in a suitably edited form.
3. The Copyright, Designs and Patents Act 1998 (as amended) gives you the right to appeal to the Chancery Division (part of the High Court) against the decision if you wish to do so. The procedure for appeal is governed by Part 52 of the Civil Procedure Rules 1988 (as amended) and the associated Practice Direction. If you decide to appeal, a Notice of Appeal must be made in the appropriate format. Further details may be obtained from –
The Chancery Listing Office
Rolls Building
7 Rolls Building
London
EC4A 1NL
(telephone 020 7947 7717)
4. Three copies of the Notice of Appeal must be lodged with the Chancery Listings Office (address above) together with the current fee **within the time period specified in the decision**. The latest date for appeal is therefore xxXXxx. **Any request for an extension to the appeal period identified in the decision must be made to the court.**
5. Once you have filed your appeal, you must send a copy of the Notice of Appeal to both me and to any other party to the proceedings as soon as practicable and no later than 7 days from the date of filing the appeal.
6. I must warn you that costs, which may be large, are normally awarded against the unsuccessful party to the appeal.

[Bundles] (*optional delete as necessary*)

7. I note that you produced bundles for use at the hearing. If you would like these returned to you please inform me before the end of the appeal period, otherwise, the bundles will be destroyed.

A letter in identical terms is being sent to the other side.

Yours faithfully
Name
Section
Directorate.