

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 <u>Complaints procedure</u> 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.

CA1 v17.0 August 2025 Page 1 of 6

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. 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.

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

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.

CA1 v17.0 August 2025 Page 2 of 6

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)

CA1 v17.0 August 2025 Page 3 of 6

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

Naı	me
-----	----

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)

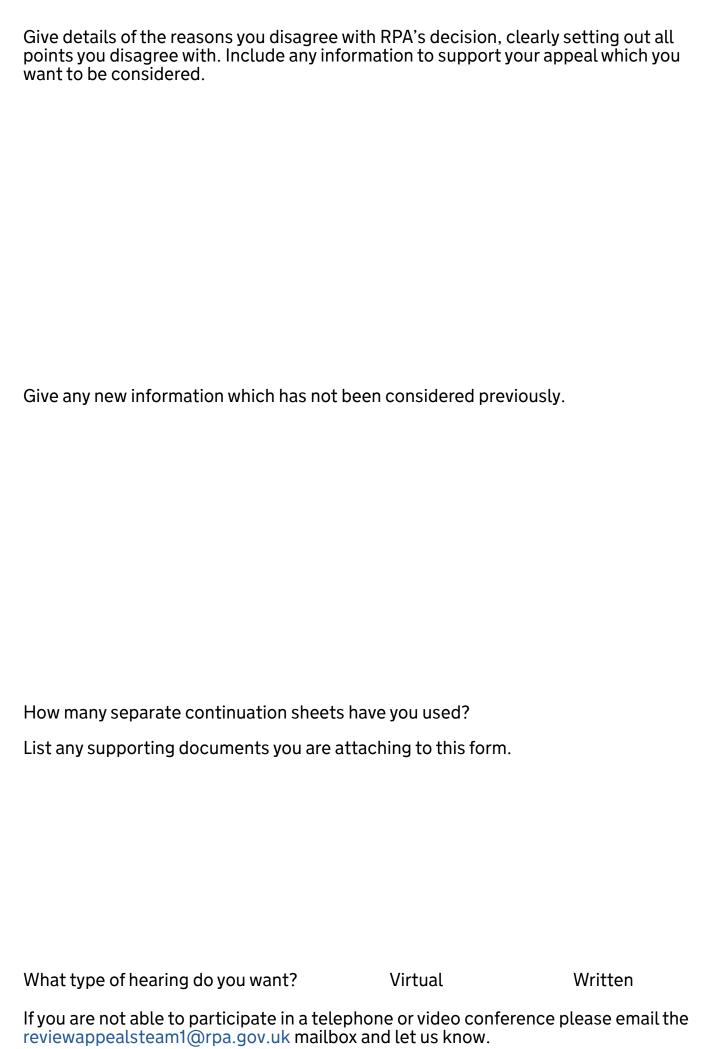
Part C - Details of the appeal

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.

CA1 v17.0 August 2025 Page 4 of 6



CA1 v17.0 August 2025 Page 5 of 6

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'.

CA1 v17.0 August 2025 Page 6 of 6