



TRIBUNALS  
JUDICIARY

## **ADMINISTRATIVE APPEALS CHAMBER (UPPER TRIBUNAL)**

### **HELP FOR USERS**

#### **What do we do?**

The Upper Tribunal Administrative Appeals Chamber (UTAAC) decides appeals from the decisions of the First-tier Tribunal and a number of other public authorities in a wide range of areas of the law. It also decides some judicial review cases. The UTAAC's administration is based in the Rolls Building in Central London, in George House in Edinburgh and in the Tribunal Hearing Centre in Belfast. It also uses courts in Cardiff as well as other cities in England.

#### **How are we affected by the Covid-19 epidemic?**

Considerable efforts are being made by Her Majesty's Courts and Tribunals Service to keep the UTAAC's business moving in its three administrative centres and, if circumstances permit, access for parties and the public. The UTAAC's administrative functions are, however, greatly reduced at the present time. The UTAAC's judges are working remotely.

#### **What will happen to your appeal?**

If you have an appeal that has been listed for a hearing, we will contact you to discuss whether the appeal can go ahead. We are not holding face to face hearings at present. We will ask you whether you can take part in a telephone or video hearing (for example, by Skype). If this is the case, guidance will be provided. We need to make sure that we hear your appeal in a just and fair way. The judge will consider whether and how this can be done.

If a judge has decided that your appeal does not need a hearing, your case will be decided by reference to the documents which the judge has.

#### **What will happen to your application for permission to appeal?**

Arrangements are also in hand for the processing of applications for permission to appeal. Depending on the number of applications that we receive, we may need to prioritise some applications over others. This is because some people need quicker

decisions to enable them to receive important welfare benefits or to make sure that other important rights are respected.

If you are applying for permission to appeal, you should keep all the papers that you used in the First-tier Tribunal as this may speed up your case.

### **What will happen to your application for judicial review?**

There may be delays in dealing with applications for judicial review because, in the UTAAC, the subject matter of these applications is often less urgent.

### **What will happen to your appeal against decisions of the Traffic Commissioners?**

If you are asking for an urgent stay (temporary suspension) of a decision of the Traffic Commissioners, we will aim to deal with your application as a priority.

### **Where can you find out more?**

You can find out more in the following documents:

[UTAAC Information and Directions for General Stay and General Extension of Time](#)

[UTAAC Guidance for Users in Scotland](#)

[UTAAC Guidance for Users in Northern Ireland](#)

[Pilot Practice Direction: Contingency Arrangement in the First-tier Tribunal and the Upper Tribunal](#)

[Pilot Practice Direction: Panel Composition in the First-tier Tribunal and the Upper Tribunal](#)

For urgent queries, you can email: [Adminappeals@justice.gov.uk](mailto:Adminappeals@justice.gov.uk). We will reply to your email as soon as we can.