



Housing Benefit and Council Tax Reduction

Appeal Form

Please fill in this box in **CAPITALS**

Name _____

Address _____

Postcode _____

Phone Number _____

Official use only

Date issued / /

Date received / /

Date returned (if different) / /

Claim number

Date action taken / /

HB No.

Have you arranged for someone to help you with your appeal?

No

Yes

Please tell us 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

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 the other side of this form why you do not agree with the decision. Take or send this form to:- The Appeals Section, Benefits Section, Comhairle Nan Eilean Siar, Town Hall, Point Street, Stornoway, Isle of Lewis, HS1 2XF.

Remember, your appeal must reach the office within one month of the date at the top of the letter telling you about the decision.

About your Appeal

Use this space on this side of the form to say why you do not agree with the 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 reasons you give should be like:-

- My rent was £75.00 per week but you have stated it was £35.00 per week.
- I moved into the property on 1 November not 1 December.
- You have used the wrong wages to work out my benefit. I received £250.00 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 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**.

For office use only

Appeal form issued to customer

Initials

Appeal received

Initials