

**From claimant to housing benefits
Appealing housing benefit decision to First Tier Tribunal**

[Your address]

[Your telephone number]

[Your email address]

[Date]

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

[Address of the Council's Housing benefit department]

Dear Sir/Madam

**Re: 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)
Your ref: [Benefit reference number]**

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

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.

[Include the following sentence if the appeal is about an overpayment:] Please suspend recovery of the overpayment in accordance with DWP guidance (Overpayments Guide, para. 4.391; Housing Benefit and Council Tax Benefit General Information Bulletin HB/CTB G18/2010).

[Include the following sentence if the appeal is about a refusal to pay housing benefit directly to your private landlord:]

I note that as my landlord is a 'person affected' by the decision they are 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]
Postcode: [postcode]
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 support worker, homelessness officer, legal advisor, councillor, landlord etc.]*

