



Social Security Scotland  
Tèarainteachd Shòisealta Alba

# Appealing a decision

Child Disability Payment

Once finished, return this form in the pre-paid envelope.  
If you do not have this envelope, call us free on  
0800 182 2222 and we'll send you a new one.

**mygov.scot**

Social Security Scotland  
PO Box 10309  
Dundee  
DD1 9GF

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# Appealing a decision

You should use this form to appeal against a decision made by Social Security Scotland about a child's Child Disability Payment. You have 31 days, including weekends and bank holidays from the date you receive your re-determination decision letter to request an appeal.

Requests received after 31 days, including weekends and bank holidays, of receiving your re-determination decision letter will be considered late. See page 12 for more information on what to do if your appeal is late.

You can appeal our decision by:

- filling in this form and posting it to us in the prepaid envelope provided
- calling us on 0800 182 2222 (freephone, 8am to 6pm, Monday to Friday).

The Social Security Chamber of the First-tier Tribunal for Scotland will hear your appeal. Social Security Scotland will send your form and the evidence we hold to the Tribunal within seven working days of getting it. The Tribunal is independent from Social Security Scotland.

If sending any additional supporting information you should send in photocopies of documents. You should not send original documents. It takes up to two weeks for us to return any original documents you send.

## **Sending in supporting information**

If you want to send us any additional supporting information to support your appeal by post, you should send it in the prepaid envelope along with this completed form. There is more information about sending this to us on page 11 of this form.

You can get information in the following formats:

- braille
- another language, including Gaelic
- large print
- audio recording.

## Getting help with an appeal

Call Social Security Scotland free on 0800 182 2222 to get help or to request the form in an alternative format or language.

You may wish to seek independent advice on your application. There are services in your local area that can help. You can find more details on these services: [mygov.scot/benefits-support](https://mygov.scot/benefits-support)

## What happens next

We'll send your appeal form and all the supporting information you have sent us to the Tribunal within seven working days of getting it. The Tribunal will then contact you to let you know they have your appeal. Once they have looked at it they will let you know:

- if they will accept your appeal
- if there is anything else they need from you
- what options you have about a hearing.

Find out more about going to a tribunal at: [mygov.scot/appeal](https://mygov.scot/appeal)

Please use a black pen and write in BLOCK CAPITALS. You should tick ✓ boxes. If you make any mistakes, please cross out the error clearly. If you need to, you can request a new form by calling us free on 0800 182 2222.

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## Who is completing this form?

Please tick the box that applies to you.

- I am completing this form as a parent, guardian or appointee
- I am aged 16 or 17 and am completing this form on my own (you do not need to complete the child's details on page 5, complete the details on page 6 instead)
- I am completing the form on behalf of the child, and have the legal powers to act on their behalf
- I am a third party representative

Examples of types of legal powers:

- Power of Attorney
- Corporate Acting Body
- Personal Acting Body
- Deputy.

Corporate Acting Bodies or Personal Acting Bodies that have not acted on the child's behalf before should call 0800 182 2222 before proceeding.

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## Child's details

First name(s)

Last name

Address

  
  
  

Postcode

Date of birth

Child Reference Number

This number is sometimes known as a CRN. It could be on a Child Benefit letter or a decision letter if you applied for Disability Living Allowance for children before.

You can still apply if you do not know the Child Reference Number but we might need to contact you to help you find it.

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# If you're the child's parent, guardian or appointee, or a 16 or 17 year old managing your own affairs

You should fill in this section if you're the child's parent, guardian or appointee, or a 16 or 17 year old managing your own affairs.

It's on your National Insurance card, benefit letter, payslip or P60 – for example, 'QQ 12 34 56 C'.

If you provide an email address, this will be how the Tribunal will contact you. If you don't have an email address, you will be contacted on your preferred phone number.

First name(s)

Last name

Address

  
  
  

Postcode

Date of birth

National Insurance number

Preferred phone number

Email

You should fill in this section with your details if you are someone who has the legal right to request an appeal on behalf of the child but you are not their parent, guardian or appointee.

If you would like more information about acting on behalf of someone else, please contact Social Security Scotland free on 0800 182 2222.

You only need to tell us this if you're part of an organisation filling in this form as part of your job.

If you're an individual filling in this form, tell us your home address. If you're part of an organisation filling in this form, tell us your work address.

## If you're completing the form on behalf of the child and have the legal powers to act on their behalf

Please give us your details.

