

Generic Appeals Process Application for Review



Llywodraeth Cymru
Welsh Government

IMPORTANT

- A Stage 1 appeal **must** be made before a Stage 2 appeal
- Give full details of the nature of your appeal
- Give the grounds for the appeal
- Attach copies of supporting documentary/photographic evidence

For Official Use Only:

Received:

Ref No:

Stage 2 appeal applicants must enclose a cheque for £50 or £100 (as appropriate) made payable to the 'Welsh Government' – see Section 6 of Guidance booklet.

Appeals against decisions by the Welsh Government must be received **no later than 60 days** after the date of the letter notifying you of the decision.

Stage 1 send completed forms to: **RPW Caernarfon Customer Unit**

Stage 2 send completed forms to: **Independent Appeals Secretariat, Llandrindod Wells**

See Section 8 of Guidance booklet for contact details

SECTION 1:

General Information

Customer Reference Number (CRN):

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Holding Number (CPH):

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Business Name & Address:

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Subsidy Scheme(s):

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Scheme Year(s):

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Penalty Applied or Subsidy Lost:

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SECTION 2:

Appellant Details (may be authorised agent)

Name (BLOCK letters):

Status:

e.g. claimant, agent, company secretary

Contact address:

Telephone number:

E-mail:

Signature:

Date:

IF YOU HAVE APPOINTED A REPRESENTATIVE TO ACT ON YOUR BEHALF, YOU *MUST* COMPLETE THE FOLLOWING:

I give permission for:

to act as my representative

Name (BLOCK letters):

Signature:

Date:

SECTION 3:

Statement of Appeal

Grounds for the appeal

Please detail your reasons and enclose supporting evidence if appropriate.

max 700 words

Continue on the separate sheet (overleaf) if necessary, and attach securely to this form.

SECTION 3 (continued):

Statement of Appeal

Change sought to the decision:

max 200 words

Please list supporting information attached with this form:

max 200 words

Stage 2 applicants only (consideration of appeal by Independent Panel)

Please indicate your preferred format of hearing and language by ticking the appropriate boxes:

Written Hearing: or Oral Hearing:

Language: English or Welsh or Other (please specify)