



Request for Explanation, Revision or Appeal

Part 1 – About Yourself

Claim Number

Claimant's Name

Claimant's Address

Claimant's Phone Number

Please go to Part 2 to tell us if someone is helping you with your request for explanation, revision or appeal.

Part 2 – Help with Your Request

Is someone else helping you with your request?

No

Yes

If you have ticked no, please go to Part 3.

If you have ticked yes, please tell us their name and address below.

Please provide the name of the person helping you

Please provide the address of the person helping you

Is the person an official appointee?

No

Yes

Claimant's Signature authorising the above person to help with your request

Part 3 – Requesting an Explanation

If you are requesting an explanation of your Benefit decision please see below.

If you are requesting a revision of your Benefit or wish to make an appeal against a Benefit decision please go to Part 4.

If you would like the decision about your benefit explained to you, you can:

Request an explanation of the benefit decision by contacting us by phone on 0345 302 2316.

Or, if you would like to request a written explanation please tick here.

You are still entitled to appeal once you have received your explanation.

Please go to Part 5 where you need to provide your signature.

Part 4 – Requesting a Revision of Your Benefit Claim or Appealing a Decision

Which benefit are you disagreeing against?

Housing Benefit

Council Tax Benefit

Both Housing and Council Tax Benefit

Please provide the date at the top of your Decision Letter

Please tick **one** of the boxes below to tell us how you would like your benefit decision to be looked at:

I believe the decision is wrong and would like my claim to be reconsidered and revised

I would like to make an appeal against the decision made about my benefit

When asking for your claim to be revised or when making an appeal against a Benefit decision you must state in writing the reasons for your request/ appeal. A box has been provided overleaf for you to give this information. When writing your reasons for making your request/ appeal you must:

- Give reasons why you think the decision is wrong – you can not just say 'I do not agree with the decision' or 'The money is not enough', you must explain why you think the decision is wrong.
- If you are appealing more than one decision, please give reasons why you are appealing for each decision you are appealing.
- If you are appealing more than one month after the decision was made, please explain why your appeal has been delayed

Part 4 – Continued

Please provide full details in the box below explaining why you wish to have your Benefit claim revised or make an appeal against a Benefit decision.

Please go to Part 5.

Part 5 – Your Signature

This form ***MUST*** be signed by you, the Claimant, or by an Official Appointee if you have one. Without a signature we will be unable to process any request for a written explanation, revision or appeal that you have submitted.

Signature

Date