

**This booklet contains
a form to make a claim to
an Employment Tribunal.**

Making a claim to an Employment Tribunal

Employment Tribunals

This booklet is also available in the following languages: **Bengali, Hindi, Gujarati, Urdu, Punjabi, Cantonese, Gaelic, Welsh and Polish.** For a copy please contact the tribunal office or the Enquiry Line on **0845 7959775**. Please note this booklet is for information only.

This booklet gives information about making a claim and gives guidance on filling in the form.

If you have not already done so, you are strongly advised to ring the **Acas Helpline on 08457 474747** for advice on how you might be able to resolve your complaint without having to make a claim. **You should remember, though, that in most cases the tribunal must receive your claim within three months. This three months begins with the date your employment ended or when the matter you are complaining about happened.**

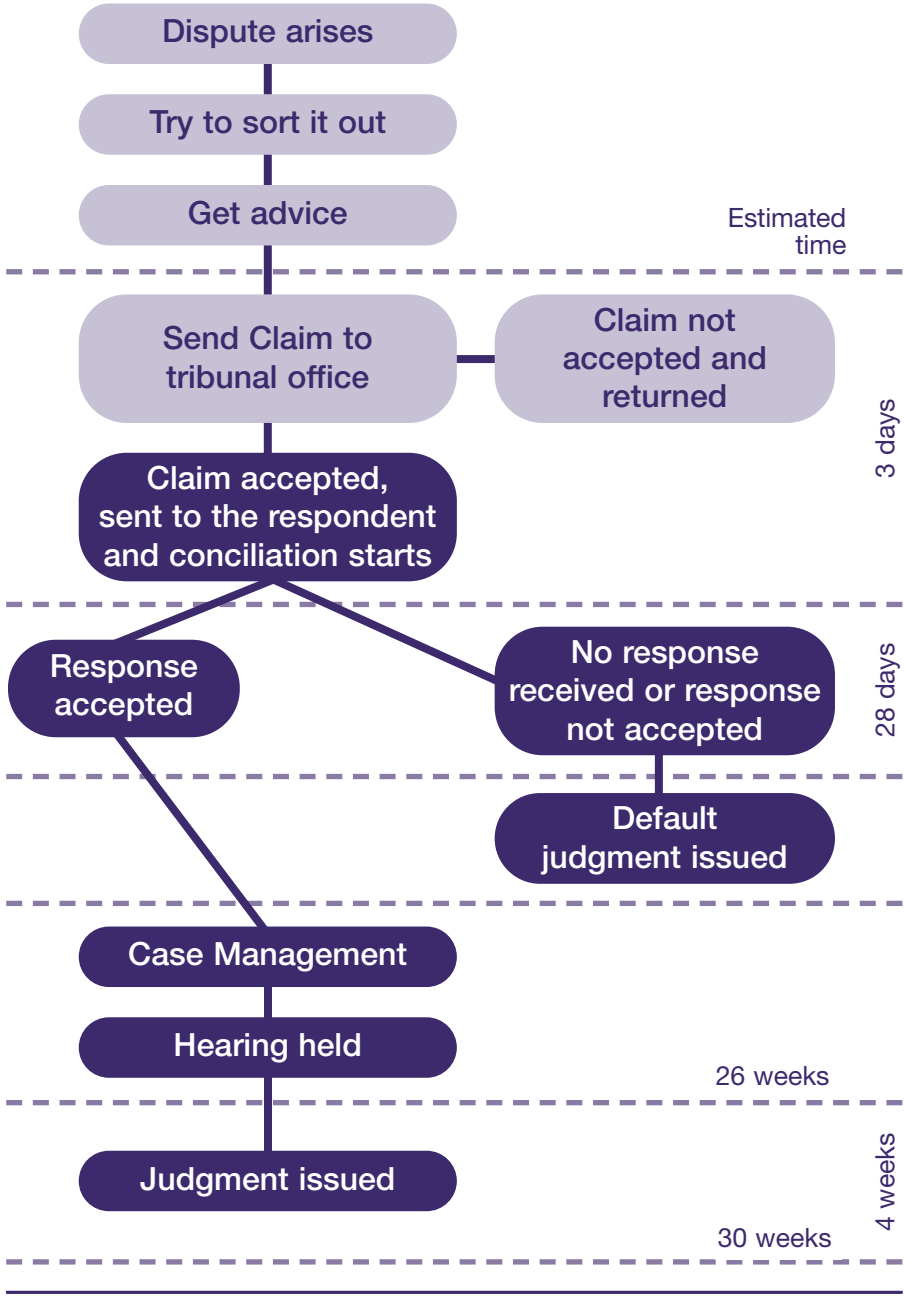
You will find the form for making your claim at the back of this booklet. Or, you can make your claim through the Employment Tribunals website at **www.employmenttribunals.gov.uk**.

