



Correspondence only: Revenues and **Benefits** Service, PO Box 10004, Hinckley, LE10 9EJ
In person: Council Offices, Coalville, Leicestershire, LE67 3FJ
Telephone: 01530 454551
Fax: 01455 619853
E-mail: benefits@nwleicestershire.gov.uk
Website: www.nwleics.gov.uk

APPEAL FORM

Important: please read the guidance notes before you fill in this form

Please write your full name below

Please write the address at which you would like us to contact you in the space below

Please write the address to which your appeal relates below (if different to above)

Please give your daytime phone number here

Please return the completed form to the Council offices.

Please give the following information about your appeal

Please give the date of the decision

Please use the space below to explain your reasons for appealing

Your signature

Date

If your appeal is made one month after the date the decision was made give your reasons why below

Guidance notes

You can use this form to appeal a Housing Benefit or Council Tax Benefit decision. An appeal is a request for the decision to be looked at by an independent organisation called the Tribunals Service.

If you would like us to look at the decision please complete a "dispute form". This does not affect your appeal rights.

Do not use this form to appeal a Council Tax Support or Discretionary Discount decision (See Council Tax Support and Discretionary Discount appeal rights below).

If you make a Housing or Council Tax Benefit appeal

We will look at the facts and evidence (including any new information and evidence that you have provided) and will also consider Benefit law.

We may contact you for further information and evidence.

We will revise the decision if this is justified.

If the decision is revised to your advantage, the new decision carries with it fresh appeal rights and the time for any reconsideration starts again.

If we are unable to revise the decision to your advantage, your appeal together with a response from us, setting out the facts of the case and the reasons for the decision will be sent to the Tribunal Service and a copy will be sent to you.

It usually takes up to one month for an appeal to be sent to the Tribunals Service.

The Tribunal Service may consider late applications subject to the absolute time limit of 13 months but has no power to extend the absolute time limit.

The Tribunals Service will write to you about what happens next.

Your appeal may take a long time to be heard, if you have eviction proceedings against you, please send us your eviction notice so that your appeal can be heard sooner.

Council Tax Support and Discretionary Discount – Appeal rights

If you disagree with a Council Tax Support or a Discretionary Discount decision and you have asked us to look at the decision again and have received notification of our decision but are still aggrieved or you but have not had a decision from us within two months you can appeal to directly an independent body called the Valuation Tribunal.

You need to make your appeal within four months of the date you asked us to look at the decision again.

You can fill in an appeal form online at www.tribunals.gov.uk or at visit www.valuationtribunal.gov.uk for more information about appealing.

If you appeal to the Valuation Tribunal about a Council Tax Support decision the Valuation Tribunal will contact you about what happens next. The Valuation Tribunal will contact us for more information about the Council Tax Support decision.