

This time limit can be extended

The appeal must:

- usually be on an appeal form: found in leaflet GL24. These leaflets are available from DWP offices or on the [DWP Benefits](#) website.
- give the date of the decision being appealed
- state the appeal grounds

be sent to the office that made the decision, to reach them within one month of the date of the decision.

If this is not done, the appeal may not be accepted.

Appeals can be struck out for various reasons. For example, if the claimant has failed to provide information requested by the Tribunal. This can include failing to return the TAS 1 form (see below) within the time limit. (However, a person is given a chance to argue their case).

An appeal can be made against an original, a revised or a superseded decision.

When the DWP receive an appeal, they may change (revise) their decision. If not, it goes to the nearest tribunal. For Blackpool and the surrounding area it is:

The Appeals Service 36 Dale Street, Liverpool, L2 5UQ

A person is sent a TAS1 enquiry form, which must be filled in and returned within 14 days.

Extended time limits

The one-month time limit in which to submit an appeal can be extended in the following ways:

14-day extension:

If written reasons for the decision are requested and received within the month, then the month time limit is extended by another 14 days, or

if written reasons are requested within the month but they arrive after the month, then a person has 14 days to submit the appeal from whenever the written reasons are sent.

Late appeal:

A late appeal can be made up to 13 months from the date of the decision if there are 'special reasons' (see also [backdating](#)).

Further appeals

An appeal against a tribunal decision can be made in specific circumstances. ([Seek advice](#)).