

Your appeal

Complete this form and take or send it to us

About you

Title

Your surname

All other names

Your date of birth

National Insurance (NI) number

Get this from your NI number card, payslips, tax papers or letters from social security.

Your address and postcode

Daytime phone number

Have you arranged for someone to help you with your appeal? No

Yes Please tell us their name and address

Their full name

Their address and postcode

Their phone number

Please sign in the box to authorise this person to act for you.

About the decision

Name of benefit or benefits

Date at the top of the letter
about the decision

About your appeal

- Use the space on the next page of this form to say why you do not agree with the decision.
- You must say **why** you think the decision is wrong. It is not enough to say 'I do not agree with the decision' or 'The money is not enough'.
The reasons you give should be like these examples:
 - 'My rent was £75 per week but you have stated it was £35 per week.'
 - 'I moved into the property on 1 November not 1 December.'
 - 'You have used the wrong wages to work out my benefit. I received £250 only during the Christmas week.'
- If you are appealing against more than one decision, you must say why you do not agree with each one.
- If you are appealing more than one month after the decision was made, you must say why your appeal has been delayed.

Your signature

Your signature

Date

If someone has been officially appointed to act for you or someone has the authority to act for you, they should sign here:

What to do now

- Make sure you have said on the form why you do not agree with the decision.
- It will help if you write **Appeal** on the front of the envelope.
- Your appeal must reach our office within **one month** of the date at the top of the letter telling you about the decision.
- Take or send this form to us.

Your appeal

- Use this space to say why you do not agree with the decision.
- You must say **why** you think the decision is wrong. Use BLOCK CAPITALS.

- If you need more space, use another sheet of paper. Remember to put your name and NI number on any extra sheets of paper.
- **Make sure you have filled in all parts of the form and signed it.**
- Take or send the form to: **Housing Benefits, East Devon District Council, Knowle, Sidmouth, Devon EX10 8HL.**
- If you need more information, please phone us on **01395 517446** or e-mail benefits@eastdevon.gov.uk

For our use

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Appeal form issued to customer

/ /

Appeal received

/ /

Appeal received at sector office

/ /

Invoice number

Summary of your choices if you do not understand our decision about your housing or council tax benefit or you think the decision is wrong

You do not understand the decision.



Ask for an explanation or a statement of reasons immediately.

You understand the decision but do not agree with it.



Ask for a revision within one month of the date of the decision

If you asked for a statement of reasons, we will add on to the one month time limit, the time it took us to send it.

You do not agree with the decision and want to appeal against it.



You must make your appeal within **one month** of the date of our decision. Remember **you must say why** you think the decision is wrong. This means that you need to understand how and why we have made the decision.

The one month time limit can only be extended if there are special circumstances.