



TRANSPORT TRIBUNAL

www.transporttribunal.gov.uk

EXPLANATORY LEAFLET

A SHORT GUIDE FOR USERS

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TRANSPORT TRIBUNAL**

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CUSTOMER SERVICE EXCELLENCE

CONTENTS

USEFUL CONTACT INFORMATION	4
DECISIONS, ACTS OF PARLIAMENT AND STATUTORY INSTRUMENTS	4
1. INTRODUCTION	5
1.1 This Leaflet	5
1.2 What is the Transport Tribunal?	5
2. TYPES OF CASES DEALT WITH BY THE TRANSPORT TRIBUNAL	5
2.1 Heavy Goods Vehicle and Public Service Vehicle Appeals	5
2.2 Driving Instructor Appeals	6
3. APPELLANTS: WHO CAN APPEAL?	6
3.1 Appeals against decisions by Traffic Commissioners	6
3.2 Driving Instructor Appeals	6
4. MAKING AN APPEAL	7
4.1 Notice of Appeal	7
4.2 Do I need permission to appeal to the Transport Tribunal?	7
4.3 Is there a time limit?	7
a) Appeals against decisions by Traffic Commissioners	7
b) Appeals against decisions by the Registrar	7
5. STAYS (Suspension of Orders until Appeal is decided)	7
5.1 Can an order by a Traffic Commissioner be stayed?	7
5.2 Can an order by the Registrar be stayed?	7
6. RESPONDING TO AN APPEAL	8
6.1 What happens next in appeals against decisions by Traffic Commissioners?	8
6.2 What happens next in appeals against decisions by the Registrar?	8
7. PREPARING THE CASE FOR HEARING	8
7.1 Do I need to instruct representatives?	8
7.2 Where can I get help?	8
7.3 What documents will be needed?	9
7.4 Will there be a hearing in court?	9
7.5 Can an appeal or an objection be withdrawn?	9

8.0	PROCEDURE AT THE HEARING	
8.1	Is a hearing formal?	9
8.2	Is an appeal a full hearing or a review?	9
8.3	Procedure at appeals against decisions by Traffic Commissioners	9
8.4	Procedure at appeals against decisions by the Registrar	10
9.	DECISIONS AND FINAL ORDERS	10
9.1	Will there be a written decision?	10
10.	HEARING IN ABSENCE	10
10.1	What if I am unable to attend the hearing of the appeal?	10
11.	COSTS AND FEES	11
11.1	Will I have to pay fees to the Tribunal?	11
11.2	Will I be liable to pay costs?	11
11.3	Can I obtain legal aid?	11
12.	FURTHER APPEALS	11
12.1	Can I appeal against a decision of the Transport Tribunal?	11
13.	STANDARDS AND COMPLAINTS	11
13.1	Standards	11
13.2	Comments or complaints	12
13.3	The Council of Tribunals	12
14.	GLOSSARY OF TERMS	12
NOTICE OF APPEAL FORMS		14
Appeals against decisions by Traffic Commissioners	Form TT01	14
Appeals against decisions by the Registrar	Form TT02	16

USEFUL CONTACT INFORMATION

Transport Tribunal

The Secretary
Procession House
55 Ludgate Hill
London EC4M 7JW

(Note that this is the postal
address. The public entrance
is round the corner at
110 New Bridge Street)

Tel:020 7029 9790

Fax:020 7029 9782

E-Mail:transport@dca.gsi.gov.uk

Website:www.transporttribunal.gov.uk

You can contact us Monday - Friday, 9am-5pm.

Traffic Commissioners

Eastern Traffic Area

City House,
126-130 Hills Road,
Cambridge,
CB2 1NP
Tel: 01223 531011

North Eastern Traffic Area

Hillcrest House,
386 Harehills Lane,
Harehills,
Leeds,
LS9 6NF
Tel: 0113 254 3206

North Western Traffic Area

Hillcrest House,
386 Harehills Lane,
Harehills,
Leeds,
LS9 6NF
Tel: 0113 254 3206

Scottish Traffic Area

J Floor,
Argyle House,
3 Lady Lawson Street,
Edinburgh EH3 9SE
Tel: 0179 245 4392