Please contact a tribunal office or the Employment Tribunals Public Enquiry Line on 0845 795 9775 if you would like a copy of this booklet in Braille, large print or on disc.

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Claim process summary



What do Employment Tribunals do?

Employment Tribunals hear cases and make decisions on matters to do with employment such as unfair dismissal, redundancy payments, discrimination and a range of claims relating to wages and other payments. Although an Employment Tribunal is not as formal as a court it must comply with rules of procedure and act independently.

Further help and advice

Before making a claim you should get advice on how you maybe able to resolve your complaint without the need to make an Employment Tribunal claim. You can call the **Acas** (Advisory, conciliation and arbitration service) **Helpline on 08457 474747**.

You can also get help and advice from:

- a trade union, if you are a member;
- free advice services such as a law centre or a citizens advice bureau. The website address for Citizens Advice is **www.citizensadvice.org.uk**
- solicitors and other professional advisers. Solicitors' firms and advice agencies paid for by the Community Legal Service (**0845 345 4345**) or, in Scotland, under the legal aid scheme, may be

able to help you prepare your case. If your claim involves **discrimination**, the Equality and Human Rights Commission may be able to help. Telephone numbers:

- England – disability 08457 622 633
- England – race, age, gender, sexual orientation, religion and belief 0845 604 6610
- Wales – all discrimination 0845 604 881
- Scotland – all discrimination 0845 604 5510

If you are applying for a **redundancy payment**, there are specific time limits which are complicated. You can get help from the Redundancy Payment Helpline on **0845 145 0004**.

If your complaint is about not receiving the **national minimum wage**, you can get help from the National Minimum Wage helpline on **0845 6000 678**.

Further information

Staff at the Employment Tribunals Public Enquiry Line can answer general enquiries, give information about tribunal publications and explain how the tribunal system works. They may be able to help you fill in the form **but they cannot give legal advice**, such as advising you whether your claim is likely to be successful. The enquiry line number is: **0845 795 9775**, textphone/minicom: **08457 573 722**.

Information needed before a claim can be accepted

Your claim cannot be accepted unless it meets certain conditions. It must be on an approved form provided by Employment Tribunals. By law, you must tell us:

- your name and address;
- the name and address of the respondent or respondents (the person or organisation against whom you are making a claim); and
- the details of your complaint.

How soon must I make my claim to an Employment Tribunal?

Most claims to Employment Tribunals must be made within very strict time limits. In most cases the tribunal must receive your claim within three months. This three months begins with the date your employment ended or when the matter you are complaining about happened. This means that if it happened on 1 March, the tribunal must receive your claim on or before 31 May. If it happened on 5 March, the tribunal must receive your claim on or before 4 June.

If we receive your claim outside the time limit, the tribunal will only be able to consider it in a narrow range of circumstances.

Unfair dismissal

In general to claim unfair dismissal you must have worked continuously for the respondent for not less than one year. However, in certain circumstances in which unfair dismissal is claimed it may not be necessary to have worked for the respondent for one year.

- Being involved with a union.
- Joining a union or choosing not to join one.
- Being involved in Health and safety activities either as an employer's health and safety 'officer' or a worker's representative.
- Taking part in activities as a pension scheme trustee.
- Being, or proposing to become, an 'employee representative'.
- Being a shop worker or a betting worker who refuses to work on a Sunday.
- Using certain rights covered by the Working Time Regulations.
- Being dismissed for pregnancy/pregnancy related reason.

Interim relief

If you believe you have been unfairly dismissed for one of the reasons listed below you can make an application to a Tribunal for 'interim relief'.

- For making a protected disclosure within the meaning of the Public Interest Disclosure Act 1998 (whistleblowing).
- For seeking to exercise the right to be accompanied at (or to accompany someone else to) a disciplinary or grievance hearing.
- For acting as a workers' representative
 - dismissal of a safety representative or a member of a safety committee for a reason connected with that role;
 - dismissal of a workers' representative in connection with the Working Time Regulations;
 - dismissal of an employee-trustee of an occupational pension scheme for a reason connected with that role;
- For trade union related reasons
 - dismissal for reasons related to trade union membership or non-membership or trade union activity.
 - dismissal resulting from obstruction or promotion of official recognition of a trade union.

