



WPAF1

Appeal a War Pension or Armed Forces Compensation Scheme decision

Use this form to appeal against a decision made by the Secretary of State as administered by Defence Business Services (DBS), Veterans UK.

You can appeal against:

- the refusal of an award or level of entitlement
- the level of an award
- the date an award starts
- changes to the amount or duration of an award
- the label (medical name given for a claimed condition)

You must appeal within **12 months of the date on your decision letter**. If you miss this deadline you will have to ask the tribunal for more time in Section 7.

Further guidance

Where you can get further guidance on appealing a war pensions decision depends on where you live. Search for 'war pensions' on these websites:

- England and Wales – www.judiciary.uk
- Scotland – www.patscotland.org.uk
- Northern Ireland – www.courtsni.gov.uk

If you need help

Contact the tribunal office if you need help with this application or tribunal procedures.

The tribunal cannot give legal advice.

England and Wales

Email: armedforces.chamber@justice.gov.uk

Telephone: 0330 303 5857

Scotland

Email: PAT_Info_Mailbox@scotcourtribunals.gov.uk

Telephone: 0131 271 4340

Northern Ireland

Email: veterans-uk@mod.gov.uk

Free telephone (UK only):
0808 1914 2 18

Telephone (overseas):
+44 1253 866 043

Other notes

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 National Insurance number/member number at the top of any additional sheets.



Checklist

List of documents that need to be included with the appeal:

a copy of the decision letter

any additional evidence to support your appeal, list the documents attached here:

Note for Checklist

Include a copy of the most recent decision which could also be a Reconsideration. If you do not, it may delay progress on your appeal while we ask you for further information.

Section 1 – Appellant’s information

1.1 Details of appellant

Title

First name

Last name

Date of birth

Day Month Year

| | | | | | |

National Insurance number

AFCS Member number (if known)

Note 1.1: Appellant means the person appealing the decision.

Note for AFCS

Member number

If you are appealing about a decision made under the Armed Forces Compensation Scheme (AFCS) provide your Member Number if known (this is the reference number provided by AFCS when answering your claim).

1.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

Note 1.2

You must let the tribunal know if the address or any contact details change.

1.3 Contact details

Phone number

Mobile number

Email address

1.4 Appellant’s Service status

Still serving

Left service

Proposed discharge date (if known)

Day Month Year

| | | | | | |

Section 2 – Appellant’s representative

2.1 Do you have a representative?

Yes. **Go to question 2.2**

No. **Go to Section 3 or Section 4**

2.2 Details of appellant’s representative

First name

Last name

Company or organisation name

2.3 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

2.4 DX number for correspondence (optional)

2.5 Reference number for correspondence (optional)

2.6 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.

Your representative must have agreed to represent you before you give their details on this form.

www.gov.uk/war-pension-armed-forces-compensation-tribunal/tribunal-hearing

Section 3 – Appellant’s appointee

3.1 Does the appellant have an appointee?

Yes. **Go to question 3.2**

No. **Go to Section 4**

3.2 Details of appellant’s appointee

First name

Last name

Company or organisation name (optional)

3.3 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

3.4 Contact details

Phone number

Mobile number

Email address

Note for Section 3

Fill out this section if you are making an appeal on behalf of someone you have a legal responsibility for.

For example, you are a designated person or have been given Power of Attorney.

For more information visit:

www.gov.uk/power-of-attorney

Section 4 – Decision you are appealing against

4.1 Date of the decision letter you wish to appeal against

Day	Month	Year

4.2 Type of appeal

Choose all that apply:

the refusal of an award or level of entitlement

the level of an award (percentage assessment or rate of allowance if less than the maximum or tariff level)

the date an award starts

changes to the amount or duration of an award

the label (medical name given for a claimed condition)

Other

Note 4.2: Include a copy of the most recent decision which could also be a Reconsideration. If you do not, it may delay progress on your appeal while we ask you for further information.

Section 5 – Reasons for appealing

5.1 Explain why you disagree with the decision

Note for Section 5

Appellants can seek support from their representative or appointee to add reasons for disagreeing with the tribunal's decision.

Continue on a separate sheet if necessary, put your (the appellant's) name and National Insurance number on each additional sheet.

Section 6 – Only for appeals relating to a claim under the Armed Forces Compensation Scheme

- 6.1** If your appeal relates to a claim under the Armed Forces Compensation Scheme, have you asked the Secretary of State to look again at the decision (known as a Reconsideration)?