South Eastern and Metropolitan Traffic Area

Ivy House
3 Ivy Terrace,
Eastbourne,
BN21 4QT
Tel: 01323 452 421

Welsh Traffic Area

38 George Road
Edgbaston
Birmingham
B15 1PL
Tel: 0121 6096836

West Midland Traffic Area

38 George Road
Edgbaston
Birmingham
B15 1PL
Tel: 0121 609 6826

Western Traffic Area

2 Rivergate,
Temple Quay,
Bristol,
BS1 6EH
Tel: 0117 900 8517

Registrar
Registrar

The Registrar of Approved Driving Instructors
Driving Standards Agency
Stanley House
Talbot Street
Nottingham NG1 5GU
Tel: 0115 901 2500
Fax: 0115 901 2510

DECISIONS, ACTS OF PARLIAMENT AND STATUTORY INSTRUMENTS

Transport tribunal decisions from 2000 onwards are available on the Tribunal website (www.transporttribunal.gov.uk). Decisions are also supplied to subscribers - contact the Tribunal Office for details. In addition, the Transport Tribunal Digest is available on the website. This covers decisions by reference to subject-matter and includes a chronological List of Decisions from 1985 onwards. All decisions are available from the Transport Tribunal office on request.

The Transport Tribunal Rules 2000 are also available on the Tribunal website (under the heading "procedure"). However, copies of statutes and statutory instruments referred to in this leaflet and the Transport Tribunal Rules 2002 can be obtained by post from **The Stationery Office, PO Box 29, Norwich NR3 1GN (Telephone 0870 600 5522)** or in person from **123 Kingsway, London WC2B 6PQ**. Some can be viewed on their website (www.hms.o.gov.uk). It is important to note that statutes, regulations and rules may have been amended by subsequent legislation. Up to date versions can usually be found in the Encyclopaedia of Road Traffic or in Halsbury's Statutes.

1. INTRODUCTION

1.1 This Leaflet

This Explanatory Leaflet is intended to provide helpful information to the layman. It is not a substitute for the Acts or the Rules and has no legal force. If you are unsure of your position or your options, you should seek professional legal advice.

1.2 What is the Transport Tribunal?

The Transport Tribunal is an independent judicial body which was set up in accordance with the Transport Act 1985 to hear and decide appeals against decisions of Traffic Commissioners. These cases concern operators of road vehicles (heavy goods vehicles and public service vehicles) and premises used as operating centres for them. Since 1st April 2002 the Transport Tribunal has also had the jurisdiction to consider appeals against decisions of the Registrar of Approved Driving Instructors (the 'Registrar'). These jurisdictions extend to England, Scotland and Wales. (The Tribunal is also able to resolve disputes under the Postal Services Act 2000; and its members form the London Service Permit Appeals Panel to hear appeals from Transport for London).

The Tribunal is supported administratively by the Department for Constitutional Affairs. There is a President, who is the judicial head; other judicial members, who must be legally qualified; and lay members, who have experience in transport operations and its law and procedure. There is a Secretary who is responsible for the administration and to whom all correspondence should be sent.

The offices are in London. Hearings are normally arranged in London, or (for Scottish cases) in Edinburgh. The Tribunal could sit anywhere in Great Britain if necessary, subject to availability of suitable accommodation.

2. TYPES OF CASES DEALT WITH BY THE TRANSPORT TRIBUNAL

Most of the Tribunal's work consists of appeals against decisions of Traffic Commissioners.

Heavy Goods Vehicle Appeals relate to truck operators licences ("O licences") and operating centres & Public Service Vehicle Appeals relate to bus operators and services, including financial penalties. The Tribunal also hears and decides appeals against decisions of the Registrar of Approved Driving Instructors. (In addition the Tribunal deals with disputes over postal charges, but details of these are not provided in this leaflet.)

2.1 Heavy Goods Vehicle and Public Service Vehicle Appeals

A right of appeal arises when, for example, a Traffic Commissioner:

- a) refuses to grant a licence, or
- b) refuses to vary an existing licence, or
- c) attaches conditions to the licence, or grants a licence which allows fewer vehicles than the number applied for, or
- d) [PSV cases] determines that registered local bus services have not been operated properly, and imposes financial penalties, or
- e) revokes, suspends or curtails an existing licence, or
- f) disqualifies an individual or a company.

