

First-tier Tribunal (Gambling)
Guide to completing the Notice of Appeal Form



Tribunals Service
Gambling

General

This form is for the use of any individual or corporation who wishes to make an appeal to the First-tier Tribunal (Gambling) against a decision of the Gambling Commission. The Tribunal is part of the Tribunals Service, an executive agency of the Ministry of Justice and is independent of the Gambling Commission. The First-tier Tribunal (Gambling) charges fees for the lodgement of any appeal. Full details on fees are available in the leaflet *'Fees Guidance Notes'*. You should refer to this leaflet when completing the Notice of Appeal form. You must include the appropriate fee with the Notice of Appeal form. If you think you may be entitled to no fee (exemption) or a reduced fee (remission) then you will need to make a separate application to the Tribunal for no fee or reduced fee. The First-tier Tribunal (Gambling) *'Explanatory Leaflet'* gives full information on Tribunal procedures. You can obtain the above Leaflets direct from the Tribunal at the following address or visit the Tribunal's website. www.gamblingappealtribunal.gov.uk

First-tier Tribunal (Gambling)

Operational Support Centre
PO Box 9300
Leicester LE1 6ZX
Telephone: 0845 6000 877
Fax: 0116 249 4253

1- About the Gambling Commission's Decision.

Please give the details:

- a) The Gambling Commission's decision reference number
- b) The date the decision being appealed

2- Date of Decision

Please give the date:

- a) You received the written notification of the Gambling Commission's decision **or**;
- b) The date the decision was published.

NB A copy of the decision must be sent with the completed Notice of Appeal.

3- Time limits for making appeal / application

Your completed appeal form should reach the First-tier Tribunal (Gambling) within 28 days of when you received written notification of the decision or the date the decision was published .

If you are making an appeal outside of the 28 days time limit **you must complete section 3** to apply for a direction to extend the time in which you may file your Notice of Appeal form. You must give reasons as to why the appeal is being filed out of time.

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4- About you : Appellants details

Give the full name of the appellant, that is, the person or organisation to whom the Gambling Commissions decision refers. The Appellant may be an individual person, a limited company or plc, or a partnership or firm. If a trading name is used, please give also the company or partnership name. If a partnership, please indicate this. The address should be the normal trading address or postal address of the appellant. **Please notify the Tribunal immediately if the address changes.**

Please tick the appropriate box to indicate how you would prefer to receive documents for example post, email or fax.

5- Representative Details

If a representative is instructed to act, please indicate status (e.g. solicitor, barrister, accountant, consultant, etc). Please note that all correspondence and documents including hearing notification will be sent to the representative, not direct to the appellant. Please give details of representative reference number if any. If a representative ceases to act, the appellant should inform the Tribunal immediately.

Also tick the appropriate box to indicate how the representative would prefer to receive documents. For example post , email or fax.

6- Grounds for Appeal

Set out here the reasons why you dispute the decision of the Gambling Commission, Indicating, the basis of the original decision by the commission, of why you think it was wrong.

7- About fees and payment

You must include the appropriate fee with Notice of Appeal form. If you do not provide the appropriate fee, your appeal form will be returned to you. The fee for an appeal to the First-tier Tribunal (Gambling) is set out in the leaflet '*Fees Guidance Notes*'. If you think you may be entitled to an exemption (no fee) or remission (reduced fee) the leaflet also outlines the steps you must take to apply to the Tribunal. You are required to send the appropriate fee for your appeal with the Notice of Appeal form even if you believe you qualify for a reduction or no fee. The Tribunal will decide whether to grant your application.

If you include the fee, payment will not be taken until any application for a reduced fee is agreed or the Tribunal decides no fee is required.

If you qualify for no fee, your payment, if made by cheque, will be returned to you. If you have decided to pay by debit or credit card, no payment will be taken and you will be informed of the decision when your appeal is accepted.

If you qualify for a reduced fee, the agreed amount will be taken from your payment and any remaining monies you have sent in, if made by cheque will be returned to you by the Tribunal. If you have chosen to pay by debit or credit card, only the agreed reduced fee will be payable and taken from your account. You will be notified of the outcome of your application when your appeal is registered.

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8- About your requirements

If you or your representative have a disability, or have any other special needs that you would like taken into account when the First-tier Tribunal (Gambling) Team is organising any hearing of this appeal, then please provide details in this section.

9- Signature

This form must be signed and dated by the appellant or the representative of the appellant.

If a non-legal representative is appointed, the appellant must file with the Notice of Appeal form a written statement, signed and dated by the appellant, that the representative is authorised to act on their behalf.

10- Method of Payment

You should indicate how you are paying the fee. If you are paying by cheque you must include this with your Notice of Appeal form.

Please indicate if another person or organisation is paying the fee. If 'yes' please provide their name and contact details, in the event the Tribunal needs to contact them.

Please make your cheques payable to ***The Tribunals Service***.

If you are wishing to pay by credit or debit card, please contact the tribunal on +44 (0) 845 6000 877 for further details.