- For exercising or seeking to exercise the right to be accompanied to a meeting to discuss a request not to retire or that they accompanied or sought to accompany a fellow employee to such a meeting.

If the tribunal grants your application for interim relief you will receive your salary or wages until the case is decided.

If you were dismissed for one of the above reasons and you want to make an application for interim relief **the tribunal must receive your claim within seven days of your dismissal. You may also wish to seek advice.**

Where to send your claim

Your claim will not be accepted by the tribunal office unless it is on an approved form provided by Employment Tribunals. It is therefore very important that you use our form. The form is available in the following formats:

- A paper copy which can be found at the back of this booklet and sent to the relevant office by post.
- A downloadable PDF version which can be found on our website at www.employmenttribunals.gov.uk.

If you are using a paper copy of the form use the postcode for the place where you normally worked or

where you applied to work to identify the tribunal office to which you should send your claim.

(If you have never worked for the respondent, use the postcode for the place where the matter which you are complaining about happened). In Scotland, all claims are initially processed by the Glasgow tribunal office and you should send your claim to that office. However, you may take your claim to the Aberdeen, Dundee or Edinburgh office if that is more convenient and they will forward it for you. In England and Wales, please refer to the list on pages **17-19** and send or take your claim to the tribunal office listed against the postcode. For example PE10, 11 or 12 should go to the Nottingham office (the full address of each office is on the back cover of this booklet).

Sending your claim to the wrong office may cause a delay. If you don't know where to send it, or do not know the postcode for the place where you worked, call our public enquiry line on: **0845 795 9775**.

If you are submitting the PDF version of the form via our website it will be automatically sent to the correct office if you provide us with the correct postcode.

You should keep a copy of your claim form for your records. It is your responsibility to ensure that the tribunal office receives your claim within the relevant time limit.

What happens when I send in my claim?

Your claim will not be accepted if:

- It is not on an approved form; or
- You have not given all the required information.

If your claim is not accepted we will return your form to you with a letter telling you the reason why and what action you should take.

If your claim is accepted, we will send you a letter to confirm this together with a booklet which will tell you what the next steps are. At the same time we will send the respondent a copy of your claim form together with a form for their response.

In most cases we will also send a copy of your claim to Acas. An Acas conciliator will contact you to explore whether or not it may be possible to resolve the claim through conciliation and without the need for a tribunal hearing.

Correspondence

In future correspondence we will refer to you as the '**claimant**' and to the person you are complaining against as the '**respondent**'. We will send a copy of your claim form and any other documents or letters you send us to the respondent. We will send you copies of all the documents the respondent sends

to us. We will send you and the respondent any decision the tribunal makes.

You must let us know immediately if your contact details change. If you have a representative (a person you ask to act on your behalf), we will send all correspondence about your case to them and not to you. You must pass any further requests for information through them and not straight to us.

Do I have to pay the respondent's costs?

Generally, no.

However, the tribunal can make an order for costs if it believes that you or your representative have behaved unreasonably in the way you have conducted your case or thinks that your claim was so weak that it should not have been brought.

Costs are known as expenses in Scotland.

Breach of contract claims

If you are making a claim for breach of contract you should be aware that Employment Tribunals can only award compensation up to the sum of £25,000. If the amount of compensation you are claiming for a breach of contract is more than £25,000 you should pursue it

through the High Court in England and Wales or the Sheriff Court or Court of Session in Scotland. You may wish to take legal advice.

Access to information

You can request information from us; or ask for any information held electronically about you, by writing to:

**Data Access and Compliance Unit
Information Directorate
Ministry of Justice
1st Floor, Zone C
102 Petty France
London
SW1H 9AJ**

There may be a charge for responding to requests for information.

Welsh Language Act

If you are making a claim in Wales you can ask that correspondence and phone calls are in Welsh. If both sides agree, the hearings may be carried out just in Welsh. If both English and Welsh are used at a hearing, we can provide translation facilities if you ask.

Filling in the claim form

We have designed these guidance notes to be as helpful as possible. However, they do not give a full statement of the law. If you do not provide the information marked with an asterisk (*) your claim will not be accepted.

