

Appeal against Housing Benefit and/or Council Tax Benefit decision

Complete this form and take or send it to us

About you

Title

Mr/Mrs/Miss/Ms/Other

Your surname

All other names

Your date of birth

National Insurance (NI) number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(Get this from your NI number card, payslips, tax papers or letters from social security.)

Your address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text" value="Postcode"/>

Daytime phone number

<input type="text" value="Code"/>	<input type="text" value="Number"/>
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Have you arranged for someone to help with your appeal?

No

Yes Please tell us their name and address

Their full name

Their address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text" value="Postcode"/>

Sign this box to authorise this person to act for you

About the decision

Name of benefit or benefits
(Please tick relevant box)

HB

CTB

HB & CTB

Date at the top of the benefit decision letter

About your appeal

- 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 'The money is not enough'.
- The reasons you give should be like these examples:
 - 'My rent was £75 per week but you have stated that it was £35 per week.
 - 'I moved to the property on 1st November, not 1st 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

Date

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

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.

What to do now

- Complete all relevant boxes on the form. You can get help from an advice centre or a solicitor.
- Write down the reasons for your appeal. This is important because the tribunal does not have to look at anything you do not mention. Make sure that you sign the form.
- Send the form back to this office within **one month** of the date on the decision letter.
- Remember, if the appeal tribunal finds you have been getting **too much** money, your benefit will be reduced.
- Make sure you have said on this form why you do not agree with the decision.
- Take or send this form to us.
- Remember, your appeal must reach this office within **one month** of the date at the top of the letter telling you about the decision.

Please return completed form to:

Revenues Department,
Winchester City Council,
Colebrook Street,
Winchester,
SO23 9LJ