



3. Have you arranged for someone to help you with this request? Yes / No  
If yes, please give their name and address

In accordance with General Data Protection Regulations 2018, Gateshead Council will use any personal data to process your application. We may also share this data with other council services or public organisations if required by law to do so. Your personal data will only be used in respect of your claim and not for marketing purposes or passed to third parties. To read how we will use your information, please view our full privacy notice, at [www.gateshead.gov.uk/data-protection](http://www.gateshead.gov.uk/data-protection).

Your Signature

Date

Please sign and date your application and return it to:

**Gateshead Council, Benefits Section, Civic Centre, Regent Street, Gateshead, NE8 1HH**

## **I want to appeal against your decision, what should I do?**

You must send your appeal within one calendar month of the date on the decision letter.

HM Courts & Tribunals Service (HMCTS) will make a decision about your appeal at a tribunal hearing. The tribunal hearing is made up of people who are independent from the Council.

It is important that you give the date of the decision and your reasons for appealing because the tribunal does not have to look at anything you don't mention in your letter or appeal form. The tribunal can only look at the evidence, the law, and the circumstances at the time the original decision was made.

## **What happens after I have made an appeal?**

After you have made an appeal we will issue you an acknowledgement letter. The decision will be looked at again and if it can be changed you will be issued with a new decision. If the decision cannot be changed, your appeal will be referred to HMCTS who are independent of the Council.

HMCTS will ask you if you want your appeal heard on the papers or an oral hearing. If you choose an oral hearing you will be able to attend the hearing.

Once your appeal has been heard you will be issued with a decision from the Tribunal Service.

## **Council Tax Support Appeals**

You must appeal directly to the Valuation Tribunal Service, Hepworth House, 2 Trafford Court, Doncaster. DN1 1PN