



Guidance on the Application form for fee exemption or remission for individuals

When you fill in this form

Please answer all questions from 1a to 2f. Then follow the instructions beside your answer to question 2f because some of the other questions on the form may not apply to you.

Please give all the details that the form asks for and remember that the Tribunal will need **evidence** for those details. If you do not provide the details or the evidence, your application for remission (reduced fee) or exemption (no fee) may be delayed and this could affect the 28-day time limit for appealing to the Tribunal. Until the Tribunal has made a decision about the application, the appeal will not be registered and will not continue.

The evidence that the Tribunal needs

If you answer 'yes' to questions 2e and 2f the evidence you send in to support your application must show the following:

- The type of benefit or entitlement;
- The name of the person who receives it;
- The amount that is paid; and
- The date when it was paid last. This date should be within the **last month**.

The evidence may be a current order book from the Department of Work and Pensions, or an award notice from the HM Revenue and Customs (previously the Inland Revenue). If you would like to provide other evidence, please contact the Tribunal.

If you answer 'No' to questions 2e and 2f you can proceed to section 3 of the form and answer all the remaining questions. You will be required to send in supporting evidence of your application and this can include proof of earnings, such as bank statements and company financial statements. If the Tribunal requires more information, they will return your appeal to you requesting further details.

What if I disagree with the decision made on my application for a reduced fee or no fee?

You may appeal to the Tribunal if you disagree with the outcome of the decision on your application. Please write to the Tribunal saying why you believe the decision is wrong, along with any further details about your savings, income, expenses or circumstances and extra details of evidence. Upon receipt, your appeal will be considered within **7 days**. You will be informed of the decision as soon as possible.

- If your appeal is accepted only a reduced payment will be payable. This reduced amount will be taken automatically if you have indicated you wish to pay by debit or credit card. If you wish to pay by cheque the Tribunal will write to you asking you send in the amount of fee required. Any delay in receiving your payment will result in no action being taken on your appeal.
 - If your appeal is declined you may be entitled to apply for a further appeal to a higher authority within the Tribunal, however, if this is also declined, you may wish to seek legal advice on applying for a judicial review. You can contact the Citizens Advice Bureau for more information about judicial reviews.
-

What if my circumstances have changed since I appealed to the First-tier Tribunal (Gambling)?

If your personal circumstances have changed since appealing to the First-tier Tribunal (Gambling), you can make an application for a reduced fee or no fee up to **6 months** after your appeal is registered. You must fill out the Application form for a fee exemption or remission and sent it to the Tribunal with any necessary evidence. The Tribunal will consider your application and inform you of the decision. If your application is successful, the Tribunal will return any money owed to you.

When you have completed the form

Please attach this application form and supporting evidence of your income to your notice of appeal. Remember you must enclose the full appeal fee even if you are applying for remitted (reduced) or exempted fee (no fee). Please send all your forms and evidence to **The First-tier Tribunal (Gambling), Tribunals Operational Support Centre, PO Box 9300, Leicester LE1 6ZX.**