1 Your details

Please give your details

1.1 Tick the relevant box to show whether you want to be referred to as Mr, Mrs, Miss or Ms. If none of these is correct, put your title, e.g. Doctor, in the space after 'Other'.

1.2* Give your first name or names.

1.3* Give your surname or family name in CAPITAL letters.

1.4 Give your date of birth in day/month/year format (for example 25/02/1965) and tick the relevant box to tell us whether you are male or female. It is helpful if you provide your date of birth as this information is needed for certain types of claims.

1.5* Give your full address, including house number, street, town or city, county and postcode.

1.6 Please give your telephone number(s) (including the full dialling code for a landline) **where we can contact you during normal working hours.**

1.7 Tick the relevant box to say how you would prefer us to contact you in future. If you want to communicate by email please check your e-mails every day. Although we will usually try to use e-mail if you want us to, this may not always be possible as some documents need to be signed by an Employment Judge.

2 Respondent's details

If your claim is accepted we will send a copy of your claim to the organisation you are complaining about (the **respondent**) so that they can prepare a response to your complaint. It is important that you tell us the correct identity of the respondent to avoid any delay in processing your claim. You should be able to identify this by looking at the letter that offered you your job, your contract of employment or your wage slip.

2.1* Complaints may be against a single, or a number of respondents. If you are claiming discrimination, you may be able to claim against more than one respondent – for instance, the employer and any person for whom the employer is responsible who you allege to have committed an act, or acts, of discrimination against you. If you

do wish to complain about a person (or people) put the name of the organisation in this box and the name and address of the person (or people) as additional respondent(s) in Section 11.

2.2* Give the respondent's full address, postcode and telephone number.

2.3● Give the full address and postcode of the place where you worked, or applied to work, if this is different from the respondent's address you gave at 2.2. If you worked from home please enter your home details, as we will treat your home address and postcode as your workplace.

Please use Section 11 of this form to give details of additional respondents.

3 Employment details

3.1 If your complaint is against your employer or ex-employer, please give the date when your employment started and, if it applies, the date when it ended or will end. Use day/month/year format (for example 08/03/2009). Please tick the appropriate box to say whether or not your employment is continuing. If you are, or were, a worker providing

services to the respondent, please answer this and the following questions as if "employment" referred to your working relationship with the respondent.

3.2 Please give your job title and say what job you do or did for your employer.

4 Earnings and benefits

4.1 Please give the basic number of hours you work or worked each week – do not include overtime even if you work or worked it regularly.

4.2 Give details of your basic pay, before tax and any deductions and not including any overtime payments. Then give details of your normal take-home pay (this is your pay after tax, National Insurance and any other deductions but including overtime, commissions and bonuses). Your payslip should show these amounts. Please round the amounts to the nearest pound. Please tick the relevant box to show whether this is for an hour, a week, a month or a year.

4.3 If your employment has ended, please tick the appropriate box to say if you either worked or were paid for a period of notice. If so, please tell us how long you worked or were paid for.

4.4 Please tick the appropriate box to say whether or not you were in your employer's pension scheme.

Please answer 4.5 to 4.9 if you were unfairly dismissed.

4.5 Give details of any other benefits you received from your employer. Examples might include a company car or medical insurance. Please describe what kind of benefit you received and give an idea of how much it was worth.

4.6 Please tick the appropriate box to say whether or not you have got another job since leaving your employment. If you have not, please now go straight to **section 4.9**.

4.7 If you have got another job, please tell us when you started (or will start) work. Please say whether the job is permanent or temporary. If it is temporary, give the likely date it is due to end (if you know it).

4.8 Please tell us the amount you are earning (or will earn) each week, month or year in your new job.

4.9 Please tick the appropriate box to say what you want if your claim is successful.

5 Your claim

5.1* Please tick the appropriate box or boxes to say what you are complaining about.

5.2* Please give the background and details of your complaints.

Unfair dismissal

If your claim or part of it is about being unfairly dismissed by the respondent, or if you are claiming constructive dismissal, please use the box provided to explain the background to the dismissal and give any other information you think would be helpful to us. If you disagree with the reason the respondent gave for dismissing you, please say what you think the reason was. You should describe the events which led up to your dismissal and describe how the dismissal took place, including dates, times and the people involved. If you are claiming that the respondent's actions led you to resign and leave your job (constructive dismissal), please explain in detail the circumstances surrounding this.

