

Notice of Appeal/Application for Review

This form is for making an appeal to the Northern Ireland Charity Tribunal. The Tribunal is administered by the Northern Ireland Courts and Tribunals Service, an agency of the Department of Justice and is independent of regulators.

Please read '**Guide to completing the notice of appeal**' before completing this form.

Please complete this form legibly using black ink and CAPITAL LETTERS. You may use extra sheets of paper but please add your name to the top of each extra page.

1 Your details

Name of appellant

Address

Postcode

Telephone Number

Mobile Number

Email Address

2 Representative details

Do you have a representative?

Yes No

If yes, please give your representatives details below.

Please note: all correspondence including the hearing notification, will be sent to the representative, not directly to you. If a representative stops acting for you, please notify the tribunal straightaway.

Name of representative

Firm/Organisation

Address

Postcode

Telephone

Mobile number

Email address

Reference number
(if any)

3 About the decision notice

The decision notice reference number:

Name and address of the regulator issuing the decision notice

Name

Address

Postcode

Date on the
notice you are
appealing against

Date you received
the decision
notice you are
appealing against

You must attach a copy of the decision notice with this form

Please tick the box to show

that it is attached

4 Time limit for making an appeal/application

An appellant is required to lodge an appeal with the tribunal within 42 days of the decision notice being sent to them. The tribunal may accept a notice of appeal outside this time limit under certain circumstances.

For the tribunal to do this, you should request an extension of time and provide reasons why it is late. The tribunal will then consider whether to grant you the extra time you have asked for.

Please tick this box if you would like the tribunal to consider an out of time appeal

Please give reasons that you would like the tribunal to take into account when considering whether to accept your out of time appeal.

5 Grounds of appeal

Please give your grounds of appeal.

Your grounds should explain why you think the decision notice you have been given is wrong. You may find it helpful to refer to the individual paragraphs you disagree

with and explain why you disagree with them. If required, please use an extra sheet of paper.

6 Outcome of appeal

Please tell us what outcome you are seeking from your appeal.

7 Type of hearing and venue

The tribunal makes its decision after reading all the papers in a case. Please indicate the appropriate box whether you wish your case to be considered on the papers only or after a hearing where parties can put their arguments in person. Please see the explanatory notes before making your selection.

Paper decision Decision after a hearing

The hearings will usually take place at the **Tribunals Hearing Centre, 2nd Floor, Royal Courts of Justice, Chichester Street, Belfast, BT1 3JF**. Parties will be informed in writing by post or email as soon as the hearing date has been set.

8 Supporting documents

Please list any documents that you wish the tribunal to consider in support of your appeal. You may use an extra sheet of paper if required.

Please attach the documents and tick the box to indicate that they have been attached

9 About your requirements

Please state if you, your representative or any witnesses have a disability or other special needs that you need to bring to the attention of the tribunal in order to help

you at your hearing. If you are a wheelchair user you **must** contact a member of the tribunal secretariat as alternative hearing accommodation may need to be arranged. Please also state if an interpreter is required and, if so, please state the language needed.

10 Declaration

Signature of person appealing or their representative

Date

Please return the completed form along with supporting documentation to:

The Northern Ireland Charity Tribunal
Tribunals Hearing Centre
4th Floor
92 Ann Street
Belfast
BT1 3HH
Email: CharityTribunal@courtsni.gov.uk

Telephone number: **028 9032 7703**

Please note you must also send a copy of this form to the Charity Commission and any other party to the Commission's decision.