

North and North East Lincolnshire Councils

HOUSING BENEFIT AND COUNCIL TAX REDUCTION - APPEALS FORM

You can use this form to ask for a reconsideration on your Housing Benefit or Council Tax Reduction decision, or to make an appeal against a Housing Benefit decision. Appeals about Council Tax Reduction must be made directly to the Valuation Tribunal Service.

When asking for a reconsideration you should clearly state this on the form and tell us which decision you are disputing.

When making an appeal make sure you clearly explain the reason you are appealing, because the tribunal service will not consider anything you do not mention in your appeal.

We may not be able to accept your appeal if we receive it later than one month after the date on the decision letter.

Late appeals can only be accepted if there are special circumstances (such as a death or serious illness) that caused a delay to making the appeal. In your appeal, you should explain why you could not appeal within one month. A legally qualified tribunal judge will look at the reasons you have given for not appealing in time and decide if they can accept your late appeal.

FOR OFFICIAL USE ONLY

Title <input type="text"/>	Customer Name <input type="text"/>	Form Filename <input type="text" value="Standard HBCTR Appeals"/>	
DOB <input type="text"/>	NINO <input type="text"/>	Form Reference <input type="text"/>	
TEL <input type="text"/>	Notes V1		
Email <input type="text"/>	<div style="border: 1px solid black; height: 100%;"></div>		
Customer Address <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			
Date Form Started <input type="text"/>			
Date of E-signing <input type="text"/>			
Date Submitted <input type="text"/>			
Data Validation Ref <input type="text"/>			
Occupancy type <input type="text"/>			
Advisor Name (who started form) <input type="text"/>			
Advisor Department <input type="text"/>			
<input type="text"/>			

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What would you like us to do? Please tick one of the following

- Send you a statement of reasons**
We will send you a full written explanation of our decision within 1 calendar month.
- Look at your claim again**
We will look at your claim again and revise our decision if we think it is wrong.
We will aim to do this within 1 calendar month.
- Refer your Housing Benefit case to the Tribunals Service**
We will look at your claim again and if we cannot change it, we will forward your papers to HM Courts and Tribunal Service. If this is the case, we need a handwritten signature from you. You will need to print this form and sign it and return it by post. If you do not have access to a printer we will issue you with a copy of the form to sign.

HM Courts and Tribunal Service is an agency of the Ministry of Justice and is wholly independent of the Council. It can take several weeks for your case to be heard.

About you

Title

Your Surname

All other names

Your date of birth

HB/CTR ref no:

National Insurance (NI) number

Get this from your NI number card, payslips, tax papers or letters from the Department for Work and Pensions.

Daytime phone number

Email address

Your address

Postcode

Have you arranged for someone to help with your appeal? No Yes If Yes, please give their details

Their full name

Their address

Postcode

Their phone number

About the Decision

Please state which decision you are appealing against. Housing Benefit Council Tax Reduction Both

Date of the letter about the decision

- Use the space at the end 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 "I need more money".
- 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 to the property on 1 July, not 1 August".
 - "I earn £150 per week, but you have stated it was £250 per 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**

If you need more space, use the Extra Page.

What to do now

- Make sure you have said at the end of this form why you do not agree with the decision.
- Take or send this form to us.
- Remember, your appeal must reach our office within one month of the date of the letter telling you about the decision.

Your Request/Appeal

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

HB/CTR Ref No:

I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make any enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in circumstances.

Signed:

Date:

Our addresses:

For North Lincolnshire Council:
Local Taxation and Benefits
Hewson House
Station Road
Brigg
DN20 8XB

For North East Lincolnshire Council:
Local Taxation and Benefits
Municipal Offices
Town Hall Square
Grimsby
DN31 1HU

Please use the space below to tell us anything else you think we should know about:

A large, empty rectangular area with a light yellow background and a thin blue border, intended for providing additional information.