

## GAMBLING APPEALS TRIBUNAL

### Guide to completing the Notice of Appeal form

#### General

This form is for the use of any individual or corporation who wishes to make an appeal to the Gambling Appeals Tribunal against a decision of the Gambling Commission. The Tribunal is part of the Tribunals Service, an executive agency of the Department for Constitutional Affairs and is independent of the Gambling Commission. The Gambling Appeals Tribunal 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 Gambling Appeals Tribunal *'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](http://www.gamblingappealtribunal.gov.uk)

#### Gambling Appeals Tribunal

Tribunals Operational Support Centre  
PO Box 6987  
Leicester LE1 6ZX

Telephone: 0845 6000 877

Fax: 0116 249 4253

#### Note 1 Part 1- About the appellant

Give the full name of the appellant, that is, the person or organisation to whom the Gambling Commission's 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.**

#### Note 2 Part 2- About the appellant's representative

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.

**Note 3 Part 2- About the appellant's representative**

**Representative's declaration to the Gambling Appeals Tribunal**

Representative instructed by the appellant must sign and date this part of the form.

**Note 4 Part 3- About the decision**

Give the date of the disputed Gambling Commission's decision. NB A copy of the decision must be sent with the completed Notice of Appeal form.

Tick the appropriate box for the matter you want to appeal against. If the appeal is against two or more matters, tick both boxes. The Categories of Appeals are described more fully in the *Explanatory Leaflet* or visit [www.gamblingappealstribunal.gov.uk](http://www.gamblingappealstribunal.gov.uk)

**Note 5 Part 4- About the time limits for making appeal**

You should tick one box only. Your completed appeal form should reach the Tribunal within 28 days from the date you receive the Gambling Commission decision. If you are making an appeal outside of the 28 days time limit, you must give reason why the appeal is being filed out of time.

**Note 6 Part 5- About the grounds of appeal**

Set out here the reasons why you dispute the decision of the Gambling Commission.

**Note 8 Part 6- About your requirement**

Please complete with details of any disability or other special need that might affect your appeal.

**Note 9 Part 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 Gambling Appeals Tribunal 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.

## **Note 11**    **Part 8- Signature**

The form must be signed and dated by the appellant or someone authorised to do so, including a legal representative appointed by 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.

## **Note 10**    **Part 9- 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 paying by credit or debit card, please provide all the information requested including the 3 digit Security Code i.e. the last 3 digit printed on the back of your credit or debit card.