



FOR OFFICE USE ONLY	
Case reference Number:	Office Stamp (date received)

**SA**

**APPLICATION TO SET ASIDE A DECISION OF THE FIRST-TIER TRIBUNAL (CARE STANDARDS) FORM**

**Use this form to:**

- Apply to have a decision or part of a decision of the First - tier Tribunal (Care Standards) set aside
- Tick the appropriate box or boxes and provide the relevant information in relation to your application.
- You can download this form from the Care Standards Website. However, a signed form needs to be sent to the Tribunal at Darlington. If you complete by hand, please use **DARK ink** .

**A. Applicant's Details**

Title:  Mr  Mrs  Miss  Ms  Other (please specify)

Surname or organisation: \_\_\_\_\_

First Names: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Day time Tel No: \_\_\_\_\_ **Mobile:** \_\_\_\_\_

Fax number (if any): \_\_\_\_\_

Email address (if any): \_\_\_\_\_

**All correspondence will be sent to your representative if you have one. If NOT all document will be sent to your address above.**

**B. Applicant's Representatives Details**

If you have a representative to whom you would like us to send any communication concerning this application, please provide details below.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Profession: \_\_\_\_\_

Day time Tel No: \_\_\_\_\_

Fax number (if any): \_\_\_\_\_

Email address (if any): \_\_\_\_\_

**C. About the decision you want set aside**

Where was the Tribunal hearing?

What was the date of the Tribunal hearing?

What is the title and number of the decision?

*(This information will be at the top of the written decision sent to you by the Tribunal)*


Has more than 28 days passed since the date on the letter sending you the decision?

Yes  No:

If the answer is **YES**, you need to apply for an extension of time by giving your reasons for the delay here.

**D. Reasons for application to set aside a decision or part of a decision**

I am asking the Tribunal to set aside the decision or part of the decision because (tick as appropriate):

- A document relating to the proceedings was not sent to, or was not received at an appropriate time by, a party or a party’s representative;
- A document relating to the proceedings was not sent to the Tribunal at an appropriate time;
- A party, or a party’s representative, was not present at a hearing related to the proceedings;
- There has been some other procedural irregularity in the proceedings.

Please explain what happened and why it is in the interests of justice for the Tribunal to set aside its decision. If you are asking for it to set aside a part of its decision please identify which part of the decision you want set aside.

*(Continue on a separate sheet if necessary).*

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**E. Request for an oral hearing of an application**

NB: This section is concerned only with the initial oral hearing of an application for permission to appeal. If you are granted leave to appeal you will be given the opportunity to ask for an oral hearing of the appeal by the Upper Tribunal.

Do you wish to have an oral hearing to consider your application for leave to appeal?

Yes  No:

If so, please say why you want your application considered at an oral hearing.

Please give the earliest date when you think your case will be ready for the hearing

Day

Month

Year

Where would you like the hearing to be held if **NOT** in our premises in London?

Would you like the hearing to be in private?

Yes  No:

If you do, please say why.



**F. Your signature**

You should now sign and date this form in the space below.

Your signature: .....

Date: .....

- **When you have completed this form, send it with a copy of the decision you are asking the Tribunal to set aside and any other relevant documentation to:**

**By post:**

**TRIBUNAL SERVICE  
CARE STANDARDS  
MOWDEN HALL  
STAINDROP ROAD  
DARLINGTON  
DL3 9BG**

**Fax: 01325 391045**

- For further information about appeals to the Tribunal you can log on to the CST web site: [www.carestandardtribunal.gov.uk](http://www.carestandardtribunal.gov.uk) Or

Telephone: 01325 392712 Fax: 01325 391045

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