For HGV cases see :

Goods Vehicles (Licensing of Operators) Act 1995,
Goods Vehicles (Licensing of Operators) Regulations 1995 (SI 1995/2869),
Goods Vehicles Operators (Qualifications) Regulations 1999 (SI 1999/2430) and
Goods Vehicles (Community Authorisations) Regulations 1992 (SI 1992/3077);

For PSV cases see:

Public Passenger Vehicles Act 1981, Transport Act 1985,
Public Service Vehicles (Operators' Licences) Regulations 1995 (SI 1995/2908),
Public Service Vehicle Operators (Qualification) Regulations 1999 (SI 1999/2431) and
Public Service Vehicles (Registration of Local Service Regulations 1986 (SI 1986/1671)

2.2 Driving Instructor Appeals

A right of appeal arises when, for example, the Registrar:

- a) refuses to enter a name on the register,
- b) refuses to maintain a name on the register,
- c) removes a name from the register, or
- d) refuses to grant or revokes a trainee's licence.

See: Road Traffic Act 1988, Transport Act 2000,
Motor Cars (Driving Instruction) Regulations 1989 (SI 1989/2057)

3. APPELLANTS: WHO CAN APPEAL?

3.1 Appeals against decisions by Traffic Commissioners

- a) Operators - You can appeal against the decision if you are
the applicant for a licence, or
the licence-holder, or
the former licence-holder.

You may be an individual or a company or a partnership.

- b) Other Parties

Sometimes a statutory objector has become involved in the case, and has the right to bring an appeal, or respond to an appeal brought by an operator. Objectors may include the Police, a local authority, any other planning authority, the Road Haulage Association, the Freight Transport Association, the British Association of Removers or a Trades Union.

Sometimes nearby property owners or occupiers have made representations, or given statements of views and opinions, to the Traffic Commissioner on environmental grounds, concerning a Heavy Goods Vehicle operating centre. (Does not apply to PSV cases.) These representors cannot appeal, but may be allowed to respond to appeals by others. See paragraph 6.1(b) below.

c) The Traffic Commissioner

The Traffic Commissioner is not a party to an appeal and cannot respond to it; but the Secretary of State (or the appropriate national authority in Scotland or Wales, if applicable) may wish to appear and has the right to respond to an appeal.

3.2 Driving Instructor Appeals

- a) Both approved driving instructors and trainee instructors may appeal.
- b) The Registrar is a party to an appeal and may respond to it.

4. MAKING AN APPEAL

4.1 Notice of appeal

Appeals are started by the Appellant sending a written notice of appeal to the Tribunal with all necessary information. The notice must contain the information set out in the *Transport Tribunal Rules 2000* (Rule 12 for appeals from Traffic Commissioners and Rule 18B for appeals from the Registrar). At the end of this leaflet are forms intended to help appellants prepare their notice of appeal.

4.2 Do I need permission to appeal to the Transport Tribunal?

No. Not unless you are outside the time limit (see below).

4.3 Is there a time limit?

a) Appeals against decisions by Traffic Commissioners.

Yes. An appeal should be lodged with 28 days of the decision appealed against. You should therefore lodge any appeal as soon as possible. If you are outside the 28 days you can ask the Tribunal to extend the deadline (the appeal form provides for this). You will have to give the reasons why you are late. The Tribunal will decide whether to extend the deadline or not.

b) Appeals against decisions by the Registrar.

Yes. The Road Traffic Act 1988 (as amended) requires that appeals should be lodged within 28 days (approved driving instructors) or 14 days (trainee instructors) of the day on which notice of the decision appealed against was given. You should therefore lodge any appeal as soon as possible.

5. STAYS (Suspension of Orders until Appeal is decided)

5.1 Can an order by a Traffic Commissioner be stayed?

Yes. If the Traffic Commissioner has made an order against which you could appeal, the order will normally come into force when ordered irrespective of the appeal. However, you can apply to the Commissioner to suspend the effects of his or her order until the appeal is decided. If the Commissioner refuses a stay, you can apply to the Tribunal to suspend the effects of the Commissioner's order until the time limit for appealing has expired or until the appeal is disposed of. The appeal form (at the end of this leaflet) provides for those who wish to apply to the Tribunal

for a stay at the same time as they make an appeal. If you want to apply for a stay, contact the Tribunal office to discuss it. You should be prepared to supply full reasons for the proposed stay. Stays are dealt with as a matter of urgency. In your own interests you should send any stay application to the Tribunal as soon as possible after the Traffic Commissioner has refused it.

