**Form 1A**

**APPEAL FROM A COMPLAINTS PANEL DECISION**

**Before requesting a ruling from the Federal Appeals Panel, please check the Guidance on the Party website to check whether your request is admissible.**

If you are not appealing against a Complaints Panel decision issued under Article 23 of the Constitution, please use Form 1B instead of this form.

For a procedural ruling in an ongoing case, please fill out Form 3 (Procedural Application).

You may type your answers under each heading on this form, or answer on separate sheets. Please be concise but use as much space as you need. Please bear in mind that the member of the FAP reviewing this form will know nothing about your case, so please explain as clearly and succinctly as you can what it relates to, and what your grounds of appeal are.

By submitting this form, you are agreeing to:

- submit to the jurisdiction, rules and procedures of the FAP;

- abide by determinations of the FAP, which are final and binding under Article 22.7 of the Federal Party Constitution;

- follow the procedural directions given by the FAP;

- keep any information received in connection with the FAP proceedings confidential, to use it solely for the purposes of the proceedings and to delete it when those proceedings are concluded;

- allow the FAP to

* use your personal data and other information supplied by you for the purpose of resolving the dispute or issuing the ruling (which will include allowing other parties to see information necessary for the of fairness of the proceedings);
* publish outline information about pending cases (including the names of parties unless they have been granted anonymity);
* publish its final determinations or rulings which may include identifiable information about you.

Parties may request anonymity, apply for redaction or non-publication of personal, sensitive or confidential information, and apply for such information to be withheld from other parties. The FAP must ensure its proceedings are fair. It will apply a presumption in favour of transparency but may accede to applications where it considers there to be good reason. A decision of the FAP on such applications shall be final.

**Please provide the following information:**

**1. Name:**

 **Address:**

 **Telephone: Email:**

 **Party Membership Number:**

**Complaints Panel case reference number(s):**

**2. Please summarise the decision you are appealing, the findings made and requirements or sanction imposed.** *You must also enclose a copy of the decision under appeal.*

**3. Who was the Chair of the Complaints Panel who heard the case?**

**4. Please indicate the name and contact details of any other party to the Decision.**  *If you were a complainant, include details of the person complained about. If you were the person complained about, include the complainants. If there was a presenting officer or adjudicator, please give their details.*

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| --- | --- |
| **Name** | **E-mail address** |
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***You must arrange to serve all these people with a copy of this form.*** *The appeal cannot proceed unless all Respondents have been notified and have the chance to contest the appeal. If you are unaware of their details, indicate this here. You must let the Standards Office know immediately when you file this appeal, and arrange for them to serve the persons concerned.*

**5. On what date were you notified of the Decision of the Complaints Panel?** *You must appeal within 14 days of notification of the decision. Please provide evidence of the date of notification (e.g. an e-mail from the Standards Office) with this Form.*

**6. If you are appealing out of time, are you alleging that the time limit is intrinsically unfair or unconstitutional and if so, why?**

**7. Please set out in full the grounds for the ruling that you are asking the FAP to make.** *Please number each Ground. Please remember that the FAP will only interfere with the decision on grounds that:*

*\*there was a serious error of process or reasoning that was likely to render the determination unsafe or unsatisfactory in all the circumstances; and/or \*evidence not reasonably available at the time has since come to light which is likely to render the determination unsafe or unsatisfactory in all the circumstances; and/or*

*\*the sanction determined was manifestly excessive or lenient. Please explain why you argue that one or more of these grounds is made out.*

*If you need more space, please either type into this form or attach the answer on separate sheets of paper. Please provide any evidence in support of your appeal with this form and explain, if relevant, why it could not have been submitted at the hearing.*

**8. Are there any procedural directions that you wish to apply for at this time?** *See the Guidance for what is meant by procedural directions. They may include requests for anonymity.*

**☐ Yes | ☐ No**

**If you do, please fill out Form 3 and send it with this form.**

**9. Would you prefer your appeal to be dealt with in writing if it receives permission to proceed, or would you prefer an oral hearing?**

**(tick one box)**

 ☐ I am happy for the appeal to be dealt with by written representations.

 ☐ I would like an oral hearing.

**10. Do you have any difficulties with participating in an online hearing?**

**11. If you have disabilities, can we make any reasonable adjustments to facilitate your participation?** *Please give details.*

**Checklist (please tick):**

**☐** I confirm that I have read the Guidance and the appeal conforms to the Guidance.

**☐** I attach a copy of the decision notice(s) that I am challenging and any documentary evidence relied upon.

**☐** If I am applying for procedural directions (including for an extension of time or for personal details not to be published), I have included an application on Form 3 and any supporting evidence with this form.

**Declarations – please tick and sign at the bottom:**

**☐** I believe that the facts stated by me in this form and any accompanying evidence are true and complete.

**☐** I have served the parties named at Section 4 of this Form, or if I do not have their details, I have arranged for the Standards Office to do so.

**☐** I agree to the jurisdiction of the FAP, and understand that it may use my personal or confidential data as explained above.

**☐** I agree to keep the information of other parties confidential and not to use it for purposes other than FAP proceedings.

**☐** I understand that I may in future apply to vary the procedures applied in my case, or to otherwise request procedural directions, on Form 3.

**☐** I agree to abide by the FAP’s decisions, which are final and binding.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form and any attachments to the Standards Officer at standardsofficer@libdems.org.uk.