

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