



WPAF2

Listing questionnaire

Use this form to tell the tribunal about your hearing requirements.

Return it within 14 days from the date of the letter you received with this form.

Section 1 – Appeal information

1.1 Case number (you can find this on your acknowledgement letter)

1.2 Have you received your response documents from Defence Business Services (DBS) (Veterans UK) as an electronic bundle?

Yes. I have downloaded the bundle.

No. Have you checked your junk mail box? You had a limited time to download your documents.

You can request DBS to resend this electronic information to you.

1.3 How will you be accessing your bundle during the hearing?

I will be using a

laptop or desktop computer

mobile phone – **see note 1.3**

paper bundle

If you need help

Contact the tribunal office if you need help with this questionnaire.

The tribunal cannot give legal advice.

Email

armedforces.chamber@justice.gov.uk

Telephone

0330 303 5857

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 case number at the top of any additional sheets.

Note 1.3: During the hearing you must be able to view your bundle and take part in the hearing at the same time.

If you are using a mobile phone to take part in the hearing many users find it easier to have their bundle on a separate device such as a tablet or laptop.

Section 2 – Appellant’s information

Note for Section 2

This information will help the tribunal identify your case.

2.1 Details of appellant

Title

First name(s)

Last name(s)

2.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

| | | | | | |

2.3 Contact details

Phone number

Mobile number

Email address

Section 3 – Appellant’s representative

3.1 Do you have a representative?

Yes. **Go to question 3.2**

No. **Go to Section 4**

3.2 Who is representing you?

Royal British Legion

Royal Air Forces Association

National Gulf Veterans and Families Association

Royal Marines Charity

Other

Name of the organisation or person

Contact details

Note for Section 3

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.

You can find a list of agencies that offer free representation or advice in the ‘Guide for Users’:

www.judiciary.uk/courts-and-tribunals/tribunals/first-tier-tribunal/first-tier-tribunal-war-pensions-and-armed-forces-compensation-chamber/procedure-rules-and-guidance-of-the-first-tier-tribunal-war-pensions-and-armed-forces-compensation-chamber/

3.3 Sharing information about my appeal

I confirm that my representative has agreed to represent me.
I consent to the tribunal sharing my appeal information with my representative

Signature

Note 3.3: Contact the tribunal if you no longer want your representative to receive information in connection with your appeal.

Section 4 – Hearing

- 4.1** The tribunal will decide how your hearing is held taking account of your preference. Give your preference below:

Oral hearing. Go to question 4.3

If you choose an oral hearing, you and your representative, if you have one, will attend either in person, or by phone or video link.

Paper appeal decision. Go to question 4.2

If you choose a paper appeal decision, the tribunal makes its decision based only on the documents provided. You and your representative, if you have one, will not attend a hearing.

Note 4.1: If you choose a paper appeal decision, you may give a written statement for the tribunal to consider, setting out your reasons for appealing and what you are asking the tribunal to do.

- 4.2** Explain briefly why you want the appeal to be decided without a hearing via a **‘paper appeal decision’**.

- 4.3** Choose only **one** preferred option for attending the hearing:

in person at a hearing centre

via a video link. **Go to question 4.4**

via a telephone. **Go to question 4.5**

- 4.4** Do you have access to the internet and a computer, smart phone or tablet?

Yes

No

- 4.5** Can you attend your hearing via a telephone?

Yes

No

Note 4.3: If you choose an in person hearing this may take little longer to arrange than a video link or telephone hearing. We will try and list at the nearest available hearing centre to your home address, but it may still involve significant travelling.

If you want to know the nearest venue to you, you can look up the list of venues online.

4.6 Are there any days in the next 4 months when you or your representative cannot attend?

Note 4.6: For example: a medical appointment or a pre-booked holiday.

Provide any evidence you have which confirms that. For more information about supporting evidence, go to Section 5.

If you have or plan to have a representative, agree on the unavailable dates with them before sending back this form.

4.7 Will you need any support at the hearing, such as wheelchair access, an interpreter or a hearing loop?

Tell us what support you need and why you need it

Note 4.7: You can ask for support at a hearing, for example:

- access and mobility support (wheelchair)
- support to see or hear what is happening at the hearing
- interpreter at the hearing (including language and dialect)
- documents in alternative formats, colours or fonts

4.8 If you are **not in the UK** and need to give evidence at the hearing can you do this remotely via a video link or telephone?

Yes. **Go to question 4.9**

No. **Go to question 4.11**

4.9 Which country will you be giving evidence from?

Note 4.9: Not all countries will allow evidence to be given remotely in proceedings abroad. You can check with the FCDO:

www.gov.uk/guidance/taking-and-giving-evidence-by-video-link-from-abroad

4.10 Are you a resident, citizen or a visitor to the country?

Resident

Citizen

Visitor

4.11 Witnesses are not usually needed but we need to know if you intend to bring any witness to your hearing.

You need to provide their details and a written witness statement.

Name

Contact details

Note 4.11: You must submit any witness statements with this form or within 28 days.

Use another sheet of paper and add your name and case number.

If you have more than one witness, provide their details on another sheet of paper.

It is your responsibility to ensure that your witness knows about the date and time of the hearing and attends the hearing.

4.12 Will your witness be in the UK?

Yes. **Go to Section 5**

No. **Go to question 4.13**

4.13 Which country will your witness be giving evidence from?

Note 4.13: Not all countries will allow evidence to be given remotely in proceedings abroad. You can check with the FCDO:

4.14 Is your witness a resident, citizen or a visitor to the country?

Resident

Citizen

Visitor

www.gov.uk/guidance/taking-and-giving-evidence-by-video-link-from-abroad

Section 5 – Supporting evidence

5.1 Will you be submitting any supporting evidence?

Yes. **Go to question 5.2**

No. **Go to Signature on page 8**

5.2 Do you need more time to submit any additional evidence?

Yes, tell us why you need more time

Note 5.2: The evidence must be submitted to DBS (Veterans UK) and the tribunal within the time limit on the attached letter.

If this is not possible, ask the tribunal immediately for an extension of time and add your reasons.

No. **Go to question 5.3**

5.3 You can add evidence to support your appeal such as letters, photos and documents.

List the supporting evidence:

Signature

Signature

Appellant

Appellant’s representative

Date

Day	Month	Year

Full name

Contact details

You can either **email or post** this questionnaire.

Send the completed and signed form and any supporting evidence using the details shown below:

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

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/Home/Privacy

Northern Ireland:

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