Discrimination

Discrimination can take place on the grounds of sex (this includes complaints regarding equal pay and about pregnancy and maternity issues), race, sexual orientation, religion or belief, age or for a reason related to a disability. Discrimination laws cover all areas of employment including recruitment, training, promotion and dismissal. They also cover victimisation. Events that happen after you have left employment can also be covered by discrimination laws. In the

case of sex, race and disability discrimination, the Equality and Human Rights Commission can provide a questionnaire to help you decide whether or not to start proceedings and, if so, to prepare your case in the most effective way. In the box please describe the incidents which you believe amounted to discrimination, the dates of these incidents and the people who were involved. Explain in what way you believe you were discriminated against. If you are complaining about discrimination when you applied for a job, please say what job you were applying for. If you are complaining about more than one type of discrimination, please provide separate details of the act (or acts) of discrimination. You should describe how you have been affected by the events you are complaining about. If you are unable to give the dates of all the incidents you are complaining about, you **must at least give the date of the last incident** or tell us if the discrimination is ongoing.

Redundancy payment

If you are claiming a redundancy payment please say whether you have asked your employer for payment. If so, please give the date in day/month/year format (for example 25/10/08).

Please say whether or not you have applied to a Redundancy Payments

Office (RPO) for payment. If you have applied to RPO please tell us whether your claim has been rejected, and, if so, the date shown on the rejection letter.

Other payments you are owed

If you are complaining about outstanding unpaid wages, holiday pay, payment for a period of notice or some other payment (other unpaid amounts could include unpaid expenses, commission or a bonus) tell us how much you are claiming.

Please explain why you believe you are entitled to this payment, setting out full details such as the period the payment covers and the rate of pay. If you have specified an amount, please say how you worked this out. If you are claiming more than one type of payment, please give the amounts you are claiming for each type of payment and explain how you worked out each amount.

Other complaints

Please state what your complaint is and explain the events leading up to your claim, including any relevant dates. If possible, please tell us the relevant law which applies to your claim. If there is not enough space for your answer, please continue on a separate sheet and attach it to this form.

6 What compensation or remedy are you seeking?

6.1 It would be helpful if you would state what you are seeking from the respondent if your claim is successful e.g. amount of compensation.

7 Other information

7.1 Please do not send a covering letter with your claim form. You should give us any extra information that you want to tell us here. For example, you may want to give an explanation of why your claim is out of time. Tell us whether you raised the issue with the respondent and, if so, if any action was taken.

If there is not enough space, please continue on a separate sheet and attach it to this form. If you are providing information on separate sheets for a number of questions, please say here how many sheets in total you have attached to the form.

8 Your representative

You only need to fill in this section if you have appointed a person to act on your behalf, that is, a representative. If you appoint a representative we will deal directly

with them, not with you. Please do not give the name of a representative unless they have agreed to act for you. Do not give the name of a person or organisation who is only giving you advice on filling in this form.

8.1 If you know the name of the person representing you, give it here. If you don't know it, leave this section blank.

8.2 Give the full name of the representative's organisation (for example, the union, firm of solicitors or Citizens Advice Bureau).

8.3 Give the full address and postcode of the representative's organisation.

8.4 Give the representative's phone number including the full dialling code.

8.5 Give the reference number your representative has given to your case (if you know it).

8.6 Tick the appropriate box to say how they would prefer us to contact them in future (if you know) and give the e-mail address if appropriate.

Please do not include an e-mail address unless the representative checks their e-mails every day.

9 Disability

9.1 Please tick 'Yes' if you consider that you have a disability. Please say what this disability is and give details of any help you may need from tribunal staff. Examples of the help we can provide include converting documents to Braille or larger print, providing information on disc and paying for sign language interpreters.

10 Multiple claims

10.1 If you are aware that your claim is one of a number of claims arising from the same or similar circumstances against the same respondent, please tick 'Yes' here. This will help tribunal staff to process these claims efficiently.

11 Details of additional respondents

11.1 Use the boxes to give details of extra respondents.

Equal Opportunities Monitoring Form

You are not obliged to fill in this section but, if you do so, it would enable us to monitor our processes and help ensure that we provide fair treatment for all. The information you give us will be treated in the strictest confidence and will not form part of your case. It may be used for general research purposes where you will not be identified.

