
STATUTORY RULES OF NORTHERN IRELAND

2015 No. 197

**The Civil Legal Services (Appeal)
Regulations (Northern Ireland) 2015**

PART 2

RIGHTS OF APPEAL AND PROCEDURE FOR BRINGING APPEALS

Making of appeals and applications

- 10.**—(1) An appeal or application for an extension of time must—
- (a) be in writing on a form approved for the purpose by the Director or in such other format as the Director may accept;
 - (b) be signed by the appellant or applicant, as the case may be, or the supplier;
 - (c) be sent, in accordance with regulation 3(2), to the Director;
 - (d) contain particulars of the grounds on which it is made, together with the written representations relied upon by the appellant or applicant, as the case may be.
- (2) In respect of an appeal, subject to paragraph (3), the appellant's written representations must fully address the reasons given by the Director for the decision which is the subject of the appeal.
- (3) In any appeal brought under these Regulations, an appellant may not introduce or rely on any documentary material which the appellant did not provide to the Director at the time when the relevant decision was made, unless the Director is satisfied that the appellant could not with reasonable diligence have obtained that material prior to bringing the appeal.
- (4) A form which is not completed in accordance with the instructions on the form does not satisfy the requirements of paragraphs (1) and (2), and may be returned by the Director to the appellant or applicant, as the case may be, for completion in accordance with those instructions.
- (5) Where a form is returned to an appellant or applicant, as the case may be, in accordance with paragraph (4), it may be completed and resubmitted by the appellant or applicant provided it is received by the Director within the time limit prescribed in regulation 8.
- (6) Upon receipt of a form completed in accordance with this regulation, if the Director considers it appropriate to do so, having regard to the written representations made by the appellant, the Director may allow the appeal without it being referred to an appeal panel.