



Complaints and Appeals Appeal Form

CA1

Important notes

Use this form to appeal a decision made by RPA.

The Appeals team must receive your completed form within 60 days of the date you were advised of the decision you are appealing against.

Read the [Complaints procedure](#) guidance on GOV.UK for information about the complaints and appeals process.

If you have any questions about filling in this form, call the Appeals team on 03300 416 509 or email reviewappealsteam1@rpa.gov.uk.

The person signing at Part D must be authorised to act on behalf of the appellant in Part A. If the person at Part D does not have the appropriate authorisations, we will contact the appellant to confirm they have authorised submission of the appeal.

Make sure the email address you use to send us this form is registered on the Rural Payments service.

To fill in the form electronically

1. Download the form and save it to your computer.
2. Fill in the form and save it again.
3. Use the subject heading 'Appeal form' and include your SBI number.
4. Email your completed form and any supporting documents to reviewappealsteam1@rpa.gov.uk.

If you're unable to send the form electronically, call the Appeals team on 03300 416 509 and we will help you.

To complete the form on paper

1. Print the form.
2. Use black ink and CAPITAL LETTERS in Parts A and B.
3. Write your initials next to any corrections on the form.
4. Make sure you put your unique customer reference number on all pages or documents you send to us.
5. Attach copies of any relevant supporting documents securely to this form.
6. Post it to 'Rural Payments Agency, Appeals team, Sterling House, Dixs Field, Exeter, EX1 1QA.
7. You can submit it by email. Scan the form and any supporting documents, attach them to an email and send the email to reviewappealsteam1@rpa.gov.uk.

Appeal fees

Once we have received your appeal paperwork and checked that it meets our requirements, we'll request the appropriate fee and provide you with details on how to make the payment.

Details of appeal fees are available in the [Complaints procedure](#) guidance.

Part A - Details of appellant

Unique customer reference number

County/Parish/Holding (CPH)
number or Single Business Identifier
(SBI) or Trader or Vendor number or
Claim or Agreement number

Contact name

Business name

Business address
(inc postcode)

Contact telephone number

Mobile

Contact email address

How should we contact you?
(letter, email, phone)

Part B – Details of person submitting this form (if different from above)

Name

Address
(inc postcode)

Contact telephone number

Mobile

Contact email address

Status (for example, partner,
agent, sole trader)

How should we contact you?
(letter, email, phone)

Part C – Details of the appeal

If you need more space please use the CA6 continuation sheet. Make sure you tell us on the sheet which question the information relates to.

Give details of the decision you are appealing against, including the scheme or subject and the date of the decision.

Give the scheme year(s) relevant to your appeal.

Give details of the reasons you disagree with RPA's decision, clearly setting out all points you disagree with. Include any information to support your appeal which you want to be considered.

Give any new information which has not been considered previously.

How many separate continuation sheets have you used?

List any supporting documents you are attaching to this form.

What type of hearing do you want?

Virtual

Written

If you are not able to participate in a telephone or video conference please email the reviewappealsteam1@rpa.gov.uk mailbox and let us know.

Part D – Authorisation

Signature

Name

Personal Identifier (if known)

Status (for example agent, sole trader)

Date

Part E – Data Protection

For information on how we handle personal data go to GOV.UK and search for '[Rural Payments Agency personal information charter](#)'.