

Your Housing Benefit / Council Tax Support Appeal

Please complete this form and return it to:

Mole Valley District Council, Benefits Section, Pippbrook, Dorking, Surrey, RH4 1SJ

About you

Title

Full name(s)

Claim Number

Your Date of Birth

National Insurance (NI) number

Get this from your payslips, tax papers or letters from social security.

Your address

Phone number(s)

Have you arranged for someone to help you with your appeal? No
Yes Please tell them their name and address

Their full name

Their address

Sign this box to authorise this person to act for you

About the decision

Name of benefit(s)

Date at the top of the letter
about the decision

 /

About your appeal

- Use the space on the next page to say why you do not agree with the decision.
- You must say **why** you think the decision is wrong. It is not enough to say 'I do not agree with the decision' or 'The money is not enough'.
- The reasons you give should be like these examples:

'My rent was £75 per week but you have stated it was £35 per week'.

'I moved into the property on 1st November not 1st December'.

'You have used the wrong earnings to work out my benefit. I received £250 only during the Christmas week'.

- If you are appealing against more than one decision, you must say why you do not agree with each one.
- If you are appealing more than one month after the decision was made, you must say why your appeal has been delayed.
- If we are unable to revise the Housing Benefit decision in your favour your appeal will progress to a H.M. Tribunal Service appeal hearing.
- If we are unable to revise the Council Tax Support decision in your favour you may appeal direct to the Valuation Tribunal.

Your / Authorised person signature

Signature

Date

 /

If someone has been officially appointed to act for you or someone has the authority to act for you, they should sign here.

What to do now

- Make sure you have said on the next page why you do not agree with the decision.
- Take or send this form to us.
- It will help if you write **Appeal** on the front of the envelope.
- Remember, your appeal must reach the office within **one calendar month** of the date at the top of the letter telling you about the decision.

Your appeal

- Use this space to say why you do not agree with the decision.
- You must say **why** you think the decision is wrong. Use **BLOCK CAPITALS**.

- If you need more space, use another sheet of paper. Remember to put your name and claim number on any extra sheets.
- Make sure you have filled in all parts of this form and signed it.
- Take or send this form to:

Mole Valley District Council
Housing Benefit Section
Pippbrook
Dorking
Surrey
RH14 1SJ

- If you have any questions or queries with regards to this form please either write or come into the office or you can contact us using the following telephone number: **01306 879187**

For our use

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Appeal form issued to customer

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Appeal received

Benefit Reference number

Property Ref