

Form P9 Guidance notes on completing the application form to set aside a decision, or part of it.

Set out overleaf are notes to help you complete the form. You should read the notes to each section carefully before you begin to complete that particular section.

Use a separate sheet if you need more space for your answers, marking clearly to which section the information refers.

If you do not have all the documents or information you need to complete the form, you must not allow this to delay sending or taking the form to the Tribunal office within the correct time. Complete the form as fully as possible and provide what documents you have. The notes to Section 7 will explain more about what you have to do in these circumstances.

The Tribunal

- Rule 45 – applications to set aside a decision which disposes of proceedings are dealt with by the First-tier Tribunal (Health, Education and Social Care Chamber) Mental Health.
- The application form and all documents must be filed in the Tribunal's office. The postal address is Arnhem Support Centre, 5th Floor PO Box 8793, Leicester LE1 8BN.
- The office is open between 10 am and 4 pm Monday to Friday.

Time limit for filing the application

- **The application must be sent to the Tribunal office so that it is received no later than 28 days after the date on which the tribunal sent you notice of the decision.**

If you need help to complete the form you should consult a solicitor or your local Citizen's Advice Bureau.

Section 1

Details of the applicant(s)

Give your full name(s) and address(es) to which all documents relating to the application are to be sent. Include contact information e.g. telephone numbers and any other reference numbers.

Section 2

Details of the decision, or part of it, to be set aside

Give details of the decision, or the part of the decision, you seek to set aside and the date on which the decision was made.

Section 3

Conditions in Rule 45(2) on which you are relying

This section must be completed. You must tick the condition or conditions on which you are relying using the appropriate box(es).

Section 4

Detailed statement of grounds

Set out, in detail, the grounds on which you contend the decision, or part of it should be set aside. You should either complete the box in Section 4, or in a separate document attached to the form which should refer to Section 4.

Section 5

What outcome are you seeking?

Complete this section by stating what outcome you are seeking and what you expect the Tribunal to do.

Section 6

Statement of facts relied on

The facts on which you are basing your application should be set out in this section of the form, or in a separate document attached to this form which should refer to Section 6. It should contain a numbered list of the points that you rely on. Refer at each point to any documents you are filing in support of your application.

Section 7

Supporting documents

Do not delay filing your application to set aside the decision, or part of it. If you have not been able to obtain any of the documents listed in this section within the time limits referred to on the previous page, complete the notice as best you can and ensure the application is filed on time. Set out the reasons why you have not been able to obtain any of the information or documents and give the date when you expect them to be available.