5.2 Can an order by the Registrar be stayed?

Yes. If the Registrar has made an order against which you could appeal, the order will normally come into force within 14 days from the date on which notice of the decision was given. However, at that time the Registrar may direct that if an appeal is made the time limit shall not take effect until the appeal has been concluded. If the Registrar has not made such a direction you may apply to the Tribunal within 10 days of notice of the decision, supplying a copy of the decision, and the Tribunal may itself make a direction if it considers that this is appropriate. You will need to act quickly so that the Tribunal has time to respond within the 14 day period. (If the Tribunal makes a direction in your favour, the Registrar is entitled then to apply to the Tribunal for it to reconsider this. He may also apply to vary an earlier direction.)

6. RESPONDING TO AN APPEAL

6.1 What happens next in appeals against decisions by Traffic Commissioners?

The procedure is set out in the *Transport Tribunal Rules 2000*. The Tribunal office notifies the Traffic Commissioner, and also notifies the appeal to, and invites responses from, the following:

the operator (if he is not the appellant), and
all statutory objectors (see paragraph 3.1(b) above), and
all representors (see paragraph 3.1(b) above), and
the Secretary of State (or the appropriate national authority in Scotland or Wales, if applicable).

a) Response by an Operator or Objector

If you are the operator concerned or a statutory objector, but are not making the appeal, you can respond by writing to the Tribunal office stating that you want to be a party to the appeal.

b) Response by a Representor

If you are a representor you can respond by writing to the Tribunal office, asking for permission to become a party to the appeal. The Tribunal will decide if you can be a party, and you will be notified in writing. (This applies only to HGV cases, not PSV cases.)

d) Response by the Secretary of State

The Secretary of State, or the appropriate national authority in Scotland or Wales if applicable, can respond by writing to the Tribunal office, stating that they want to be a party to the appeal.

6.2 What happens next in appeals against decisions by the Registrar?

As set out in the *Transport Tribunal Rules 2000*, after receipt of the notice of appeal (with the copy of the decision appealed against enclosed), the Tribunal will require the Registrar to provide within 14 days a statement of case together with details of the evidence relied upon. On receipt of this material the Tribunal will send copies to the Appellant who is in turn required to respond within 14 days with his statement of case together with details of the evidence relied upon.

7. PREPARING THE CASE FOR HEARING

7.1 Do I need to instruct representatives?

a) Notice of appeal and correspondence

You may choose to conduct your own case and appear on your own behalf, or to be represented. Limited companies and corporate bodies must normally be represented. Where there is a representative, the Tribunal will correspond only with the representative direct. If you dismiss or change your representative, you must inform the Tribunal immediately, otherwise documents intended for you will continue to be sent to your former representative. If a representative is not legally qualified, a written authorisation to act signed by you is needed.

b) Appearing at the Hearing.

A legally qualified representative may appear at the hearing if instructed to do so. If a representative is not legally qualified, they will need the permission of the Tribunal to appear (see Rule 31, the *Transport Tribunal Rules 2000*). They should contact the Tribunal in advance of the hearing to seek permission.

7.2 Where can I get help?

The staff at the Tribunal will respond to correspondence and telephone calls, provide copies of documents, and give advice on procedural matters. They cannot advise you on the merits of your case or how to prepare it. If you want advice, you should seek help from a solicitor. A Citizens Advice Bureau or other adviser experienced in Transport Tribunal matters may also be of assistance.

7.3 What documents will be needed?

- a) In appeals from Traffic Commissioners, the Tribunal asks the Traffic Area Office to supply copies of all the relevant papers, including the transcript of the public inquiry if applicable. In driving instructor appeals the Tribunal asks the Registrar and the appellant to supply all the documents relied upon in support of their cases.
- b) If necessary the Tribunal gives directions for the case to be properly prepared.
- c) In advance of the hearing you will receive a bundle of documents identical to the bundles which the Tribunal Members will have, unless already in your possession.
- d) The appellant and all respondent parties are required to send to the Tribunal copies of whatever documents or information they rely on in support of their cases, if not already supplied by the Traffic Area Office or by the Registrar.

