



Application for a Housing and Council Tax Benefit Appeal or Reconsideration



Name :

Address:

Benefit Reference: Tel No:
(optional)

Appeals and Reconsiderations

If you disagree with a decision that we have made, you can ask us to look at the decision again (called a reconsideration) or you can appeal against it. We will then write to you to tell you whether the decision has been changed or not.

If you have requested a reconsideration and the decision is not changed, or the decision is changed to pay you less benefit, you can then submit an appeal. If you have appealed and the decision is not changed, or the decision is changed to pay you less benefit, we will send your appeal to the Tribunals Service for their independent consideration.

You must ask for a reconsideration or make an appeal within **one calendar month** of the date that we first notified you of our original decision. If you submit your request outside of one month, you must also provide good reason for not making your request within the time limit allowed.

Making an Appeal or Reconsideration

To make an appeal or reconsideration complete the details over the page and return it to your local Council's Benefits Service. You need to give full details about why you disagree with the decision and why you think it is wrong.

It is important that you give as much information as you can so that we are aware of all the facts when we deal with your request. Use an additional sheet of paper if necessary. You may wish to provide supporting evidence - for example, a letter from your doctor or care worker etc.

If someone else is acting on your behalf, please provide their name and address together with your signed authorisation that they can act for you.

See our separate leaflet (No 5) "Understanding our decision and making an appeal".

