



UT1

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

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.

If you need help

Contact the Upper Tribunal (Administrative Appeals Chamber) if you need help with this application or have questions about the appeal process. The office cannot give you legal advice.

England and Wales

020 7071 5662

Scotland

0131 271 4310

For additional guidance

You may want to contact Citizens Advice www.citizensadvice.org.uk or a welfare rights organisation.

You may be able to get **free legal help with your appeal**. You will need to meet the necessary financial conditions. Check if you are eligible:

England and Wales

Use the legal aid checker www.gov.uk/check-legal-aid
0345 345 4 345

Scotland

Contact the Scottish Legal Aid Board (SLAB) www.slab.org.uk/public/civil
0845 122 8686

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 Details of appellant

Title

First name(s)

Last name

Date of birth

Day Month Year

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National Insurance number

1.4 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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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

Where a child or other person unable to act for themselves is appealing, enter that person’s details here.

There is space in Section 3 for the name of a representative and in Section 4 for the name of an appointee.

1.5 Contact details

Phone number

Mobile number (optional)

Email address

Note 1.5

If you do not want the Upper Tribunal to contact you by email, leave the space blank. You can still ask for copies of any documents to be sent to you by email.

1.6 I want to receive the tribunal decision by:

Email

Post

Note 1.6

Choose which way you wish to receive a decision from the tribunal. You can choose both.

Section 2 – Child Support cases (only)

Note for Section 2

This section is only for child support cases.

2.1 Name of person with care of the child or children

First name(s)

Last name

2.2 Name of non-resident parent

First name(s)

Last name

Section 3 – Appellant’s representative information

3.1 Details of appellant’s representative

First name(s)

Last name

Name of company or organisation

Note for Section 3

A representative is someone who acts on your behalf in a formal capacity.

This might be a solicitor, an organisation like Citizens Advice, a welfare rights organisation or just a friend who will deal with the case for you.

The Upper Tribunal will correspond only with your representative.

3.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

3.3 Reference number for correspondence (optional)

3.4 Contact details

Phone number

Mobile number (optional)

Email address

Section 4 – Appointee’s information

4.1 Details of appellant’s appointee (optional)

First name(s)

Last name

Name of company or organisation (if any)

4.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

4.3 Reference number for correspondence (optional)

4.4 Contact details

Phone number

Mobile number (optional)

Email address

Note for Section 4

An appointee is someone who has been appointed by the Department for Work and Pensions (DWP), or other decision making body, to act because the appellant is a child or cannot act for themselves for example because of physical or mental ill health. If you have been appointed to act on behalf of the appellant you should send us a copy of the notice of appointment made by the Secretary of State for Work and Pensions (or other decision making body, for example the local authority in a housing benefit case).

Note 4.4

If you do not want the Upper Tribunal to contact you by email, leave the space blank. You can still ask for copies of any documents to be sent by email.

Section 5 – Reasons for delay

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

No

Yes, explain reasons why the application needs more time

Note for Section 5

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.

5.2 I have included all required documents from the list on page 10

Yes

No, explain reasons why documents are not included

Section 6 – Reasons for your appeal

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

Note for Section 6

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 7 – Request for an oral hearing of an application for permission to appeal

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

No

Yes, explain your reasons

Note for Section 7

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 8 – Signature

You or your appointee must sign this form if you wish to appeal to the Upper Tribunal, unless you are represented by a legal representative. A legal representative is a solicitor, barrister or chartered legal executive.

I **apply for permission** to appeal against the decision of the First-tier Tribunal

I **appeal against the decision** of the First-tier Tribunal

Authorisation

I authorise my representative named in Section 3 to act on my behalf in all proceedings before the Upper Tribunal.

Appellant or appellant’s appointee

Appellant

Appellant’s appointee

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)

Note for signature

Only a legal representative can appeal to the Upper Tribunal as the appellant’s representative without authorisation.

If the representative is not a solicitor, barrister or chartered legal executive, the appellant (or appointee) must sign the form.

Note for authorisation

Leave blank if you have no representative or you are a legal representative filling in this form on behalf of a client.

Note for signatures

Please sign or type your name in the signature box.

You must enclose the following documents with this form

- a copy of the First-tier Tribunal decision notice
- a copy of the First-tier Tribunal written statement of reasons for its decision
- a copy of the First-tier Tribunal decision notice on your application for permission to appeal

If you do not have all these documents you can still apply using this form.

Contact the Upper Tribunal Office (Administrative Appeals Chamber)

If you are legally represented, you must send this form and any supporting documents using the HM Courts and 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

For those that are not legally represented, the preferred method is the E-filing service.

Alternatively, unrepresented parties may email or send the completed and signed form to the appropriate office shown below.

England address

The Upper Tribunal (Administrative Appeals Chamber)
5th Floor Rolls Building
7 Rolls Buildings
Fetter Lane
London
EC4A 1NL

For use by legal professionals: DX160042 STRAND 4

Phone: 020 7071 5662

Email address: adminappeals@justice.gov.uk

If your First-tier Tribunal hearing was in England, you should send your form to the England address.

Wales address

The Administrative Appeals Chamber of the Upper Tribunal (Wales)
Civil Justice Centre
2 Park Street
Cardiff
CF10 1ET

Phone: 029 2037 6460

Email address: adminappeals@justice.gov.uk

If your First-tier Tribunal hearing was in Wales, or you live in Wales, you can send the form to the England or Wales address.

Scotland address

The Upper Tribunal (Administrative Appeals Chamber)

George House
126 George Street
Edinburgh
EH2 4HH

Phone: 0131 271 4310

Email address: UTAACMailbox@justice.gov.uk

If your First-tier Tribunal hearing was in Scotland, you should send your form to the Scotland address.

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.