First name(s)

Last name

Date of birth

National Insurance number

Company or organisation name

Address

  
  
  

Postcode

Your phone number

The client wishes all correspondence about their request to be sent to their representative

Yes  No

A third party representative is any person or organisation acting on behalf of, or making enquiries for an individual. These may include:

These may include:

- advice, advocacy or welfare rights organisations
- professionals such as social workers, community nurses or doctors
- family members or friends.

The third party representative may be able to help you in several ways, including:

- enquiries on the progress of an application
- helping make a claim
- seeking an explanation of entitlement and how it has been decided
- supporting with a re-determination or appeal
- supporting you to manage your finances.

If you provide an email address, this will be how the Tribunal will contact your representative. Otherwise, your representative will be contacted on their preferred phone number.

## Third party representative details

**If you have a representative, please fill in their details here.**

First name(s)

Last name

Organisation name, if relevant

(Any paperwork will be sent to both you and your representative)

Address

  
  
  

Postcode

Preferred phone number

Email



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# Why you are appealing

## About your appeal

This is the date on the letter that was sent with this form.

What is the date on your re-determination decision letter?

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Please say why you're appealing our decision about Child Disability Payment. The Tribunal will not be able to process your appeal unless you give a reason.

**Tick all statements that apply.**

- I think Child Disability Payment should have been awarded
- I think the amount of Child Disability Payment should be increased
- I think Child Disability Payment should have been paid from an earlier date
- I don't think all information has been considered
- I asked Social Security Scotland to look at the decision again but they ran out of time
- Other (Please write your reason on the next page, including anything else you want us to know.)

Other reasons for appealing can be provided on the next page.

If you run out of space you can carry on writing on another sheet of paper and you can send this to us with your form. Please make sure to label this extra paper with the child's name, Child Reference Number, and page number.

Write down anything else you want to say about why you're appealing our decision.

A large rectangular area with horizontal lines, intended for writing an appeal. The lines are evenly spaced and cover the entire width of the box.

You do not have to send another photocopy of any supporting information you've sent us before. Send any other supporting information we haven't seen along with this form.

# Sending in supporting information

If you are unsure about what information to give us or do not know where to find it, we can get in touch with you to help. This might mean it takes us longer to process your changes.

To post supporting information, you should:

- send copies, not original documents
- make sure all copies are clear and readable
- write the child's name, date of birth and Child Reference Number (or National Insurance number if over 16) on each copy.

## Send us your documents by post

You can give us any additional supporting information by posting it to us in the same envelope as the rest of this form. Or, if you don't have all or some of the supporting information you want to give us, you can post it to us later.

You do not have to send in any supporting information you have sent to us before.

We've enclosed a pre-paid envelope for you to send us a photocopy of your documents, along with your completed form. If you lose the envelope you can still send the documents to:

Social Security Scotland  
PO Box 10309  
Dundee  
DD1 9GF

You should write the following information on your photocopies:

- the child's full name
- the child's date of birth
- the child's Child Reference Number (or National Insurance number if over 16).

If you need to contact us for advice, call us free on 0800 182 2222 (8am to 6pm, Monday to Friday)

## How would you like to give us your supporting information?

- I will send some or all of the supporting information with this form
- I will send some or all of the supporting information later
- I need your help to find some or all of the supporting information
- I will not be sending any supporting information



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## Next steps

We'll pass this form and any supporting information we have been sent to the Tribunal within seven working days of receiving it from you. You will get a letter from us to confirm that the appeal has been sent to the Tribunal.

The Tribunal will progress your appeal.

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## Before you send the form

Tick the box to show that you agree with the statement:

As far as I know and believe, the information I have given in this form is correct and complete.

Signature

Date

Please use the pre-paid envelope to return the completed form and any **photocopied** supporting information.

If you do not have this envelope, call us free on 0800 182 2222 and we'll send you a new one.

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# Privacy notice

## Data about you

Social Security Scotland acts on behalf of the Scottish Government. It deals with the payment of benefits and other welfare payments covered under Scottish Government powers. It will control the data you provide in this form.

## What we need and why

We'll only ask you for the data we need to:

- process your appeal request
- send your appeal request and information we hold to the Social Security Chamber of the First-tier Tribunal for Scotland
- manage the full Social Security Scotland service.

If you want to know more about your data and your legal rights, you can read our privacy notice online: [mygov.scot/social-security-data](https://mygov.scot/social-security-data).

For information on how the First-tier Tribunal for Scotland will manage your data visit: [socialsecuritychamber.scot/home/about-us/ssc-privacy-statement/](https://socialsecuritychamber.scot/home/about-us/ssc-privacy-statement/)





Social Security Scotland  
Tèarainteachd Shòisealta Alba

If there's something else you need to know,  
need help, or want this form in other formats,  
call us free on 0800 182 2222.