



Tribunals Service

Special Educational Needs and Disability

Please use **black ink** and complete the form in **CAPITAL LETTERS**

FORM B

APPLICATION FOR THE TRIBUNAL TO REVIEW ITS DECISION BECAUSE OF A CHANGE OF CIRCUMSTANCES (Special Educational Needs case)
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A About the applicant

Please tick the appropriate box

Is the applicant:-

a parent or the person with parental responsibility?

or a local authority ?

**If the applicant is a parent/parents or person with parental responsibility
please provide details:**

Parent one (or person with parental responsibility)

Mr, Mrs, Miss, Ms, Other	
Surname	
First Names	
Address	
Postcode	
Daytime Telephone Number	
Evening Telephone Number	
Mobile Number	

Fax Number	
Email Address	
If you are not a parent, please state your relationship to the child.	

Parent two

Mr, Mrs, Miss, Ms, Other	
Surname	
First Names	
Address	
Postcode	
Daytime Telephone Number	
Evening Telephone Number	
Mobile Number	
Fax Number	
Email Address	
If you are not a parent, please state your relationship to the child.	

If you have a representative please provide details:

Mr, Mrs, Miss, Ms, Other	
Surname	
First Names	
Profession/Organisation –	
Is he/she a legal representative?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Address	
Postcode	
Daytime Telephone Number	
Fax Number	
Email Address	

Who should receive information about the application?

Parent one/person with parental responsibility

Parent two

Representative

Important: We can only send papers and documents to one of the people named on the form. If you do not say we will automatically send them to your representative, if you have one, otherwise to the first named parent/person with parental responsibility

If the applicant is a local authority please give details:

Name of authority	
Name of person handling the case	
Position	
Address	
Postcode	
Daytime Telephone Number	
Fax Number	
Email Address	

If you have a legal representative please provide details:

Mr, Mrs, Miss, Ms, Other	
Surname	
First Names	
Address	
Postcode	
Daytime Telephone Number	
Fax Number	
Email address	

Who should receive information about your application?

The person handling the case

Your legal representative

Important: We can only send papers and documents to one of the people you have named on the form. If you do not say we will automatically send them to your legal representative if you have one

B About the decision you are making the application about:

Appeal/Claim number	
Name of the child who was the subject of the appeal	
Name of the local authority who was a party to the appeal	
Date of the hearing	
Date the decision was sent to you by the Tribunal	

If you are asking the Tribunal to accept this application more than 28 days after the decision was sent to you what are the reasons for your delay in sending the application?

C About your application

You should explain what relevant circumstances have changed since the decision was made and why you think that the Tribunal should amend its decision.

If you need more space, continue on a separate sheet of paper but make sure that it is securely attached to your application with the appeal number clearly marked.

D Application for the tribunal to review its decision because of a change of circumstances

I apply for the Tribunal to review its decision identified in paragraph B above for the reasons given

I authorise my representative to act on my behalf in all proceedings before the First-tier Tribunal (Delete if you have no representative or if you are a legal representative filling in this form on behalf of a client)

Signature of applicant(s) _____

Date _____

AFTER YOU HAVE COMPLETED THIS FORM, please send it with a copy of the decision you are asking the Tribunal to review and any other relevant documentation to:

By post:

The First-tier Tribunal (HESC)
Special Educational Needs and Disability
FAO: D Charlton
Mowden Hall
Staindrop Road
Darlington
DL3 9BG

(It would be advisable to obtain proof of posting and to keep a copy of your application)

By fax: 01325 391080

Please note that we cannot accept an application by email