

APPENDIX 13

Sender's name:	Sender's full address:
Section:	Floor no:
Sender's phone nos:	
Claimant's name:	Claimant's address:
NINO:	
Benefit involved: (e.g. IB, JSA, IS, RP, DLA, AA)	Subject involved: (e.g. funeral pymts, PCA, overpymt, LTAHAW, care/mobility components)
Is payment of benefit suspended? (DMG 06570 et seq) YES/NO (Delete as appropriate)	
Have you included a copy of the WSoR? (DMG 06563 & CAP Appendix 10) YES/NO (Delete as appropriate)	If not, please say why: (DMG 06501 - 6507)
On what date was the WSoR sent to you by the TS ? Date:	If you have exceeded the 1 CALENDAR MONTH TIME LIMIT , please explain the delay in referring this case to DMA?

Deleted: Have you included a copy of the RoP? The TS should provide a copy of the RoP with the WSoR. ¶ (CAP Appendix 10)¶
¶ YES/NO (Delete as appropriate)¶

... [1]

**REQUEST FOR CONSIDERATION OF AN APPEAL TO THE UPPER TRIBUNAL
DMA Leeds, Room GS36, Quarry House, LEEDS LS2 7UB**

Have you included a copy of the DN? (CAP para 6800) YES/NO (delete as appropriate)	If not, please say why:
Where applicable, please give an estimate of the amount of benefit involved: (CAP para 6800)	

May 2011 – Amendment 11

Code of Appeals Procedure

**REQUEST FOR CONSIDERATION OF AN APPEAL TO THE UPPER TRIBUNAL
DMA Leeds, Room GS36, Quarry House, LEEDS LS2 7UB**

Error of Law

Please explain clearly what you consider is the Error of Law in this case: (For guidance on what constitutes an Error of Law please see below)

Examples of what constitutes an Error of Law

- the provisions of the act or regulations have been misinterpreted
- benefit has been awarded in circumstances, or for an item, not provided for or specifically excluded by the act or regulations
- the decision is not supported by evidence
- the decision is such that no person acting judicially and properly instructed about the relevant law could have reached it
- there has been a breach of natural justice
- there are other errors of law, i.e.:
 - taking irrelevant evidence into account **or**
 - ignoring relevant evidence **or**
 - giving reasons for decisions which imply faulty reasoning

Note: This list is not exhaustive.

**Have you included a copy of the RoP? The TS should provide a copy of the RoP with the WSoR.
(CAP Appendix 10)**

YES/NO (Delete as appropriate)

If not, please say why: