

CHANGES TO THE TAS1 PROCEDURES

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INTRODUCTION

- 1 This Bulletin gives guidance to appeals officers on the action to take from and including 03 November 2008 where appeal documents are being issued to appellants.

ACTION TO TAKE

- 2 Where any bundle of appeal submission documents are to be sent to an appellant on and from 03 November 2008 a TAS1 should NOT be included. From that date the Tribunals Service (TS) has assumed responsibility for issuing these forms. The appeal submission bundles should be sent to the appellant, and his representative if there is one, and to the TS in the normal way.
- 3 Appeals staff need to bear this change in mind when they are ordering stocks of TAS1 forms.
- 4 A covering letter to be used in place of the TAS1 is in the attached annexe and should be brought into use on and from 03 November 2008.
- 5 When issuing draft letters DL/CAP 23 and DL/CAP 23A the clause “and a form about the hearing” should be deleted. And when issuing draft letter DL/CAP 37 delete “and a form about the hearing. The form must be sent back to the Tribunals Service within 14 days of the date on the top of the form”.

ANNOTATIONS

Cap Bulletin 01/08 is cancelled and replaced with this bulletin (CAP 02/08).

Please annotate the number of this bulletin (CAP 02/08) against the following:

CAP paras – 2061, 2550, 4341, 4344, 4346, 4349 – 4361, 4420, 4501, 4530 step 3, 4570, 5255 step 1.

CAP Appendix 2, DL/CAP 23; DL/CAP 23A; DL/CAP 37.

CONTACTS

If you have any queries about this Bulletin, please write to DMA (Leeds), Room GS36, Quarry House, Leeds.

Distribution: All Holders of CAP

DMA Leeds: October 2008

Annexe to CAP Bulletin 02/08

Covering letter to accompany an appeal submission bundle sent to the appellant or the appellant's appointee

Dear (a) (b)

About your appeal

I enclose a copy of the appeal papers with this letter. These papers give the reasons for our decision.

We have sent a copy of the same information and your appeal letter to the Tribunals Service. They will get in touch with you to explain what happens next with your appeal.

[(c) We have sent a copy of the papers to your representative].

If you want more information please get in touch with us. Our address and telephone number are at the top of this letter. An Advice centre like the Citizen's Advice Bureau or a local law centre can also give you free advice.

If you ask someone for help and advice you should take this letter and the appeal papers with you.

Yours sincerely

Signature:

Date:

(Insert Initial or Forename and Surname of sender)

Notes for completion

- (a) insert the appellant's or appointee's title, e.g Dr, Mr, Mrs, Miss, etc
- (b) insert the appellant's or appointee's surname
- (c) include where the appellant has a representative