

Claim Number:

Name:

Address:

DISPUTE STATEMENT

Option 1: Statement of Reasons

This is a written or spoken explanation of the reasons for the Benefits Service decision and may include

- Details of the information that has been used to make the decision
- Details of how the decision has been made
- Regulations or case law relevant to your case

Option 2: Reconsideration of the decision

The Benefits Service will look at their decision again and see if it can be changed. This involves checking

- That the correct information has been used to make the decision
- Any additional information that has become available since the decision was made
- Whether the regulations and case law have been applied correctly

If the Benefits Service do not change their decision then you can appeal to HM Courts and Tribunals Service

Option 3: Appeal to HM Courts and Tribunals Service

HM Courts and Tribunals Service is independent of the Benefits Service. It will consider the facts of the case and whether the law has been correctly applied to the facts.

You can make an appeal yourself or you can get help from a solicitor or agencies like law centres or the Citizens Advice Bureau.

You can appeal to HM Courts and Tribunals Service straight away using this statement or you can ask for a reconsideration first and if the Benefits Service do not change their decision you can then appeal to HM Courts and Tribunals Service.

You cannot appeal to HM Courts and Tribunals Service against a Discretionary Housing Payment decision, a Valuation Office Agency decision or a Council Tax Reduction decision. (You can appeal against a Council Tax Reduction decision to a Valuation Tribunal but you must first serve a grievance notice on the Council).

The Benefits Service will prepare a bundle of papers, known as the 'appeal submission' which includes:

- The decision which is being appealed and your reasons for appeal
- A summary of your case and the reasons for the decision
- Copies of any documents relevant to the appeal

A copy of the appeal submission will be sent to you, your representative and HM Courts and Tribunals Service. HM Courts and Tribunals Service will then contact you to see if you would like to attend a hearing in person, or if you would like them to make a decision without you attending

If you choose to attend a hearing, you can ask a friend or a representative to come with you. An Appeals Officer from the Benefits Service will also normally attend the hearing.

The appeal process usually takes about 4 to 8 months from when you make your appeal. The period may be reduced if you ask for a hearing on the papers instead of attending in person.

Part 1: I am disputing the decision dated _____ concerning	
<input type="checkbox"/>	A refusal to backdate my claim
<input type="checkbox"/>	An overpayment
<input type="checkbox"/>	The income or capital used in my claim assessment
<input type="checkbox"/>	The date you have assessed or amended my benefit from
<input type="checkbox"/>	Treating me as a 'person from abroad'
<input type="checkbox"/>	A Discretionary Housing Payment decision (Go to Part 3) There is no right of appeal to HM Courts and Tribunals Service about a Discretionary Housing Payment decision.
<input type="checkbox"/>	A Valuation Office Agency decision (Complete Parts 3, 7 & 8) There is no right of appeal to HM Courts and Tribunals Service about a Valuation Office Agency decision
<input type="checkbox"/>	Other (Please give details) _____

Part 2: I would like	
<input type="checkbox"/>	A written statement of why the Benefit Service has made the decision it has made.
<input type="checkbox"/>	An explanation by telephone My telephone number is _____
<input type="checkbox"/>	A reconsideration of the decision This is asking the Benefits Service to look at their decision again
<input type="checkbox"/>	To appeal to HM Courts and Tribunals service This is asking the Benefits Service to send your case to HM Courts and Tribunals Service

Part 3: Application for an extension of the time limit	
I am requesting this within one month of the date of the decision	
<input type="checkbox"/>	Yes - Go to Part 4
<input type="checkbox"/>	No - If you are making this statement after one month please explain why you have delayed disputing the decision. In some circumstances (for example if we have made an error) you can ask us to reconsider our decision at any time. You cannot submit an appeal to HM Courts and Tribunals Service if the decision is more than 13 months old.
Please provide any evidence that you have to support your application for an extension of the time limit	

5: If you have asked someone to act on your behalf regarding your appeal please provide their details

Representative's name _____
Representative's address _____

Their telephone number _____
Sign here to authorise this person to act on your behalf _____

Part 6: Additional supporting evidence

- I am providing the following supporting evidence
 Medical Evidence
 Letter from Social Worker, hospital, police , probation service
 Other- Please say what it is _____

I have no supporting evidence
Please say why not _____

I do not have evidence at the moment
but can provide it by this date _____

Part 7: Valuation Office Agency (Rent Service)

There is no right of appeal to the Tribunals Service about a Valuation Office Agency decision and you cannot apply for a redetermination of the Local Housing Allowance Rates

If you disagree with the Valuation Office Agency's decision, you can ask them for a re-determination of the decision, within one month of the date of the decision.

I would like a re-determination of the Valuation Office Agency (Rent Service) decision

I understand that the figure may increase or decrease.

Part 8: Signature

Signed: _____ Date _____