7.4 Will there be a hearing in court?

Normally, yes. As soon as the case is ready, and the requirements of the Rules have been met, the Tribunal will list it for hearing. All parties will be entitled to appear and address the Tribunal when the appeal is heard. Parties and their representatives will be expected to make themselves available within a reasonable timescale.

7.5 Can an appeal or an objection be withdrawn?

Yes. It is possible for an appellant to withdraw an appeal, or a respondent party to withdraw their response, by sending a written notice of withdrawal to the Tribunal office.

8. PROCEDURE AT THE HEARING

8.1 Is a hearing formal?

No. Proceedings are informal and neither the Tribunal nor advocates wear robes or wigs. Hearings are in public unless there are exceptional circumstances. On the day of the hearing you are advised to arrive a little before the appointed time so that you can make yourself known to the court clerk,

familiarise yourself with the courtroom layout, get the documentation in order, and perhaps discuss the case with your opponents (if any).

8.2 Is an appeal a full hearing or a review?

This is the big difference between appeals from Traffic Commissioners and from the Registrar. In most cases Traffic Commissioners will have made a decision after a hearing. On appeal, it will be for the appellant to show that the Traffic Commissioner was wrong and the hearing is called a Review Hearing. However, decisions by the Registrar will always have been made on paper and on appeal the hearing before the Tribunal will be the First Hearing. Accordingly, the Registrar's representative must establish his case.

8.3 Procedure at appeals against decisions by Traffic Commissioners

The appeal takes the form of a review of the Traffic Commissioner's decision and/or the reasons given for it. The appeal is not a rehearing of the merits of the matter. In its review the Tribunal is concerned to ensure that the Traffic Commissioner properly applied the tests which have to be applied in reaching a decision. In particular, the Tribunal enquires whether Traffic Commissioners:

- were plainly wrong, or misdirected themselves about the law or the evidence;
- took into account any matter which should not have been taken into account or failed to take account of matters which should have been taken into account;
- offended the rules of natural justice in the conduct of proceedings by showing bias, refusing the right to be heard, or failing to make clear what was alleged against the applicant/licence holder.

When the hearing begins, the Chairman invites the appellant to start first by setting out his or her case, explaining the grounds of the appeal and referring to the documents. The other party or parties (if any) have a similar opportunity to explain their case. Each party has an opportunity to set out the legal arguments it relies on in support of its case, and the Tribunal Members may ask questions before, during or after the presentation.

The Tribunal decides each appeal on the basis of the grounds stated in the notice of appeal and the documents provided to the Tribunal. The Tribunal may not take account of circumstances which did not exist at the time when the Traffic Commissioner made his decision. (See Transport Act 1985, Schedule 4 Para.9(2)). The Tribunal does not usually admit or consider fresh evidence which was not before the Traffic Commissioner, and does not usually hear witnesses. However it can do so in exceptional cases and if you want to introduce evidence you should write to the Tribunal about it well before the hearing. The Tribunal has a discretion to allow this if it considers that the interests of justice require it. (Rule 32(2), *Transport Tribunal Rules 2000*.)

8.4 Procedure at appeals against decisions by the Registrar

The appeal hearing will generally start by the Chairman asking the Registrar's representative to outline the reasons for the Registrar's decision, and to call any witnesses. You, or your representative, are also entitled to make an opening statement, and to call witnesses. Both sides may cross-examine witnesses. At the end both the Registrar's representative and the appellant will be asked to make a final statement. During the hearing the Tribunal members may ask questions in order to obtain relevant information or to clarify what has been said. If necessary, the Tribunal will give guidance on procedure during the hearing. If you are in doubt about any aspect of the hearing it is best to ask straight away.

9. DECISIONS AND FINAL ORDERS

9.1 Will there be a written decision?

Yes. The Tribunal may announce its decision at the conclusion of the main hearing or say that the decision will be given later (Rule 35, *Transport Tribunal Rules 2000*). In either event, the Tribunal always draws up a formal order setting out what it has decided and sends it to all the parties. It also sends a written summary of its reasons.

