



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 you NI number card, payslips, tax, papers or letters from social security

Your address

Postcode

Telephone/Mobile number

Have you arranged for someone to help with your appeal?

No

Yes

Please give their name and address

Their full name

Their address

Postcode

Sign this 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 than one decision, you must say why you do not agree with each one.

If you are appealing more than none 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 tell us on the next page why you do not agree with the decision. Take or send this form to us. It will help if you write Appeal on front of the envelope.

Remember, you appeal must reach our office within one month of the date at the top of the letter telling you about the decision.

Your appeal

- Use this space to say why you do not agree with the decision.

- If you need more space, use the back of this page. Remember to put your name and NI number on any extra sheets of paper.
- Make sure you have filled in all parts of this form and signed it.
- Take or send this form to the offices listed in the booklet.

For our use

Appeal form issued
to customer

Appeal received

Appeal sent to the
Tribunal Service

For Additional Information

Please return completed form to the nearest Customer Service Point or send to:
Argyll & Bute Council, Witchburn Road, Campbeltown PA28 6JU