



UT1

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

For an Infected Blood Compensation case use form **UT15**.

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](http://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](http://www.gov.uk/check-legal-aid)  
0345 345 4 345

#### Scotland

Contact the Scottish Legal Aid Board (SLAB) [www.slab.org.uk/public/civil](http://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)**

**2.1** Name of person with care of the child or children

First name(s)

Last name

**Note for Section 2**

This section is only for child support cases.

**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

### 3.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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### 3.3 Reference number for correspondence (optional)

### 3.4 Contact details

Phone number

Mobile number (optional)

Email address

### 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.

## 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

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### 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** Did the First-tier Tribunal refuse to admit your application because you were late?

No

Yes

**5.2** Has more than one month passed since the First-tier Tribunal sent you notice of the grant or refusal of permission to appeal or notice that your application has not been admitted?

No

Yes

**If you have answered ‘Yes’ to either 5.1 or 5.2, (or both); explain the delay and apply to extend the time limit in 5.3 below.**

**5.3** I request that the time limit for making the application be extended because:

### 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.

## Section 6 – Reasons for your appeal

You can only appeal if you think that the First-tier Tribunal was wrong on one or more points of law.

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

If the First-tier Tribunal granted you permission to appeal on limited grounds and you are now appealing please state whether you also wish to apply for permission on additional grounds and tick both boxes in **Section 9**.

### 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 needed, continue on another sheet of paper, adding your name and the appeal reference number at the top.

## 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.

## Section 8 – Anonymity

**8.1** I request that the Upper Tribunal makes an anonymity order to prohibit the disclosure or publication of any information that is likely to lead members of the public to identify me or another named person in my case.

No

Yes. Explain why a lack of anonymity would have a negative effect on you or another person in the case.

### Note for Section 8

In the Upper Tribunal, the principle of open justice is maintained by:

- publishing case lists which identify the parties' names in advance of a public hearing;
- holding hearings in public; and
- publishing final decisions which identify the parties' names, witnesses and any evidence without redaction (even if the appeal is decided on the papers without a hearing).

If you, or another named person in your case, wish to remain anonymous during the proceedings, so that your identity is not made public, you may apply to the judge for an anonymity order by completing this section.

You should explain in the box provided, how the disclosure or publication of your or another's identity would **damage or harm either you or any other person named in the case**. For further guidance, see the document entitled Open Justice Practice Guidance available on the UTAAC website.

<https://www.judiciary.uk/courts-and-tribunals/tribunals/upper-tribunal/upper-tribunal-administrative-appeals-chamber/administrative-appeals-chamber-guidance-and-information/>

The Upper Tribunal will consider your reasons to decide whether to make an anonymity order. It is important that you explain the reasons in detail.

## Section 9 – 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 |
|-----|-------|------|
|     |       |      |
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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 Section 9

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 signature

Please sign or type your name in the signature box.

## **You must enclose the following documents with this form**

- a copy of the written decision issued by the First-tier Tribunal
- a copy of the First-tier Tribunal decision notice on your application for permission to appeal
- a copy of the funding notice or legal aid certificate

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

Have you included all required documents from the above list?

Yes

No, reasons why documents are not included

**Note:** 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.

## 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](http://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](mailto: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](mailto: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](mailto: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.**