10. HEARING IN ABSENCE

10.1 What if I am unable to attend the hearing of the appeal?

You should inform the Tribunal immediately of any problem you may have in attending the hearing. However, if you were absent from the main hearing for a good reason, and the case was determined in your absence, you may be able to apply to the Tribunal to set aside its determination and re-list the appeal for hearing. You will have to satisfy the Tribunal that you had a good reason for failing to attend the hearing (Rule 38, *Transport Tribunal Rules 2000*).

11. COSTS AND FEES

11.1 Will I have to pay fees to the Tribunal?

No. The services of the Tribunal are free of charge to users.

11.2 Will I be liable to pay costs?

Possibly. The Tribunal can order one party to pay the costs of another party, if their conduct has been frivolous, vexatious, improper or unreasonable (Rule 39, *Transport Tribunal Rules 2000*). More often, each party has to pay only its own costs. If there is only one party to the case, the question of costs does not arise. (The Traffic Commissioner is never a party to a Transport Tribunal case, but the Registrar always is.)

11.3 Can I obtain legal aid?

No. Legal aid is not available in this jurisdiction.

12. FURTHER APPEALS

12.1 Can I appeal against the decision of the Transport Tribunal?

Yes, but only on a point of law. Appeal lies to the Court of Appeal or (in Scotland) the Court of Session. You should consider taking professional legal advice before embarking on this course. If you wish to appeal, in England & Wales you should apply to the Court of Appeal for permission to appeal within 28 days (Rule 52, *Civil Procedure Rules*). In Scotland, you should present your appeal to the Inner House of the Court of Session within 42 days (Form 41.19 *Rules of the Court of Session*).

13. STANDARDS AND COMPLAINTS

13.1 Standards

The Tribunal has certain standards of service and performance that it is committed to reaching. We aim to:

- respond to requests for forms within 2 working days
- process new cases and serve acknowledgements of notices of appeal within 5 working days
- decide applications for stays as soon as possible
- offer hearing dates within six weeks of readiness
- notify parties of hearing dates within 5 working days of fixing the date

- draw up and dispatch to the parties signed decisions within 3 working days of their receipt
- deal with all inquiries and correspondence, courteously and promptly.

13.2 Comments or complaints

If you have any comments or complaints about the service you have received from the Transport Tribunal contact the Tribunal Manager:

Hannah Lyon
Procession House
55 Ludgate Hill
London EC4M 7JW
Tel: 020 7029 9798
Fax: 020 7029 9782
E mail: hannah.lyon@gsi.gov.uk

If you then wish to take the matter further contact:

Guy Tompkins
Director of Tribunals Development Group
Procession House
55 Ludgate Hill
London, EC4M 7JW

PLEASE NOTE: Neither the Tribunal Manager nor the Customer Service Unit can deal with complaints about judicial decisions. If you are dissatisfied with the **final decision** made after the hearing of your case, your only recourse is to appeal to the Court of Appeal (or Court of Session in Scottish cases) on a point of law.

13.3 The Council on Tribunals

The Council on Tribunals has certain supervisory responsibilities with regard to many Tribunals, including the Transport Tribunal. Their address is:

Council on Tribunals, 81 Chancery Lane, London, WC2A 1BQ,

Tel: 020 7855 5200

14 GLOSSARY OF TERMS

Act: Law, as an Act of Parliament; a statute passed by both Houses of Parliament and ratified by royal assent

Advocate: a person representing a party in a hearing before the tribunal, e.g. a barrister (Counsel), or solicitor, or lay representative

Appellant: a person who appeals, either by having a right of appeal, or by being granted leave to appeal

Counsel: a Barrister

Court of Appeal: The civil division of the Court of Appeal hearing appeals from judicial decisions of the Tribunal

Decision: the final disposal of a case by the Tribunal

Disclosure of documents (sometimes called Discovery): Exchange of written evidence and relevant information held by each party relating to the case

Jurisdiction: The area and matters over which a court or Tribunal has legal authority

Legal precedents: judicial decisions which are reported and lay down principles of law affecting future cases of a similar nature

Litigant: a party in legal proceedings

Reply: a respondent's statement submitted under the Tribunal's rules in reply to an appellant's Statement of Case

Respondent: a person who submits a notice of intention to respond to an appeal, or who responds to other forms of proceedings

Statement of Case: a statement submitted under the Tribunal's rules setting out the basis of an appellant's case

Statutory Instrument: a document issued by the delegated authority (usually a Government Minister or committee) named within an Act of Parliament which affects the working of the original Act.

