



Scottish Courts and Tribunals Service
Glasgow Tribunals Centre
20 York Street
Glasgow
G2 8GT
0141 302 5858
sscadmin@scotcourtribunals.gov.uk

Process Decision Appeal Form

Please complete this form using block capitals and black ink.

1. THE PROCESS DECISION BEING APPEALED

- a Social Security Scotland informed me that my **application for assistance has not been accepted.** (S61(1)(a) of the Social Security (Scotland) Act 2018)
- b Social Security Scotland informed me that my **re-determination request did not contain the correct information** (S61(1)(b) of the Social Security (Scotland) Act 2018)
- c Social Security Scotland informed me that my **redetermination request is late and that I had no good reason for not requesting this sooner.** (S61(1)(c) of the Social Security (Scotland) Act 2018)

This form is not for appealing against the amount of assistance that has been determined.

If you wish to appeal against a determination of assistance please contact Social Security Scotland directly. Their telephone number is 0800 182 2222

2. THE ASSISTANCE APPLIED FOR

a Assistance Type

b Date of Birth*

c National Insurance Number*:

NOTE If you are appealing a process decision related to **your own application** for assistance, enter **your own** Date of Birth and NI Number here.

If you are appealing a process decision **on behalf of someone else**, please enter **their** Date of Birth and NI Number here.

3. THE PERSON APPLYING FOR THE ASSISTANCE

a Title

b Full Name

c Address and Postcode

d Contact telephone number(s) (Preferred)

Mobile

Daytime number

e Contact email address

4. APPOINTEE DETAILS

I confirm I have a legal responsibility for the person named in Section 3

a Title

b Full Name

c Address and Postcode

d Contact telephone number(s) (Preferred)

Mobile

Daytime number

e Contact email address

As well as providing your address, you should also provide an address (if different) where you would like documents to be sent/delivered. If you wish to submit a different address for delivery of documents, please do so on a separate sheet.

If you provide your email address, you are accepting that this will be the method by which the First-tier Tribunal will contact you.

Please complete **Section 4** (left) if you are submitting the appeal on behalf of someone you have a legal responsibility for (e.g. a parent acting for a child or a person who has been appointed by the SSA or a court to look after the affairs of another adult). **You should provide written evidence of this responsibility.**

If you are appealing a decision about your own assistance, please leave this section blank and continue to the next page for **Section 5**.

If you provide your email address, you are accepting that this will be the method by which the First-tier Tribunal will contact you.

7. LATE APPEAL

If you are submitting your appeal more than 31 days after you were informed by Social Security Scotland of the process decision and your right of appeal, you must set out below why your appeal has not been made in time. If you do not provide reasons, you will be asked to provide these before any further action can be taken on your application.

8. DOCUMENTS TO SUPPORT APPLICATION

I confirm I have supplied the following documents:

Notice/letter from Social Security Scotland stating their process decision

Supporting Information (please list each supporting document you have supplied):

9. HOW YOU WOULD LIKE THE APPEAL TO BE DECIDED

The Tribunal can determine the appeal at a hearing where parties are in attendance. However, if parties to the case have no objection, the Tribunal can determine the appeal without a hearing, based on the application and supporting documents provided, and any written representations made by the parties. Please let us know your preference by selecting one of the options below:

I object to the case being decided without a hearing

I do not object to the case being decided without a hearing.

If you are aware of any dates you would not be available to attend a hearing, you can list these on the next page.

The Tribunal can refuse to admit an appeal that has not been made within 31 days.

No appeal can be made if more than 1 year has passed since you were informed by Social Security Scotland of the process decision and your right of appeal.

Please read the [Privacy Notice](#) for the First-tier Tribunal for Scotland Social Security Chamber for information on how we process your data, in line with the General Data Protection Regulation (GDPR).

Once completed, the form should be emailed to:

sscadmin@scotcourtribunals.gov.uk

If you do not have access to email, please post the form to the Social Security Chamber at the address at the top of Page 1.

10. DATES FOR ATTENDANCE AT A HEARING

Please list below any dates we should try to avoid when arranging a hearing.

THE PERSON APPLYING FOR THE ASSISTANCE DATES TO AVOID:

APPOINTEE DATES TO AVOID:

REPRESENTATIVE DATES TO AVOID:

This section of the form is optional, but it would help us to arrange the hearing on a date that is suitable to you if you provide as much information as you can.

While we will make every effort to accommodate a request on this page, please be aware that it may not always be possible to do so.

Any information provided on this page will not be shared with Social Security Scotland, or with members of the Tribunal. This information will only be used to assist the administration when they schedule a hearing for the case.