

Income & Benefits

Housing Benefits

Request for a Statement of Reasons for a Decision

Use this form to ask for a written statement of reasons explaining a decision we have made on your Housing Benefit

If you think the decision we have made is wrong because some of the information we have used is wrong or incorrect, then you should complete the Request for a Revision form.

If you think that we have the correct information but the decision we made on your Housing Benefit or Council Tax Benefit is still wrong then you should use the Notice of Appeal form

1. About the claimant

Title

Mr/Mrs/Miss/Ms

Claimant's name

Claimant's Date of birth

/ /

National Insurance Number

--	--	--	--	--	--	--	--	--

You can find this number on your NI number card, payslips, tax papers or letters from the DWP

Claim address

Postcode

Current address (*If different*)

Postcode

Daytime phone number

Code Number

Have you arranged for someone to help you with your appeal?

Yes

No

Representative's Name

Representative's address

Postcode

Sign this box to authorise this person to act for you

2. About the decision

Which Benefit do you want to ask about?

Housing Benefit?

Council Tax Benefit?

Both?

Date of the decision

/ /

This date is on the letter or computer notice we sent to tell you of the decision. If you do not have the decision notice give as much information as you can about the decision.

3. What do you need explained?

We will send a statement that explains why we have made the decision. If there is something in particular that you do not understand you can tell us about it here and we will try and explain this to you.

4. If more than one month has passed since the date of the decision

Please explain why you could not make your request within one month of the date of the decision

5. Your signature

Signature

Date / /

If someone has been officially appointed to act for you or someone has the authority to act for you, they should sign here.

Representative

6. What to do now

Send this form to :

The City of Edinburgh Council, PO Box 17185, Edinburgh, EH14 2TB