

## **Community Right to Bid**

### **Procedure for Compensation Review:**

1. An officer of the Local Authority of appropriate seniority, who did not take any part in making the original decision (“the reviewer”) shall carry out the review and make the review decision.
2. The owner may appoint any representative (whether legally qualified or not) to act on his or her behalf in connection with the review. (The local authority must then provide to the representative any document which is required to be sent to the owner).
3. As soon as is practicable following the written request for the review, the local authority shall notify the owner of the procedure to be followed in connection with the review.
4. An oral hearing must be held at the owner’s written request. Where no written request for an oral hearing is made by the owner, the authority may decide whether or not to include an oral hearing in the review process.
5. Both the owner and the owner’s representative may make representations to the reviewer orally, or in writing, or both orally and in writing.
6. The local authority must complete the review by the end of the period of eight weeks, beginning with the date the authority receives the written request for the review, or such longer period as is agreed with the owner in writing.

### **Procedure for Appeal against a Compensation Review**

An owner may appeal to a Tribunal against the local authority’s review decisions on compensation. The deadline for the appeal is 28 days from receiving the local authority’s decision on the compensation review. Only the owner – or former owner – who requested the review may appeal against the review decision.

Owners should send the appeal in writing to the First-Tier Tribunal at:  
Tribunal Clerk,  
Community Right to Bid Appeals  
HM Courts & Tribunals  
First-tier Tribunal (General Regulatory Chamber)  
P.O. Box 9300  
Leicester, LE1 8DJ

Owners may also send an appeal to the First-Tier Tribunal by email at:  
[GRC.CommunityRights@hmcts.gsi.gov.uk](mailto:GRC.CommunityRights@hmcts.gsi.gov.uk)