



## Guidance notes on applications for permission to appeal to the Upper Tribunal

This form should be sent to the tribunal office that dealt with your case so that it is received no later than 28 days after the date the tribunal sent you its decision. See section C for late appeals.

### Section A – Your details

Please complete this section with your contact details.

A representative is someone who is helping the applicant, dealing with the correspondence and representing them at any hearing. If you have a representative, you should give their details in the boxes provided in this section, including their status (e.g. solicitor, accountant, consultant, etc). The First-tier Tribunal office will then correspond only with your representative.

### Section B – About the decision of the First-tier Tribunal

- Please tell us the reference number for your original appeal to the First-tier Tribunal. It will be found on the correspondence you have received from the First-tier Tribunal.
- The date of the decision given by the First-tier Tribunal.
- The date you received the decision.

### Section C – Time limit for applying for permission to appeal to the Upper Tribunal

Your completed application for permission to appeal should reach the tribunal within 28 days of the First-tier Tribunal sending you its notice of the decision.

If it reaches us after 28 days you must ask the tribunal to extend the time limit for making the application giving the full reasons as to why it is late. There are automatic extensions if you are applying within 28 days of an unsuccessful set aside application or review.

## **Section D – Reasons for applying and outcome you are seeking**

You must explain why you think the First-tier Tribunal decision is wrong in law and state the outcome you are seeking.

Examples of mistakes that may mean the decision is wrong in law are:

- The tribunal did not apply the correct law or wrongly interpreted the law;
- The tribunal had no evidence, or an important part of the decision, to support its decision;
- The tribunal did not give adequate reasons for the decision.

This list is not exhaustive.

## **Section E – Stay or suspension of decision of the First-tier Tribunal pending appeal**

If you want the effect of the tribunal decision to be put on hold then you should complete this section giving reasons for your request.

## **Section F – Application for permission to appeal to the Upper Tribunal**

Please sign and date. A new representative can sign only if legally qualified or if you send a signed letter appointing them.

### **Sending the application form to the First-tier Tribunal**

Please post or email this completed form, together with a copy of the decision to which this application relates and any other supporting documents.

Contact details for the General Regulatory Chamber can be found at [www.justice.gov.uk/tribunals](http://www.justice.gov.uk/tribunals).

We can help if you need information in a different format (e.g. Braille, large print). We can also provide this form in Welsh if required. If you need any of these services please contact the First-tier Tribunal.

This form can also be downloaded from our website: [www.justice.gov.uk](http://www.justice.gov.uk).