

Your appeal

Complete this form and take or send to us

About you

Title

Your surname

All other names

Your date of birth

Housing/Council Tax claim no.

National Insurance (NI) Number

Get this from your NI number card, payslip tax paper or letter from social security

Your address

Daytime phone number

Have you arranged for someone to help you with your appeal No

Yes

Please tell them their name and address

Their full name

Their address

Sign this box to authorise this Person to act for you

About the decision

Name of benefit or benefits

Date at the top of the letter
About the decision

About your appeal

- Use the space on page 3 of this form to say why you do not agree with this decision
- You must say **why** you think the decision is wrong. It is not enough to say 'I do not agree with the decision' or 'The money is not enough'
- The reason you give should be like these examples:
 - - 'My rent was £75 per week but you have stated it was £35 per week
 - - 'I moved into the property on 1st November not 1st December
 - - 'You have used the wrong wages to work out my benefit. I received £250 only during the Christmas week
- If you are appealing against more than one decision, you must say why you do not agree with each one.
- If you are appealing more than one month after the decision was made, you must say why your appeal has been delayed

Your signature

Your signature

Date

If someone has been officially appointed to act for you or someone has the authority to act for you, they should sign here.

What to do now

- Make sure you have said on page 3 of this form why you do not agree with the decision
- Take or send this form to us
- It will help if you write **Appeal** on the front of envelop.
- Remember, your appeal must reach the official within **one month** of the date at the top of the letter telling you about the decision

Your appeal

- Use this space to say why you do not agree with the decision.
- You must say why you think the decision is wrong. Use **BLOCK CAPITALS**

[Large empty space for writing the appeal]

- If you need more space, use another sheet of paper. Remember to put your name and claim number on any extra sheets you use.
- Make sure you have filled in all parts of this form and have signed it.
- Take or send this form to your Wiltshire Council local housing benefit office.

Customer Services
Monkton Park
Chippenham SN15 1ER

Revenues & Benefits
18 Pennyfarthing Street
Salisbury SP1 1HJ

Revenues & Benefits
Browfort
Devizes SN10 2AT

Customer Services
Bradley Road
Trowbridge BA14 0RD

For office use

Date appeal form issued to customer.....

Date appeal received.....

Appeal received at office.....