HM Courts & Tribunals Service

First-tier Tribunal
(General Regulatory Chamber)

Office stamp (date received)

GRC1

Appeal to the General Regulatory Chamber

Use this form to appeal to the First-tier Tribunal (General Regulatory Chamber) against a decision made by a government body or other regulator.

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

You can find notes to help you understand questions on the right side of the page.

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 a decision relating to a Nitrate Vulnerable Zone – use form **GRC2**
- apply for an order to progress a data protection or UK GDPR complaint – 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**
- apply for permission to appeal to the Upper Tribunal – use form **GRC7**

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Section 1 – Appellant's information

1.1 Details of appellant

Name of the person or the organisation

Contact name (if different)

1.2 Postal address

First line of address

Second line of address

Town or city

County (optional)

Postcode

1.3 Contact details

Phone number

Mobile number

Email address

1.4 Is there more than one appellant?

☐ Yes. **I have included their details on a separate sheet, accompanying this form.**

☐ No

Note for Section 1

The appellant 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 appellant.

Note 1.2: If you do not supply an address your case will be delayed until you provide it.

Details of the appellant's postal address are required by rule 22(2)(a) or rule 26(2)(a) of the Tribunal Procedure (First-tier Tribunal) (General Regulatory Chamber) Rules 2009.

Section 2 – Appellant'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 appellant'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

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 – Decision you are appealing against

3.1 What is the **decision reference number**? (find it on your decision)

3.2 Date on the decision

Day Month Year

3.3 What is the **decision code**? (if provided)

Note 3.3: Enter the decision code from the regulator's decision letter. If the letter does not include a decision code, leave this field blank.

3.4 If applicable, tick the box next to any statement that applies.

- ☐ Appealing against a Stop Notice served under Schedule 3 to the Environmental Civil Sanctions (England) Order 2010
- ☐ Appealing against a Welfare Enforcement Notice served under Regulation 38 of the Welfare at the Time of Killing (England) Regulations 2015
- ☐ Appealing against a Protective Order served under Section 76 of the Charities Act 2011
- ☐ Making an application under Rule 19A of the 2009 Tribunal Procedure Rules to suspend the effect of a decision made by the Immigration Services Commissioner or the Gambling Commissioner, pending determination of an appeal
- ☐ The Immigration Services Commissioner making an application to suspend a person's registration under Paragraph 4B of Schedule 6 to the Immigration and Asylum Act 1999
- ☐ Appealing against an Information Notice served under the Freedom of Information Act 2000, Data Protection Act 2018, or other legislation (This is **not** a Decision Notice issued by the Information Commission in response to a complaint made under section 50 of the Freedom of Information Act 2000).
- ☐ Appealing against a decision made under Article 9, Article 20, Article 27(6), Article 51, or Article 52 of UK REACH
- ☐ Appealing against a penalty imposed under the Public Authorities (Fraud, Error and Recovery) Act 2025
- ☐ Appealing against a Stop Notice served under Schedule 4A (Civil Sanctions) of the Official Controls (Plant Health and Genetically Modified Organisms) (England) Regulations 2019, or the equivalent provisions in Welsh legislation

Section 4 – Regulator's information

Details of a regulator

4.1 Name of the regulator (find it on your decision)

4.2 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

4.3 Contact details

Phone number

Mobile number

Email address

Note for Section 4

The regulator is the body that took the decision against which you are appealing.

Examples of the most common regulators are:

- Information Commissioner
- Pensions Regulator
- Charity Commission
- Environment Agency
- Driver and Vehicle Standards Agency
- local authorities

Section 5 – Appeals by driving instructors

5.1 Does your appeal relate to a decision by the DVSA in relation to being a driving instructor?

☐ Yes. **Go to question 5.2.**

☐ No. **Go to the Section 6.**

5.2 Is your appeal against a decision that you are not a fit and proper person to be a driving instructor?

☐ Yes

☐ No

5.3 Is your appeal against a decision refusing to grant you a further trainee licence?

☐ Yes. **If you have booked a further test, write the date and test centre location below**

Day Month Year

Test centre location

☐ No

Section 6 – Third party's information

6.1 Is your appeal against:

- ☐ a decision made by the Information Commissioner about a request under the Freedom of Information Act or the Environmental Information Regulations **Go to question 6.2.**
- ☐ a decision by a local authority to include land in its register of Assets of Community Value. **Go to question 6.2.**
- ☐ any other decision. **Go to question 7.**

Freedom of Information Act cases:

If you are the person who made the Freedom of Information Act request, then **the third party** is the public authority from which you requested the information.

