



GRC7

## Application to the First-tier Tribunal for permission to appeal to the Upper Tribunal

This form should be used when making an application to the First-tier Tribunal (General Regulatory Chamber) for permission to appeal to the Upper Tribunal.

You must usually apply to the First-tier Tribunal for permission to appeal before you can make an appeal to the Upper Tribunal.

### 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.

### Guidance on completing this form

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.

### Other applications

You cannot use this form to:

- appeal to the General Regulatory Chamber – use form **GRC1**
- appeal a decision relating to a Nitrate Vulnerable Zone – use form **GRC2**
- apply for an order to progress a complaint made to the Information Commissioner – use form **GRC3**
- enforce a decision of the tribunal (certify a contempt) – use form **GRC4**
- make an application in an appeal that is already in progress – use form **GRC5**
- make an application for an authorised costs order – use form **GRC6**

## Section 1 – Applicant’s information

### 1.1 Details of applicant

Name of the person or the organisation

Contact name (if different)

### 1.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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### 1.3 Contact details

Phone number

Mobile number

Email address

### Note for Section 1

The applicant can be a person or an organisation.

Add all your information even if you have other cases in the tribunal.

Use a separate sheet if you need to include details of more than one applicant.

If you are not a party to the case, then you can only appeal if the tribunal decides to join you as a party. If you want the tribunal to do this then you must explain why at Section 5.

## Section 2 – Applicant’s representative information

**2.1** Do you have a representative?

Yes. **Go to question 2.2**

No. **Go to Section 3**

**2.2** Details of applicant’s representative

First name

Last name

Company name

**2.3** Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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**2.4** Reference number for correspondence (optional)

**2.5** Contact details

Phone number

Mobile number

Email address

### 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.

## Section 3 – About the decision you are appealing

Please give the following details:

### 3.1 Tribunal reference number

### 3.2 Date you were sent the decision by the tribunal

Day	Month	Year

**Note 3.2:** The date you were sent the decision is the one shown on the covering email or letter from the tribunal.

## Section 4 – Time limit for applying to the First-tier Tribunal for permission to appeal to the Upper Tribunal

The time limit for making an application for permission to appeal is usually 28 days from the date you were sent the tribunal's decision. Full details can be found in the Tribunal's Procedure Rules, which can be found at [www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber](http://www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber).

If it's late, you need to request an extension of time and explain why this application is delayed.

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

Reasons why the application is late and why the tribunal should extend time.

## Section 5 – Reasons for appealing

5.1 What **errors of law** do you think the tribunal made and what **result** you are seeking?

## Section 6 – Suspension of the First-tier decision pending appeal

**6.1** Do you want the tribunal to suspend the decision that you are seeking to appeal?

Yes. Give your reasons why you are applying for the decision to be suspended in the box below.

No

**Note Section 6:** The tribunal will decide whether its decision should be suspended. If the Tribunal does suspend its decision, then:

- any steps required by the decision need not be followed, and
- the consequences of its decision, such as the appeal being allowed or dismissed, will not take effect.

The suspension will usually last:

- if this application for permission to appeal is granted, until the Upper Tribunal decides your appeal;
- if this application for permission to appeal is refused, one month after that refusal decision is sent to you;
- if this application for permission to appeal is refused, and you then apply to the Upper Tribunal for permission to appeal, until the Upper Tribunal decides that application.

## Statement of truth

I understand that in certain circumstances proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

**I believe** that the facts stated in this form and any additional pages are true.

**The applicant believes** that the facts stated in this form and any additional pages are true. **I am authorised** by the applicant to sign this statement.

### Signature

Applicant

Applicant's representative

### Date

Day	Month	Year

Full name

## What to do next

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

### Email address

[GRC@justice.gov.uk](mailto:GRC@justice.gov.uk)

or

### Address

HM Courts & Tribunals Service  
General Regulatory Chamber  
First-tier Tribunal  
PO Box 9300  
Leicester  
LE1 8DJ

### Phone

0300 123 4504

## Next steps

The tribunal will consider your application and let you know the outcome.

You can find out more on:

[www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber](http://www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber)