

THE CHARITY TRIBUNAL

Guide to completing a third party appeal form

1.Charity details

Please provide the name and registration number of the Charity.

2.Appellant's details

Please provide your full name, address and contact details of where notices and other documents can be sent to you.

The Tribunal's preferred method of communication is by email. If you have provided an email address on your Appeal Form, please ensure that you check it frequently to ensure that you do not miss important deadlines. We recommend that you also check your junk mail as emails from the Tribunal system may be seen as spam by some email providers.

If your contact details change, it is your responsibility to inform the Tribunal as soon as possible.

You must enter your relationship to the Charity if any eg a beneficiary, current or former trustee or fund raiser.

3.What you are appealing against

The Tribunal needs you to provide information about what you are appealing against.

4.Details of your appeal

Set out your appeal in this section. You can attach additional pages if required.

5.Time limit for making an appeal

The Tribunal must receive your appeal form within **56 calendar days** of the Commissioner's decision.

The Tribunal will only consider a late appeal if you request an extension of time and give reasons why the appeal is out of time.

If you want the Tribunal to consider an out of time notice of appeal, tick the box and provide an explanation of why the appeal has been sent out of time and the reasons why the Tribunal should accept a late application. This will be sent to the Chair/Vice Chair for approval.

6.Representative's details

You are not required to have a legal representative, but if you do have a legal or other representative please complete this section.

Please note the Charity Tribunal does not award legal costs.

8.Additional Requirements

If you, your representative or any witnesses have any specific requirements or assistance needs eg wheelchair access or the availability of a hearing loop, please fill out this section.

If you require a translator for the hearing please state which language.

9. Hearings and Judgments

All hearings are held in public and are recorded. All Judgments will be published on our website. In exceptional circumstances you can apply to the Chairman to hold your hearing in private.

Signature

The appeal form should be signed and dated by you or your representative, if you have one. The completed form should be sent to:

The Registrar
The Charity Tribunal
1st Floor
International House
The Parade
St Heler
JE2 3QQ
Email: registrartribunalservice@gov.je