



CST1

Appeal against a decision to impose a penalty, or the amount of the penalty imposed

Use this form to appeal to the First-tier Tribunal (Care Standards) against a decision by the Secretary of State for Health and Social Care.

You can appeal against:

- the decision to impose a penalty
- the amount of the penalty imposed

If you need help

Contact the tribunal office if you need help with this application or how the tribunal works.

The tribunal cannot give legal advice.

Email

cst@justice.gov.uk

Telephone

0300 303 5857

(Monday to Friday,
9am to 5pm)

Guidance on completing this form

You can find notes to help you understand questions on the right side of the page.

Use another sheet of paper if there is not enough space for you to say everything.
Add your name at the top of any additional sheets.

Write clearly if you are completing this form by hand.

Section 1 – Appellant’s information

1.1 Details of appellant

First name

Last name

Company name

CQC registration ID

1.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

1.3 Contact details

Phone number

Mobile number

Email address

1.4 I want to receive tribunal correspondence by:

Email

Post

1.5 Do you have a representative?

Yes → go to Section 2

No → go to Section 3

Note for Section 1

The appellant will be the adult care provider issued with the final outcome letter.

Note 1.1

Your Care Quality Commission (CQC) registration identification number can be found on the final outcome letter.

Note 1.4

You can choose both options.

Section 2 – Appellant’s representative’s information

Note for Section 2

A representative is someone you want to represent you in dealing with the tribunal.

If you appoint a representative, the tribunal office will only correspond with your representative.

You must notify the tribunal if you no longer require or change your representative.

2.1 Details of appellant’s representative

First name

Last name

Company name

2.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

2.3 Reference number for correspondence (optional)

2.4 Contact details

Phone number

Mobile number

Email address

Section 3 – The final outcome letter

3.1 Date the final outcome letter was issued

Day Month Year

3.2 What is the amount of the penalty?

£

Note 3.1

A final outcome letter is issued on behalf of the Secretary of State once representations made, if any have been provided, are reviewed and there has been a decision to impose a penalty.

Section 4 – Reasons for your appeal

4.1 What are you appealing against?

Choose all that apply:

the decision by the Secretary of State to impose a financial penalty

the amount of the financial penalty

4.2 Explain why you think the Secretary of State's decision is wrong and include any supporting evidence you have. You must also tell us what result you are seeking from your appeal.

Note 4.1

You can choose both, if you want to appeal the decision and the amount.

Note 4.2

Along with the documents from the Checklist, you should send any supporting evidence you have for your appeal.

List the evidence you are sending in the Checklist at the end of this form. If you do not have the evidence now, you can supply it at a later stage of your appeal.

Use another sheet of paper if there is not enough space to say everything.

Add your name at the top of any additional pages.

Section 5 – Late appeals

- 5.1** Your appeal must be received by the tribunal no later than **28 days** after the day you received the final outcome letter.

If your appeal is late, or you are not sure if it will be received in time, explain why and include any evidence you have with this appeal:

Section 6 – Hearing

- 6.1** How do you want to have your appeal decided?

I want my appeal to be decided **with a hearing**

The tribunal will decide your appeal at a hearing that you can attend.

I want my appeal to be decided **without a hearing**

The tribunal will decide your appeal by looking at the information and documents you send the tribunal.

- 6.2 Support during your hearing**

Do you, or anyone attending with you, need any adjustments?

Note for Section 6

Your appeal will usually be decided with a hearing unless you choose not to have one.

Your hearing is an opportunity to tell the tribunal why you think the Secretary of State was wrong. The tribunal will listen to everything you say and decide your appeal at or shortly after the hearing.

Note 6.2

Some people need support to access information and use our services, for example:

- documents in alternative formats, colours and fonts
- help with communication, sight, hearing, speaking, interpretation or translation
- access and mobility support if a hearing takes place in person

This form gets copied to other parties, so use a separate sheet if you do not want to disclose anything.

Signature

I, the appellant, believe that the facts and matters stated in this application are true and complete.

or

The appellant believes that the facts and matters stated in this application are true and complete. **I am authorised** by the appellant to sign this statement.

Signature

Appellant

or

Appellant's legal representative

Note for Signature

Sign or type your name in the signature box.

Date

Day Month Year

Name

Full name



Checklist

List of documents that need to be included with the application:

a copy of the final outcome letter issued by the Secretary of State

copies of any evidence to support:

- reasons for your appeal (Section 4)
- a late appeal (Section 5)

List all the evidence you are sending with this form (optional):

Note for Checklist

You will have the opportunity to provide further evidence at a later stage of your appeal.

What to do next

You can either **email, fax or post** your appeal.

Send the completed and signed form and documents from the Checklist using the details below:

Email address

cst@justice.gov.uk

Fax

01264 785 013

Address

HM Courts & Tribunals Service
Care Standards
1st Floor
Darlington Magistrates' Court
Parkgate
Darlington
DL1 1RU

Telephone

0300 303 5857

Next steps

The tribunal will check this form and let you know if you need to provide any more information. If no further information is required, the tribunal will contact you to confirm the next steps.

You can find out more information on appealing to the Care Standards tribunal:

www.gov.uk/guidance/appeal-to-the-care-standards-tribunal

For information on how HM Courts and Tribunals Service process and store your data visit:

www.gov.uk/hmcts/privacy-policy