

Proprietor  
c/o XXXXXX

Intellectual Property Office  
TTMD Directorate  
Concept House  
Cardiff Road, Newport  
South Wales, NP10 8QQ

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<http://www.gov.uk/ipo>

**Your Reference:**

**Our Reference: 2G33/name/file reference**

Date

Dear Sir

***Title in bold***

1. Please find enclosed a copy of a decision dated XX XXX XXXX.

1. Design decisions are not normally made available for public inspection in full. If parties would like the decision to be made public in a suitably redacted format please let me know **within 6 weeks of the date of the decision**, explaining your reasons. If the hearing officer accepts your reasoning, the decision will be made public in a suitably edited form.
2. The Copyright, Designs and Patents Act 1998 (as amended) gives you the right to appeal the decision to a person appointed under section 27A of the Registered Designs Act 1949 (an "Appointed Person").
3. The Appointed Person is a senior intellectual property lawyer appointed by the Lord Chancellor. The Appointed Person will normally make a decision following an oral hearing which usually takes half a day; but a decision may sometimes be taken off the papers. Parties may be represented at the Appeal Hearing by a wide variety of representatives, including solicitors, trade mark attorneys and barristers (including Queen's Counsel) or they may be unrepresented.
4. The appeal is a review of the Hearing Officer's decision and is not a full re-hearing of the case. An appeal will only be upheld if the Appointed Person is satisfied that there has been a distinct and material error of principle in the

Hearing Officer's decision, or that the Hearing Officer was clearly wrong. The decision may be given either orally at the Hearing or subsequently in writing.

5. I must warn you that costs, which may be large, are normally awarded against the unsuccessful party to the appeal.
6. Any appeal to the Appointed Person will need to be made on a form [DRF55](#). (Please note that since this would be an appeal in respect of unregistered design right it is not necessary to enter a design number on the form.)
7. Any appeal to the Appointed Person must be filed on or before **XX XXX XXXX**.
8. A letter in identical terms is being sent to the other side.

Yours faithfully

*XXXXXXXXXX*

Your Name  
Tribunal Section  
TTMD Directorate.