



## First-tier Tribunal (Information Rights)

# Notice of Appeal

This form is for making an appeal / application to the First-tier Tribunal (Information Rights) against a decision of the Information Commissioner. The First-tier Tribunal (Information Rights) is administered by the Tribunals Service, an executive agency of the Ministry of Justice, and is independent of the Information Commissioner

Please read the guidance "**Guide to completing the Notice of Appeal / Application**" before completing this form.

First-tier Tribunal (Information Rights) Team  
Tribunals Operational Support Centre  
PO Box 9300,  
Leicester LE1 8DJ  
Tel: 0845 600 0877,  
Fax: 0116 249 4253

Please complete the form legibly, using black ink and capital letters. If you need more space on which to write, please include the name of the person making the appeal and any relevant reference numbers on the paper that you use.

### 1. About the Information Commissioner's Notice.

Information Commissioner's Notice reference number

Date of the Notice you are appealing

Date you received the written notification of the Notice:

Please supply a copy of the Notice with this form and tick in the box to show it is attached [ ]

## 2. Disputed Notice

Please indicate the Act under which you are appealing (if you know)

The Data Protection Act 1998- section 48

The Freedom of Information Act 2000 – Section 57

The Environmental Information Regulations – Reg 18

The Freedom of Information Act 2000 – Section 60 or  
Data Protection Act – Section 28

Please include a copy of the disputed certification

(For all notice of appeals under FOIA Section 60 and DPA Section 28, the appeal will be transferred to be heard in the Upper Tribunal)

Please give the details of the public authority to whom your original request for information was sent or the complainant who made the request whichever is applicable:

Name of correspondent:

/ Public Authority if applicable

Address:

Please attach:

- a) a copy of the original request for information, and
- b) a copy of the Information Commissioner's Notice against which you are appealing

Please tick the box to indicate that these documents are attached

### 3. Time Limit for making an appeal / application

The appellant is required to lodge an appeal with the Tribunal within 28 days of the Information Commissioner’s Notice. The tribunal may accept a notice of appeal outside this time limit under certain circumstances.

The Tribunal will only grant leave to proceed outside of the time limit if you request an extension of time and provide the reason(s) why the notice was not provided in time. The Tribunal will then consider whether to grant you the right to bring your appeal.

Please tick this box if you would like the Tribunal to consider an out of time appeal

(see Explanatory Notes)

Please set out below the reasons that you would like the Tribunal to consider when assessing whether to accept your out of time appeal. You can use extra A4 sheets of paper if required.

#### 4. Appellants Details

Name:

Address:

Postcode:

Land Line:

Mobile:

Fax:

Email:

Organisation Name:

(if applicable)

Job Title:

Please indicate the method of communication you would prefer the Tribunal to use when communicating with you about your appeal:

Email:

Post

Fax

Please indicate if you are willing to accept service of notices and other documents by email:

Yes

No

## 5. Representative Details

If you have not appointed a representative, but do so at a later date, please ensure that you notify the First-tier Tribunal (Information Rights) Team immediately giving the details requested above.

*Please note that all correspondence and documents, including the hearing notification, will be sent to the representative, not direct to you. If a representative ceases to act, you should notify the Tribunal immediately*

Do you have a representative?      Yes                         No  

If yes please complete the following details:

Title:

Name:

Firm / Organisation:

Address &  
Postcode:

Telephone:

Mobile:

Fax:

Email:

Reference  
No:

Status or  
Job Title:  
e.g. Solicitor

**6. Grounds for Appeal / Application**

**Please provide full details about the grounds for your appeal. Please add additional pages if required**

[Empty box for providing details about the grounds for appeal]

## 7. Supporting Documents

Please list the documents that you wish the Tribunal to consider in support of your appeal. You can use an extra A4 sheet of paper if required

Please attach the documents and tick the box to indicate that they have been attached

## 8. Type of Hearing and Venue

Please note that the appeal will be dealt with by reference to all appropriate papers unless you inform the Tribunal you require an oral hearing.

Please indicate whether you wish for the appeal to be dealt with at an oral hearing or based on written submissions, by ticking the appropriate box below (please see explanatory notes before making a selection). Please note that whichever method is preferred a full Tribunal Panel (a legally qualified Judge and two non legal members) will consider the appeal. Oral hearings will usually take longer to arrange

Paper Hearing:

Oral Hearing:

Please note that oral hearings will usually take place in London unless the parties request a hearing elsewhere. Parties will be informed in writing by post or email as soon as hearing date has been set.

## 9. About your requirements

Please state if you, your representative, or witness has a disability or other special needs that you wish to bring to the Tribunals attention in order to assist the hearing of your appeal. Please also state if an interpreter is required.

## 10. Signature

NB: The form must be signed and dated by the applicant or someone authorised to do so. If a non-legal representative is appointed, the applicant must file with this Notice of Appeal / Application for Review a written statement, signed by the applicant, that the representative is authorised to act on their behalf.

I am:–

The appellant:

The Representative of the appellant:

Name:

Signature:

Date:

Please send your completed form to:

**Information Rights**  
First-tier Tribunal  
General Regulatory Chamber  
Arnhem House Support Centre  
PO Box 9300  
Leicester LE1 6ZX

**Email: [informationtribunal@tribunals.gsi.gov.uk](mailto:informationtribunal@tribunals.gsi.gov.uk)**

We can help if you need information in a different format (e.g. Braille, large print). We can also provide this form in Welsh if required. If you need any of these services please contact the Tribunal.

This form can also be downloaded from our website: [www.informationtribunal.gov.uk](http://www.informationtribunal.gov.uk)