Yes

No

Section 7 – Late appeals

- 7.1** You must send your appeal to the tribunal **no later than 12 months** after the date on your decision letter. If your appeal is received after this date, the tribunal will need to know why it is late and will decide whether to extend the deadline for your appeal. If your appeal is late, explain your reasons here:

Note for Section 6

If the decision you are appealing was made under the Armed Forces Compensation Scheme (AFCS), you may have asked the Secretary of State to look again at your claim after you received notification of the decision. This is called a Reconsideration.

If there is no Reconsideration, the tribunal will refer your form to Defence Business Services (DBS), Veterans UK to reconsider the decision. This is a legal requirement.

Note for Section 7

Appellants can seek support from their representative or appointee to add reasons for a late appeal.

Section 8 – Reasonable adjustments

8.1 Do you, or anyone attending with you, need any additional support during your appeal?

Yes. **Give details in the box below.**

No

Note 8.1

Some people need support to access information and use our services, for example:

- documents in alternative formats, colours and fonts
- help with communication, sight, hearing, speaking, interpretation or translation
- access and mobility support if a hearing takes place in person

UKSF confidentiality contract

Those who have signed the UKSF Confidentiality Contract must ensure that the UKSF Disclosure Cell is contacted for advice and review of any documents being submitted with your appeal.

Those who have not signed the UKSF Confidentiality Contract but have served with UKSF should also seek advice from the UKSF Disclosure Cell and ensure no unauthorised disclosures are made as part of their appeal.

I, the appellant, confirm that I have signed the confidentiality contract with UKSF and ensured that no unauthorised disclosures were made. I have sought advice from and sent documents enclosed to the UKSF Disclosure Cell for review and redaction, and have permission to make such statements.

The appellant confirms that they have signed the confidentiality contract with the UKSF and ensured that no unauthorised disclosures were made. The appellant has sought advice from and sent documents enclosed to the UKSF Disclosure Cell for review and redaction, and have permission to make such statements.

Signature

Appellant

Appellant's representative

Appellant's appointee

Note for Appellant's signature

You must sign this form yourself if you do not have a representative or an appointee.

Type your name to sign the form, or if you print it out, use a pen to sign it.

Declaration

I, the appellant, believe that the facts stated in this form and any continuation sheets are true.

The appellant believes that the facts stated in this form and any continuation sheets are true. I am authorised by the appellant to sign this statement.

Signature

Appellant

Appellant’s representative

Appellant’s appointee

Date

Day	Month	Year

Full name

Note for Declaration
You must sign this form yourself if you don’t have a representative or an appointee.
If you have named a representative in Section 2, your signature will also give your authority to the Tribunal and Veterans UK to discuss your case and share correspondence should they contact us on your behalf.
If you are an appointee, you can only sign this form on the appellant’s behalf if they are under 16 or cannot sign due to mental or physical infirmity.

Contact details

You can either **email or post** your appeal.

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

England and Wales

Email address: armedforces.chamber@justice.gov.uk

Address:

War Pensions And Armed Forces Compensation
PO Box 11206
LOUGHBOROUGH
LE11 9PT
United Kingdom

Phone: 0330 303 5857

Scotland

Email address: PAT_Info_Mailbox@scotcourtsribunals.gov.uk

Address:

The Pensions Appeal Tribunal (PAT)
George House
126 George Street
Edinburgh
EH2 4HH

Phone: 0131 271 4340

Northern Ireland

Email address: veterans-uk@mod.gov.uk

Address:

Defence Business Services, Veterans UK
Ministry of Defence
Norcross
Thornton Cleveleys
FY5 3WP

Phone:

Free telephone (UK only): 0808 1914 2 18

Telephone (overseas): +44 1253 866 043

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 using the details on page 11.

How the WPAFCC collect and use personal information

England and Wales

The Ministry of Justice and HM Courts and Tribunals Service processes personal information about you in the context of tribunal proceedings. For details of the standards we follow when processing your data, please visit the following address:

www.gov.uk/hmcts/privacy-policy

To receive a paper copy of this privacy notice, call 020 3206 070.

How the Pensions Appeal Tribunals collect and use personal information

Scotland and Northern Ireland

The Pensions Appeal Tribunals (PAT) are committed to protecting the privacy and security of your personal information and ensuring that all your personal data is processed in accordance with UK data protection legislation.

Further information can be found at the following websites about the way the Tribunals process your data.

Scotland:

www.patscotland.org.uk/node/73

Northern Ireland:

www.justice-ni.gov.uk/sites/default/files/publications/justice/Privacy%20Notice.pdf