



# Tribunals Service

## Gambling

### ***Guidance on the Application form for company remission from fees***

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#### **When you fill in this form**

Please complete every section of this form.

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#### **What evidence does the Tribunal need?**

The Tribunal will need **evidence** of your company's turnover. Please provide a copy of the latest financial audit report. If you do not provide this evidence, your application for remission (reduced fee) may be delayed and this could affect the 1 month 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. If the Tribunal requires more information, they will return your appeal to you requesting further details.

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#### **What if I disagree with the decision made on my application for a reduced 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 company's turnover. 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 any monies owed to you will be returned to you.
  - 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.
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#### **What if the Company's circumstances have changed since appealing to the First-tier Tribunal (Gambling)?**

If the Company's circumstances have changed since appealing to the First-tier Tribunal (Gambling), you can make an application for a fee remission up to **6 months** after an appeal is registered. You must fill out the application form for a fee remission and send 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.

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#### **When you have completed the form.**

Please attach the application form and supporting evidence of your company's turnover to your Notice of Appeal. Remember if you are paying the appeal by credit or debit card, please include your payment details. If you intend to pay by cheque we will write to you confirming the amount you will be required to pay after we have processed your application for remission. Please note that delay in sending payment will result in no action being taken on your appeal. Please send all your forms and evidence to **First-tier Tribunal (Gambling), Tribunals Operational Support Centre, PO Box 9300, Leicester LE1 6ZX.**