

# CIC Independent Appeals Tribunal (IAT)

## Application Form



CIC, 26 Store Street, London, WC1E 7BT  
T: 020 7399 7400 E: enquiries@cic.org.uk

*Last amended: 13 January 2017*

### **Explanatory notes:**

- To lodge an appeal with the CIC Independent Appeals Tribunal (IAT), fill in this form and return it to the CIC. This form is available electronically on request. Incomplete forms will be rejected. The information provided on this form will only be used in conjunction with this appeal.
- Appeals must fall within the grounds on this form. If there is more than one decision against you, you must specify which decision(s) you are appealing against and why they fall within the specified grounds.
- It should be understood that if your appeal is accepted to proceed to a hearing, the Tribunal Panel will not rehear your case, but will determine whether or not the decision of the Institution is to be upheld or referred back to the Institution. You should only therefore include evidence in support of your case and which demonstrates your grounds for appeal. All papers must be paginated for ease of cross referencing.
- The Tribunal may refer the matter back to the Institution if new evidence is produced that was not submitted to the Institution, and which the Tribunal considers could not reasonably have been produced.
- Only concise details of the appeal are required as part of this application. The information will be used to check that the grounds for the appeal are within the jurisdiction of the Tribunal. Should the appeal be accepted to proceed to a hearing, there will be an opportunity for you to provide more detailed information in support of your appeal. If, however, there is not enough space on this form to briefly outline your grounds for appeal please enclose continuation sheets.
- There is a time limit for lodging your intent to appeal. CIC must receive notification of an intent to appeal from you within the timeframe prescribed by the Institution's constitution, by-laws, codes or rules of conduct. If no timeframe is prescribed, the notification of an intent to appeal must be lodged no later than three months from the date of notification of the decision against which you are appealing. CIC, at its discretion, may be able to accept a late appeal subject to reasons provided in writing.
- Once the application to appeal has been received, the CIC will forward a copy of your appeal to the Institution with a request for an initial response to be provided within six weeks.
- You will be sent a copy of the Institution's initial response and CIC will advise whether or not the grounds for your appeal are within the jurisdiction of the Tribunal. If your grounds are accepted you will be given two weeks to confirm that you wish the hearing to go ahead.
- If your appeal is accepted and you wish for a hearing to be convened, you will be notified of the date of the hearing and the date by which your appeal documentation must be submitted.

- You may be represented at your own cost and you should note that the CIC's costs may be awarded against you if your appeal is unsuccessful.
- More information on the Appeals Tribunal may be found on the CIC website at [www.cic.org.uk](http://www.cic.org.uk).
- If you have any general queries or need any assistance with this form, please contact the Secretary to the Tribunal. The Secretary to the Tribunal cannot, however, complete this form for you nor can CIC provide you with any guidance or any legal advice.

**Tel: 020 7399 7400 Email: [enquiries@cic.org.uk](mailto:enquiries@cic.org.uk)**

**Section 1: Appellant's Details**

Membership number  (if applicable)

Your full name

Address

Postcode

Telephone number

Email address

Professional qualifications

Other relevant personal information

**Section 2: Appellant's Representative's Details** (if one is to be appointed)

Representative's full name

Address

Postcode

Telephone number

Email address

Correspondence to go to you or your representative? (tick one box only)    You     Rep.

**Section 3: Professional Institution's Details**

Institution

Contact Name

Address

Postcode

Telephone number

Email address

**Section 4: Details of the Decision**

Date of decision appealed against

Reference

Details of decision appealed against:

**Section 5: Grounds for Appeal** (at least one box must be ticked and completed)

Please give concise grounds for your appeal.

The Institution refused admission of a prospective member improperly

My grounds for this opinion are:

The Institution incorrectly interpreted its constitution, by-laws, code or rules of conduct

The decision(s) that this concerns is/are:

My grounds for this opinion are:

The Institution unreasonably refused to consider new evidence

The decision(s) that this concerns is/are:

My grounds for this opinion are:

The Institution imposed an inequitable sanction

The decision(s) that this concerns is/are:

My grounds for this opinion are:



The Institution's decision was not in accordance with natural justice

The decision(s) that this concerns is/are:

My grounds for this opinion are:

**Section 6: Declaration**

I confirm that the information provided on this form is correct to the best of my knowledge and understand that CIC reserves the right to undertake any further investigations that it deems necessary.

Date

Signature of appellant

Once complete, please send this form along with a copy of the letter outlining the decision which you are appealing against to:

**EMAIL**

FAO Independent Appeals Tribunal Secretary  
enquiries@cic.org.uk

**POST**

Independent Appeals Tribunal Secretary  
Construction Industry Council  
The Building Centre  
26 Store Street, London, WC1E 7BT