

From landlord to housing benefits

Appealing a housing benefit decision to the independent First Tier Tribunal

[Your address]

[Your telephone number]

[Your email address]

[Date]

[Address of the Council's housing benefit department]

By [first class post / hand / email to: *[insert email address]*]

Dear Sir/Madam

Re: Claimant: [Name of claimant]

Claimant's address: [Address of claimant]

Decision dated [date]

Appeal to First Tier Tribunal; Child Support, Pensions and Social Security Act 2000, Schedule 7, Para. 6)

Request for statement of reasons (Housing Benefit Regulations 2006, SI No. 213, Reg. 90, Schedule 9)

I wish to appeal to the First Tier Tribunal against the Council's decision dated [date] on the above claimant's housing benefit claim. I wish to have an oral hearing.

[Insert the following two paragraphs if you have not already received a written statement of reasons]

Please forward me a written statement setting out the Council's reasons for its decision dated [date] on all matters set out in the decision notice and those matters the Council is obliged to notify me of under Schedule 9.

I am aware that you are obliged to send the statement to me within 14 days, or as soon as is reasonably practicable thereafter. On receipt of the statement of reasons I will submit my reasons for appealing.

I note that as a 'person affected' by the decision the claimant is a party to the appeal, notwithstanding the fact that I am requesting the appeal (Regulation 2; Housing Benefit and Council Tax Benefit (Decisions and Appeals) Regulations 2001 SI No 1002, Regulation 3(1)(e); CH 180/2005).

[Include the following paragraph if you have instructed a legal advisor or representative:]

The following person is my representative. Please copy all correspondence in this matter to them:



Name: [name]
Organisation: [name of organisation]
Address: [full postal address]
Telephone no: [number]
E-mail address: [email address]

I look forward to hearing from you.

Yours faithfully

[Your name]

Copy: *[Insert name & job title of any person you want to forward of copy of this letter to, eg legal advisor]*