Statutory powers: legal powers derived from statutes, i.e. Acts of Parliament

15 NOTICE OF APPEAL FORMS

Appeals against decisions by Traffic Commissioners **Form TT01**

Appeals against decisions by the Registrar **Form TT02**

Notice of appeal against decision of a Traffic Commissioner

For Tribunal use only:

TT/ /20

1. Type of case

Give brief details, in your own words of the decision of the Traffic Commissioner that you want to appeal against: *(If necessary continue on a separate sheet)*

2. Details of the appellant

I am an Operator a Statutory Objector

name

Home telephone no.

Office telephone no.

address

Mobile telephone no.

Fax no.

3. Details of the appellant's solicitor or other representative

name

Telephone no.

Fax no.

address

Status (solicitor, agent, friend, etc.)

4. Details of other parties (if any)

Operator (if not the Appellant):

name

address

Statutory objector:

name

address

Representor:

name

address

5. Details of the original decision appealed against

A. Traffic Commissioner's Case Number

B. Date of decision

C. Traffic Area Office

6. Grounds of appeal *(It is essential for the grounds of appeal to be set out in full)*

My grounds of appeal are set out in full on the attached pages.

7. Stay of decision(suspension of orders until appeal is decided)

A. Have you applied to the Traffic Commissioner to stay his decision? Yes No

If Yes, was the stay: Granted Refused Date of decision

B. If the Traffic Commissioner refused to stay the decision do you want to apply to the Tribunal for the decision to be stayed pending the outcome of the appeal?(see part 5.1 of the Explanatory Leaflet) Yes No

If Yes, on a separate sheet of paper give reasons why a stay should be granted.

8. Extension of time

Has the appeal to the Transport Tribunal been made within 28 days of the date at **5B** above? Yes No

If No, do want permission to proceed out of time? Yes No

If Yes, on a separate sheet of paper give reasons why a stay should be granted.

9. Declaration

I want to appeal and I accept responsibility for the conduct of the case.

Signed: _____

Name: _____
(In CAPITALS)

Date: _____

Status: _____
(Appellant, solicitor, agent, friend, etc)

Completed forms must be sent to:

TRANSPORT TRIBUNAL
Procession House
55 Ludgate Hill, London, EC4M 7JW
Document Exchange:DX 149065 Ludgate Hill 2 Telephone: 020 7029 9790 Fax: 020 7029 9782

TRANSPORT TRIBUNAL - Form TT02
Notice of appeal against decision

For Tribunal use only:

TT/ /20

of the Registrar for Approved Driving Instructors

1. Details of original decision appealed against

Registrar's Case Number

Date of decision

On a separate sheet of paper give brief details of why you want to appeal.

2. Details of the appellant name

ADI registration no. or personal reference no.

address

Home telephone no.

Office telephone no.

Telephone no.

Fax no.

3. Details of the appellant's solicitor or other representative

name

Telephone no.

Fax no.

address

Status (solicitor, agent, friend, etc.)

4. Stay of decision (suspension of decision until appeal is decided)

Do you want to apply to the Tribunal for the Registrar's decision to be stayed pending the outcome of the appeal? (see part 5.2 of the Explanatory Leaflet)

Yes

No

If Yes, on a separate sheet of paper give reasons why a stay should be granted.

5. Declaration

I want to appeal and I accept responsibility for the conduct of the case.

Signed: _____

Name: _____

(In CAPITALS)

Date: _____

Status: _____

(Appellant, solicitor, agent, friend, etc)

Remember to attach to the form a copy of the Registrar's decision appealed against, and any extra sheets used. Completed forms must be sent to:

TRANSPORT TRIBUNAL
Procession House
55 Ludgate Hill, London
EC4M 7JW

Document Exchange: DX 149065 Ludgate Hill 2

Telephone: 020 7029 9790 Fax: 020 7029 9782