Appeal on rural grant: Request for review form

The Scottish Government
Riaghaltas na h-Alba

Please use this form to request a formal review by your local Area Office against a decision we have recently made to refuse, reduce or recover some or all of the grant you have applied for.

You should only complete this form if you have not received an acceptable response to your initial enquiry to them.

Remember that your local area office **must** receive this completed form within **60** days of the date of your decision letter. Otherwise your appeal must be deemed Invalid.

Please read the 'Guidance notes for completing this form' at Part 4 (page 6) before completing and submitting this form.

Part 1 – Business details

1.1

Business Name	
Business Address	
Post Code	
Contact Name	
Telephone Number	
Mobile Number	
Email Address	
Main Location Code (MLC)	☐☐/☐☐☐/☐☐☐☐
Business Reference Number (BRN)	☐☐☐☐☐☐

Part 2 – Your review and supporting information (continued)

1.2 Contact details – if different to those given at 1.1:

Address	
Post Code	
Contact Name	
Contact Telephone Number	
Email Address	
Agent ID number (if applicable)	

Part 2 – Your review and supporting information

2.1 Do you wish to attend the review meeting …

	Yes	No
by web-based video conferencing or conference call?	☐	☐
by telephone?	☐	☐
in person?	☐	☐

If you answered 'Yes' to one of the questions above, please tick AM or PM and preferred days. **Tick all suitable times** ☑, refer to the guidance notes at Part 4.

Day	**Either am or pm**	**Only am**	**Only pm**
Monday	☐	☐	☐
Tuesday	☐	☐	☐
Wednesday	☐	☐	☐
Thursday	☐	☐	☐
Friday	☐	☐	☐

2.2 The scheme name and year(s) your request refers to:

Scheme Name	
Year(s)	

2.3 Date of RPID decision letter

(Please include a copy of the decision letter)

Part 2 – Your review and supporting information (continued)

2.4 Important*

Change sought to RPID's decision, please refer to the guidance notes at Part 4.

Continue on a separate sheet if necessary.

Part 2 – Your review and supporting information (continued)

2.5 Important*

Reasons for seeking the change to the relevant decision, please refer to the guidance notes at Part 4.

Continue on a separate sheet if necessary.

Part 2 – Your review and supporting information (continued)

2.6 If you are providing supporting documentation with this form, please number and list the documents in the following table.

Document number	Short description of the document
1	
2	
3	
4	
5	
6	
7	

Part 3 – Declaration

I can confirm that the information supplied on this form is correct to the best of my knowledge.

Before you date and sign this form below, please check that you have completed all the necessary sections and have attached any additional information that is relevant (refer to the guidance notes at Part 4).

This request for review must be signed by the applicant, or by an agent who already has written authority from the applicant.

Name (block capitals)

Signature

Status*

*(For example, partner, director, company secretary, agent or authorised person.)

Date

Part 4 – Guidance notes for completing this form

General

Having received your decision letter, you should have first contacted your local area office for an explanation of how the decision was made. Submission of this request for review form should only be made if you have already done this and the situation has not been resolved to your satisfaction.

You **must** make sure that your local area office receives this request for review form and supporting documentation **within 60 days** of the date on your decision letter. If your application for a review is not received within this time limit, by law we must deem it as being an invalid appeal.

Completing the review form

Part 1 – Business details

1.1 Business information

This is the information you provided when you registered at the Rural Payments and Services web portal https://www.ruralpayments.org

Contact name

This should be the name of the person requesting the review on behalf of the business. This lets RPID staff know who to contact.

Status

If an agent is submitting the request for review on behalf of a business, all resulting communication from RPID will be sent to the agent. It is the responsibility of the business to keep in touch with their agent – and vice versa – about all aspects of the appeal.

1.2 Additional contact details

We only need these if they are different to the details in 1.1.

Agent ID number

If you have already registered with RPID as an agent you should have this number. If you are not registered as an agent, please contact your local area office before proceeding any further.

Part 2 – Your review and supporting information

2.1 Your availability to take part in a review meeting

We understand that certain times of the year are busy periods for you, therefore we will do our best to accommodate your request. By law, we must provide you with an opportunity of being heard at a review meeting to be held within 60 days of RPID receiving your request for a review form.

2.2 The scheme name and year(s) that your appeal refers to

This information will be available from the decision letter you received.

2.3 Date of the decision letter

Please state this. As this is a key document, a copy should be submitted with the request for review form.

2.4 Change sought to decision

You should explain clearly what change you are seeking to RPID's decision. It is not enough to say, for example, that the penalty is disproportionate.

2.5 Reasons for seeking the change to the relevant decision, and

2.6 Supporting Documentation

- You should set out clearly and concisely the reasons why you disagree with our decision. Only provide information that relates to the decision taken.
- If you think there are other details, evidence or information not referred to in the decision letter, which you believe is relevant to your appeal, you should refer to them when completing point 2.5. Please attach the relevant documents and list them on the supporting documentation section at 2.6 (page 5).
- If you will be relying on regulatory references, these should be detailed in 2.5.
- There is no need to attach copies of guidance booklets as the area office will have these documents. However, please refer by number to any pages/sections/paragraphs that you believe are relevant to your appeal.
- You may wish to include any relevant emails to support your case. It would be helpful if you could highlight their key points that support your case. These should be referred to in 2.4 or 2.5, numbered and also listed in the supporting documentation section at 2.6.

Part 4 – Guidance notes for completing this form (continued)

- You may provide photographs (preferably in colour) to illustrate why you dispute the decision. If you do, you must give details of when and where they were taken and provide a map showing the viewpoints and explain what they show. Please note that we are unable to return photographs.

Part 3 – Declaration

It is your responsibility to make sure that the information in your request for review form is correct.

Once complete, please select **Print** and choose **Print to PDF** to generate a locked version of this form. Save the PDF before submitting.

It must be **received** by your local RPID office within the statutory **60-day** period.

You may wish to use a special delivery facility with Royal Mail or submit by email to your local Area Office to make sure this happens.

Visit **https://www.ruralpayments.org** to find contact details for your local area office.