

More Information and Advice

If you require any further information please contact:

The Appeals Officer
Finance Division
Erewash Borough Council
PO Box 2
Wharncliffe Road
Ilkeston
Derbyshire
DE7 5SE



Housing and Council Tax Benefit

Your Guide to How to Appeal Erewash Borough Council 2008

If you require this information in your language, please contact the Council using one of the below methods.


"જો તમને આ માહિતીની તમારી પોતાની ભાષામાં જરૂર હોય, તો ગીચેની પદ્ધતિઓમાંથી એકનો ઉપયોગ કરીને અહિંસાથી સંપર્ક સાધો."


如果您需要自己语言的此信息，请通过以下方法之一与委员会联系。

"ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠ ਲਿਖਿਆ ਵਿੱਚੋਂ ਕਿਸੇ ਇੱਕ ਤਰੀਕੇ ਦੀ ਵਰਤੋਂ ਕਰਕੇ ਹੋਰ ਜਾਣਕਾਰੀ ਮੰਗ ਕਰੋ।"

اگر آپ کو اپنی زبان میں یہ معلومات چاہیں تو براہ کرم ذیل طریقوں میں سے کسی ایک سے رابطہ کریں۔

 0845 907 22 44

 communications@erewash.gov.uk

 Ilkeston Town Hall, Wharncliffe Road, Ilkeston, Derbyshire DE7 5RP
Long Eaton Town Hall, Derby Road, Long Eaton, Derbyshire NG10 1HU



0845 907 2244 Ext 3450



benefits@erewash.gov.uk

Or call into one of the Benefit Enquiry Offices at Ilkeston or Long Eaton Town Halls.

If you disagree with the decision on how much Benefit you will receive, you can:

- Ask us to explain the decision
- Ask us to revise (change) the decision
- Appeal against the decision

Ask us to explain or revise (change) the decision

Whenever you ask us to explain our decision, or to revise it, we will check all parts of your claim and advise you how we came to the decision. In doing so, if we find anything wrong with the decision we made, we will write to you with a new decision and your right of Appeal will start again.

If the decision is not revised, your time limit for appealing will be extended by the number of days that we take to reply.

Appeal against the decision

If you wish to appeal against the decision we have made, you must do so in writing or on the Appeal Form within one calendar month of the date we notified you of the decision. You must also state why you think the decision is wrong.

When a case is received by the Appeals Officer, the claim will be monitored to ensure Benefit has been awarded correctly, and that the disputed decision complies with the Benefit Regulations.

If your appeal is unsuccessful, The Appeals Officer will prepare a submission detailing the facts of the case in date order, identifying the decision under dispute and quoting the relevant Legislation. This is sent to the Tribunals Service with photocopies of all the documentary evidence and correspondence relating to the case.

A copy of the full submission will be sent to you with a covering letter and a form advising that the completed form must be returned to the Tribunal Services within 14 days if you wish the appeal to go ahead. The form asks if you require an Oral Hearing (where you can be at the hearing to explain your case) or a Paper Hearing (where your appeal is decided without you attending the hearing). If you have asked for help with the Appeal from an outside body (e.g. Derbyshire Housing Aid or Welfare Rights) a full copy of the submission will also be sent to the representative with a covering letter advising them that you must send the form to the Appeals Tribunal within 14 days.

If you choose a Paper Hearing, the Appeals Tribunal will send their decision to us, yourself and representative immediately after the hearing.

If you choose an Oral Hearing, the Appeals Tribunal undertakes to give 14 days notice of the date to us, yourself and the representative. Housing and Council Tax Benefit Tribunals usually consist of a Chairman and a Presenting Officer from the Local Authority. You may have a representative or family member present. The role of the Presenting Officer is as a 'friend to the court' and is there to present the Local Authority's case and explain Council procedures and decision making processes where required. The Tribunal's decision is usually given to both parties immediately after the hearing.

If your Appeal is successful, the Local Authority will undertake to put any additional benefit into payment within 14 days of the hearing.