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Application for permission to appeal and notice of appeal from the First-tier Tribunal (Social Entitlement Chamber)

This form is for use only by the Secretary of State, HM Revenue and Customs, the Child Maintenance Service or a local authority (other than as a compensator).

Apply to the Upper Tribunal (Administrative Appeals Chamber) for permission and to appeal against a decision where you think there has been an error of law from the First-tier Tribunal.

Before you apply

You must apply to the First-tier Tribunal for permission to appeal before you fill in this form. Use this form either to:

- apply to the Upper Tribunal for permission to appeal if the First-tier Tribunal refused you permission to appeal or your application was not admitted because you were late
or
- appeal to the Upper Tribunal if the First-tier Tribunal has granted you permission to appeal

How to apply

Send this application to the Upper Tribunal office **no later than one calendar month** after the First-tier Tribunal sent you the decision on the application for permission to appeal. You can ask for more time in **Section 5** of this form.

Section 1 – Appellant’s information

1.1 Details of appeal

First-tier Tribunal reference number

1.2 Date of the appeal decision

Day Month Year

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1.3 Where did the tribunal make the decision?

1.4 Details of appellant

Appellant organisation

- Secretary of State
- Child Maintenance Service
- HM Revenue and Customs
- Local authority

Name of local authority

Note

If you are completing this form by hand use CAPITAL LETTERS. Use another sheet of paper if there is not enough space for you to say everything.

Add your name and appeal reference number at the top of any additional sheets.

Note 1.1

You can find the First-tier Tribunal reference number on the decision letter.

Note 1.3

This information will be on the decision notice.

Section 2 – Appellant’s representative information

2.1 Details of appellant’s representative

First name(s)

Last name

Name of company or organisation

Note 2.1

The Upper Tribunal will correspond only with your representative.

2.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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2.3 Reference number for correspondence (optional)

2.4 Contact details

Phone number

Mobile number (optional)

Email address

Section 3 – Respondent’s information

Note for Section 3

If any of the respondents is a child or has died or is unable to act on their own behalf and a person has been appointed to act on their behalf, give the appointee’s details as well as the respondent’s.

Respondent 1

3.1 Details of respondent

First name(s)

Last name

Name of company or organisation (optional)

3.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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3.3 Reference number for correspondence (optional)

3.4 Contact details

Phone number

Mobile number (optional)

Email address

Respondent 2

3.5 Details of respondent

First name(s)

Last name

Name of company or organisation (optional)

3.6 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

3.7 Reference number for correspondence (optional)

3.8 Contact details

Phone number

Mobile number (optional)

Email address

Respondent 3

3.9 Details of respondent

First name(s)

Last name

Name of company or organisation (optional)

3.10 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

3.11 Reference number for correspondence (optional)

3.12 Contact details

Phone number

Mobile number (optional)

Email address

Section 4 – Reasons for delay

4.1 I request that the time limit for making the application be extended

No

Yes, explain reasons why the application needs more time

4.2 I have included all required documents from the list on page 11

Yes

No, reasons why documents are not included

Note for Section 4

You must send this form to the Upper Tribunal office so that it is received at the office within one calendar month of the First-tier Tribunal sending you the decision notice on your application for permission to appeal.

If it is likely to reach the tribunal after this time, you must ask the tribunal to extend the time limit for making the application giving full reasons why it is late.

A judge will consider your reasons to decide whether to extend time or not.

It is important to explain the reasons in detail.

If needed, continue on another sheet of paper, adding your name and the appeal reference number at the top.

If completing by hand, use lower case letters.

Section 5 – Reasons for your appeal

5.1 Tell us what error of law you think the First-tier Tribunal has made

Note for Section 5

You must explain why you think the First-tier Tribunal decision is wrong in law. Examples of mistakes that may mean the decision is wrong in law include the tribunal:

- did not apply the correct law or wrongly interpreted the law.
- had no evidence, or not enough evidence, to support its decision.
- did not give adequate reasons for the decision.

This list is not exhaustive, and the tribunal's decision may be wrong in law for some other reason. You should explain why the decision in your case is wrong in law in as much detail as possible.

If completing by hand, use lower case letters.

Section 6 – Request for an oral hearing of an application for permission to appeal

6.1 Do you want an oral hearing of your application for permission to appeal to the Upper Tribunal?

No

Yes, explain reasons

Note for Section 6

If you were refused permission to appeal by the First-tier Tribunal, you can request an oral hearing. An oral hearing could be face to face or by video or phone.

The Upper Tribunal judge will not necessarily grant your request for an oral hearing at this stage. Most applications for permission to appeal are decided by the judge considering your application on the documents which the First-tier Tribunal considered.

If you are given permission to appeal from the Upper Tribunal judge, you will be given another opportunity to ask for an oral hearing of your appeal.

If the judge grants your request for an oral hearing, it would usually be held in Birmingham, Cardiff, Edinburgh, Exeter, Leeds, London, Manchester or Newcastle.

If completing by hand, use lower case letters.

Section 7 – Signature

I apply for permission to appeal, or

I appeal against the decision of the First-tier Tribunal

Appellant's signature

Note for signatures

Please sign or type your name in the signature box.

Legal representative's signature

Solicitor, barrister or chartered legal executive signature

Date

Day	Month	Year

First name(s)

Last name

Name of appellant's legal representative's firm or company (optional)

If signing on behalf of firm or company give position or office held (optional)

You must enclose the following documents with this form

- a copy of the decision notice issued by the First-tier Tribunal
- a copy of the written statement of reasons for the tribunal's decision (if one has been issued)
- the letter giving notice of the First-tier Tribunal's decision to refuse or grant permission to appeal.

Please also send -

- a copy of any Appointment to Act (if someone has been appointed to act on behalf of a respondent).

If you do not send these documents the appeal may be delayed or not admitted.

The Upper Tribunal Office will let the appellant's representative know when they have received this form.

Contact the Upper Tribunal Office (Administrative Appeals Chamber)

This form and any supporting documents must be sent using the HM Courts & Tribunals E-filing service.

To register and access the E-Filing Service go to:

<https://efile.cefile-app.com/login>

For guidance, support and information about the E-Filing Service go to:

www.gov.uk/guidance/hmcts-e-filing-service-for-citizens-and-professionals

Next steps

We will write to you to confirm your case is registered.

If you have not received confirmation within 14 days, contact the relevant office.

For information on how HM Courts and Tribunals Service process and store your data visit: <https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personalinformation-charter>