

Name

Case Ref.

Address

Date Issued

Date Received

**IMPORTANT** – Please read the notes over the page before you fill in this form

I would like the Council to look again at my case and ask for the following to be taken into consideration.

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The reason for asking for a revision / being aggrieved.

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Please tell us the date you were notified of this matter

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

## What you need to tell us on this form

Exactly what aspect of the Benefit / support decision you are unhappy with – be as specific as possible. It is NOT sufficient to say something like “I do not receive enough”. You must tell us which particular part of an assessment or decision you dispute, such as a non-dependant deduction or the way your income has been calculated.

You also need to tell us WHY you disagree – what are your reasons? This helps us look at the exact problem you think there is in the decision – If you feel someone else is treated differently, for example.

## Council Tax Support (From 01.04.2013)

If you are not satisfied with the Council’s decision you can write and ask us to look at the amount you are receiving. We will look at the support you have been given and let you know if we can change it.

If you are still not satisfied you can appeal directly to a Valuation Tribunal provided this is within two months of receiving our response. If you have not had a response within two months of writing to us you can appeal direct to the Valuation Tribunal.

Please note you cannot appeal if your only reason for doing so is that you do not agree with the local scheme the Council has decided upon.

## Housing Benefit / Council Tax Benefit (Council Tax Benefit up to 31.03.2013)

If you disagree with a decision made on your Housing / Council Tax Benefit you can ask for the decision to be looked at again within one calendar month of receiving notification of it.

In exceptional circumstances, however, you can ask up to 13 months after notification. If you are making a late request, you will need to say so, in writing, why your request is late.

We will look at the decision again and notify you of any change or if it is to remain unchanged within one calendar month.

If you remain dissatisfied, you can request an appeal within one calendar month of receiving the result of this revision request (please ask for an appeal form).

## Returning the form

### Contact Details

|                                       |   |
|---------------------------------------|---|
| <b>Return the completed form to:-</b> | Benefits Service, Civic Centre, Regent Street, Gateshead, NE8 1HH |
| <b>Enquiries by telephone on:-</b>    | 0191 433 4646   |
| <b>Enquiries by email on:-</b>        | benefitsenquiries@gateshead.gov.uk                                |