

Response to appeal application

For office use onlyCase reference
numberOffice stamp
(date received)

Use this form to respond to an appeal application to the First-tier Tribunal (Care Standards) in all *Justice of the Peace/Ofsted/Care quality commission (CQC)/Care and Social Services Inspectorate Wales (CSSIW)/Health Inspectorate Wales* or a Child Minder Agency (CMA) cases.

Please complete this form in CAPITAL LETTERS or type and either return it by post, email or fax, details at the end of this form.

A – Respondent’s details

Contact name

Address

 Postcode

Telephone number

Mobile number

Fax number

Email address

B – Legal representative’s details (All correspondence will be sent to your legal representative)

Solicitor’s name

Address

 Postcode

Telephone number

Mobile number

Fax number

Email address

C – Urgent decision (memorandum of understanding (MOU))

Is the appeal one to which the memorandum of understanding applies?

 Yes No

If Yes, what was the date of the Notice of Decision/Order?

D – Type of hearing

Does the authority consent to the matter being decided on the papers without a hearing?

 Yes No

E – Reasons for opposing the appeal

Say why you oppose the appeal and provide the reasons for your opposition.

Continue on a separate sheet if necessary.

Note: If you are late in sending your response application you can ask for an extension of time by giving your reasons for the delay.

Please provide copies of any letters or documents in relation to the respondent’s case.

F – Time limits

Time limit for response to appeal applications;

- **Within 20 working days** from the date you receive the appeal application from the Tribunal.
(We aim to deal with appeals in **30 weeks** from registration date. Please bear this in mind when drafting directions).
- **Within 3 working days** from the date you receive the appeal application from the Tribunal for appeals against an urgent decisions issued for a regulated activity. (We aim to deal with appeals **within 5 working days** from receipt of the authority's response for a **paper hearing** and **10 working days** from receipt of the authority's response for an **oral hearing**).

You must send a copy your response and any additional documents to the Applicant or their Representative at the same time you send it to Care Standards.

You can submit your response by one of the following:

Post	Email	Fax
HM Courts & Tribunals Service Care Standards 1st Floor, Darlington Magistrates' Court Parkgate Darlington DL1 1RU	cst@hmcts.gsi.gov.uk	01264 785013

Care Standards contact details

Telephone: 01325 289350

Email: cst@hmcts.gsi.gov.uk

For further information about appeals to the Tribunal, go to the Care Standards website:
www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/care-standards/index.htm

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings.

For details of the standards we follow when processing your data, please visit the following address <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

To receive a paper copy of this privacy notice, please call 0300 123 1024 Textphone 18001 0300 123 1024. If calling from Scotland, please call 0300 790 6234 Textphone 18001 0300 790 6234.