

FORM OSSC 2

APPLICATION FOR LEAVE TO APPEAL TO A COMMISSIONER and NOTICE OF APPEAL

Appeals Service Stamp date received	Commissioners' Office Stamp date received

This form is for use only by the Secretary of State, the Board of Inland Revenue or a local authority (other than as a compensator).

Appeals Service Reference No

Please → Use black ink → Use another sheet of paper if there is not enough space for you to say everything. (Please put the names of the Applicant/Appellant and Respondent(s) at the top of the sheet.)
→ Complete the form in CAPITALS

A About the Applicant/Appellant and the Respondent(s)

Is the Applicant/Appellant the Secretary of State, the Board of Inland Revenue or a local authority ?

Secretary of State

Board of Inland Revenue

Local authority

Name of authority

Please give details of the Applicant's/Appellant's representative to whom correspondence should be sent.

Name of representative

Address of representative

Postcode

Daytime telephone number

Please give details of all the Respondents.

First Respondent Surname

Other names

Address

Postcode

A (continued)**About the Applicant/Appellant and the Respondent(s)**Second Respondent
(if any)

Surname

Other names

Address

Postcode

Third Respondent
(if any)

Surname

Other names

Address

Postcode

If any of the Respondents is a child or is deceased or is otherwise unable to act on their own behalf and a person has been appointed to act on their behalf, please give the Appointee's details as well as the Respondent's.

B**About the tribunal which decided your case**

Where did the tribunal make the decision ?
This information will be on the decision notice.

What was the date of the tribunal's decision ?
This will also be on the decision notice.

What was the tribunal's register number ?
This will also be on the decision notice.

Do you have a written statement of reasons for the tribunal's decision ?

Yes

When did the tribunal send it to you ?

This will be the date on the letter that came with it.

No

Please say why not

D**Application to the tribunal chairman for leave to appeal**

Has more than one month passed since the date when you were sent the written statement of reasons for the tribunal's decision ? (If the decision has been corrected since the statement of reasons was issued, the month starts from the date you were sent the correction. If you applied for the decision to be set aside, the month starts from the date you were sent notice that the decision would not be set aside if that was after you were sent the written statement of reasons.)

No Yes Please say why you
are late applying for
leave to appeal

I **apply for leave to appeal** against the decision of the tribunal.

Signature

Date

 / /

SEND this form to the office of the clerk to the tribunal which made the decision.

You MUST enclose a copy of the written statement of reasons for the tribunal's decision (if you have one).

When you have sent this form to the clerk to the tribunal -

- the chairman will give his or her ruling in Part **E** of this form,
- the form will be returned to you,
- if the chairman has not set aside the tribunal's decision and you wish to continue with the application / appeal, you should then fill in Part **F**.

F**Application/Appeal to the Commissioner**

You must have applied to the tribunal chairman for leave to appeal before you fill in this Part of the form.

Has more than one month passed since the tribunal chairman's ruling was sent to you ?

No Yes

Please say why you are late

If you are applying for leave to appeal, do you or your representative wish to have an oral hearing before a Commissioner at this stage ? (Do not answer this question if the tribunal chairman gave you leave to appeal.)

No Yes

Please say why

Would you like the hearing to be in private ?

No Yes

Please say why

I **apply for leave to appeal** against the decision of the tribunal *or* I **appeal** against the decision of the tribunal.

Signature

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Date

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If the appeal tribunal hearing was in **England or Wales**, send this form to The Office of the Social Security and Child Support Commissioners, 5th floor, Newspaper House, 8/16 Great New St, London, EC4A 3NN.If the appeal tribunal hearing was in **Scotland**, send this form to The Commissioners' Office in Scotland, George House, 126 George Street, Edinburgh, EH2 4HH**You MUST enclose the following documents with this form -**

- a copy of the decision notice issued by the tribunal,
- a copy of the written statement of reasons for the tribunal's decision (if one has been issued),
- the chairman's ruling, granting or refusing you leave to appeal (if this is not on this form at Part **E**),

Please also send -

- the letter which the tribunal sent you with the chairman's ruling,
- a copy of any Appointment to Act (if someone has been appointed to act on behalf of a Respondent).

IF YOU DO NOT SEND THESE DOCUMENTS YOUR APPEAL MAY BE REJECTED OR DELAYED.

The Commissioners' office will let you know when they have received this form.