This might be a government department, local authority or another body exercising a public function.

If you are the public authority, then the third party is the person who made the Freedom of Information Act request.

Assets of Community Value cases:

The third party is the person or group who nominated the property for inclusion in the local authority's register of Assets of Community Value.

6.2 Name of the third party

6.3 Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

6.4 Contact details

Phone number

Mobile number

Email address

6.5 Sharing information with the third party

So that the third party can decide whether they wish to participate in the appeal, the tribunal usually sends them a copy of this form and its accompanying documents.

Do you consent to the tribunal sending a copy of this form and its accompanying documents to the third party?

☐ Yes

☐ No, explain your reasons why:

Note 6.5: A Judge, Registrar or Legal Officer may decide to order that a copy of this form and its accompanying documents will be sent to the third party even though you do not consent. But they will only do so after carefully considering the reasons you have given.

Section 7 – Late appeals

7.1 If your appeal is late, or you are not sure if it will be received in time, explain why and include any supporting evidence you have when sending this form.

Note for Section 7

Your appeal should reach the tribunal **within 28 days** of the date you were sent the decision.

Some cases have different time limits:

- **14 days**
  for appeals about a trainee driving instructor's licence
- **42 days**
  for a charity appeal
- **62 days**
  for appeals against PackUK decisions
- **90 days**
  for appeals against REACH decisions

The tribunal will only consider a late appeal if you give reasons why your appeal is late.

You should also list the evidence you are sending in the Checklist section at the end of this form.

Section 8 – Reasons for your appeal

8.1 Why do you think the decision is wrong?

Provide as much information as you can. The tribunal will use your answer and any other evidence you provide when considering your appeal.

Note for Section 8

You must not use this section to ask the tribunal to make any case management decision, such as adding another party or linking this appeal to another. Use form **GRC5** instead.

It is important to explain clearly why you think the decision, act or notice (or failure to decide or act) is wrong, or why you are making your appeal, giving as much detail as possible.

You will be given a further opportunity to submit evidence, so you do not need to provide it all now.

You may find it useful to refer to each of the numbered paragraphs in the decision or notice and give the reasons you disagree with them.

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.

Section 9 – Outcome of appeal

9.1 What outcome you are seeking from your appeal?

Note for Section 9

The outcome of the appeal is the final decision you want the tribunal to make. Examples of different types of cases include:

- Allow the appeal
- Allow the appeal and set aside the decision
- Allow the appeal and substitute a notice that orders the public authority to take steps in relation to the request for information
- Allow the appeal and set aside or reduce the financial penalty

If you are unsure, then consider getting legal advice.

Section 10 – Hearing

10.1 How do you want to have your appeal decided?

Note for Section 10

The tribunal will decide on the type of the hearing.

☐ I want my appeal to be decided **with a hearing**

A tribunal will decide your appeal at a hearing that you can attend. This will either be in-person or by video.

☐ I want my appeal to be decided **without a hearing**

A tribunal will decide your appeal by looking at the information and documents you and the other parties send.

Section 11 – Applications

11.1 Are you making any applications, for example to link this case to another?

☐ Yes. Complete form **GRC5** and return it with this form. If your application needs to be dealt with urgently, for example before this form is sent to the regulator for a response, make sure you tick the relevant box on form **GRC5**.

☐ No

Section 12 – Reasonable adjustments

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

Note 12.1

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

Fees and payment – only for gambling appeals

You can find guidance about gambling licence decisions appeals here:
www.gov.uk/guidance/gambling-licence-decisions-appeal-to-a-tribunal

The fee depends on what your appeal is about:
www.gov.uk/guidance/gambling-licence-decisions-appeal-to-a-tribunal#fee

How to pay the fee

You can call the tribunal to arrange the payment

Phone
0300 303 5857

or

add fee account details (for legal professionals)
Your account number

P	B	A						

Your reference (if applicable)

If you are not sure how to pay a fee contact the tribunal.

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

Signature

☐ Appellant

☐ Appellant's representative

Date

Day Month Year

Full name

Checklist

☐ I have completed the application fee section – **only for gambling** appeals

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

☐ a copy of the decision

☐ copies of any evidence to support a late appeal (Section 6)

List all the evidence you are sending with this form:

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

or

Address

HM Courts and Tribunals Service
General Regulatory Chamber
PO Box 11230
Leicester
LE1 8FQ

Telephone

0300 303 5857

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

For information on how HM Courts and Tribunals Service process and store your data visit:
www.gov.uk/hmcts/privacy-policy