

# Housing Benefit or Council Tax Benefit Appeal Form

Complete this form and take or send it to us

## 1. About you

Title:  Mr  Mrs  Miss  Ms

Your surname:

All other names:

Your date of birth:

 

National Insurance  
(NI) number:

Get this from your NI number card, payslips, taxpapers or letters from social security.

Your address:

Postcode:

Have you arranged for  
someone to help you with  
your appeal:

No

Yes

Please tell us their name and address

Their full name:

Their address:

Postcode:

Sign this box to authorise this  
person to act for you:

## 2. About the decision

Name of benefit or benefits you want to appeal about:

Date at the top of the letter about the decision:

## 3. About your appeal

- Use the space on the other side of this form 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 1 November not 1 December.
  - ' You have used the wrong wages 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.

## 4. Your signature

Your signature:

Date:

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

## 5. What to do now

- Make sure you have said on the other side of this form 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 us within **one month** of the date at the top of the letter telling you about the decision.

## 6. 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. Please write clearly.

- If you need more space, use another sheet of paper. Remember to put your name and National Insurance number on any extra sheets of paper.
- **Make sure you have filled in all parts of this form and signed it.**
- Take or send this form to the office that sent you the decision.

# Return this form to:

**North Kesteven District Council**  
**Benefits Unit, Kesteven Street, Sleaford, Lincs. NG34 7EF**

You can also drop this form off at any of our local offices.

Opening days/hours vary at each office.

Please call 01529 414155 or 01522 699699 to check.

## **INFO-LINKS North Hykeham**

The North Kesteven Centre, Moor Lane,  
North Hykeham, Lincoln, LN6 9AX  
Tel: 01522 697900

## **INFO-LINKS Metheringham**

15A High Street, Metheringham,  
Lincoln, LN4 3DZ  
Tel: 01526 323100

## **Billinghay Cottage and Parish Office**

The Old Vicarage Cottage  
Church Street, Billinghay,  
Lincoln LN4 4HN  
Tel: (01526) 861845

## **Branston Connect**

Branston Community Library,  
Station Road, Branston,  
Lincs. LN4 1LH  
Tel: (01522) 782010

## **Heckington Parish Office**

Eastgate, Heckington,  
Lincolnshire, NG34 9RB  
Tel: (01529) 460174

## **Navenby Village Office**

19 High Street, Navenby,  
Lincoln LN5 0EN  
Tel: (01522) 811132

## **North Scarle CAP**

14 Chapel Lane, North Scarle LN6 9EX  
Tel: 07768 157269

## **Osbournby Village Hall**

London Road, Osbournby,  
Sleaford NG34 0DG  
Tel: (01529) 455719

## **Skellingthorpe Village Office**

Lincoln Road, Skellingthorpe Community  
Centre Lincoln LN6 5UT  
Tel: (01522) 683061

## **Swinderby CAP**

Swinderby Village Hall,  
Bulpit Lane LN6 9LT  
Open: Tuesday 9.00am-11am

## **The Witham Office**

Chapel Jetty, Bassingham,  
Lincoln LN5 9EY  
Tel: (01522) 788569

## **Waddington Parish Council**

High Street, Waddington, Lincoln LN5 9RF  
Tel: (01522) 722793  
Open: Monday-Friday 9.30am-12.30pm

## **Washingborough Civic Office**

Fen Road, Washingborough,  
Lincoln LN4 1AB  
Tel: (01522) 790109