Data Protection Act 1998

We will send a copy of this form to the respondent(s) and Acas. We will put the information you give us on this form onto a computer. This helps us to monitor progress and produce statistics. Information provided on this form is passed to the Department for Business, Enterprise and Regulatory Reform to assist research into the use and effectiveness of employment tribunals.

Postcode	Tribunal office	Postcode	Tribunal office
AL1-10	Watford	DN21	Nottingham
BA1-16	Bristol	DN22	Sheffield
BA20-22	Exeter	DN31-41	Leeds
B	Birmingham	DT1-5	Southampton
BB	Manchester	DT6-8	Exeter
BD	Leeds	DT9-11	Southampton
BH	Southampton	DY	Birmingham
BL	Manchester	E	East London
BN	Southampton	EC1-EC4	London Central
BR	Ashford	EN	Watford
BS	Bristol	EX	Exeter
CA	Newcastle	FY	Manchester
CB	Bury St Edmunds	GL	Bristol
CF	Cardiff	GU1-10	London South
CH1-3	Liverpool	GU11-14	Southampton
CH4-8	Cardiff	GU15-16	London South
CH41-66	Liverpool	GU17	Reading
CM	East London	GU18-25	London South
CO	Bury St Edmunds	GU26-35	Southampton
CR	London South	GU46-52	Southampton
CT	Ashford	HA	Watford
CV	Birmingham	HD	Leeds
CW1-5	Birmingham	HG	Leeds
CW6-10	Liverpool	HP1-5	Watford
CW11-12	Birmingham	HP6-22	Reading
DA	Ashford	HP23	Watford
DE1-7	Nottingham	HP27	Reading
DE11-15	Leicester	HR	Birmingham
DE21-75	Nottingham	HU	Leeds
DE99	Nottingham	HX	Leeds
DH	Newcastle	IG	East London
DL	Newcastle	IP	Bury St Edmunds
DN1-12	Sheffield	KT	London South
DN14-20	Leeds	L	Liverpool

Postcode	Tribunal office
LA1-6	Manchester
LA7-23	Newcastle
LD	Cardiff
LE	Leicester
LL	Cardiff
LN	Nottingham
LS	Leeds
LU	Bedford
M	Manchester
ME	Ashford
MK	Bedford
N1	London Central
N2-14	Watford
N15-17	East London
N18-22	Watford
NE	Newcastle
NG	Nottingham
NN1-13	Bedford
NN14-18	Leicester
NN29	Bedford
NP	Cardiff
NR	Bury St Edmunds
NW1	London Central
NW2	Watford
NW3	London Central
NW4	Watford
NW5	London Central
NW6-7	Watford
NW8	London Central
NW9-11	Watford
OL1-13	Manchester
OL14	Leeds
OL15-16	Manchester
OX	Reading

Postcode	Tribunal office
PE1-6	Leicester
PE7	Bury St Edmunds
PE8	Bedford
PE9	Leicester
PE10-12	Nottingham
PE13-19	Bury St Edmunds
PE20-25	Nottingham
PE26-38	Bury St Edmunds
PL	Exeter
PO	Southampton
PR1-7	Manchester
PR8-9	Liverpool
PR 25-26	Manchester
RG1-20	Reading
RG21-28	Southampton
RG29-45	Reading
RH1-14	London South
RH15-17	London South
RH18-20	London South
RM	East London
S	Sheffield
SA	Cardiff
SE	London South
SG1-7	Bedford
SG8-14	Bury St Edmunds
SG15-19	Bedford
SK	Manchester
SL	Reading
SM	London South
SN1-6	Bristol
SN7	Reading
SN8-26	Bristol
SO	Southampton
SP	Southampton

Postcode	Tribunal office
SR	Newcastle
SS	East London
ST1-21	Birmingham
SW1	London Central
SW2	London South
SW3	London Central
SW4	London South
SW5-7	London Central
SW8-9	London South
SW10	London Central
SW11-20	London South
SY1-14	Birmingham
SY15-25	Cardiff
TA1-5	Exeter
TA6-9	Bristol
TA10-24	Exeter
TD****	Newcastle
TF	Birmingham
TN1-4	Ashford
TN5-7	London South
TN8-21	Ashford
TN22	London South
TN23-40	Ashford
TQ	Exeter
TR	Exeter
TS	Newcastle
TW1-3	London South
TW4-6	Reading
TW7-12	London South
TW13-20	Reading
UB	Watford
W1-2	London Central
W3-7	Watford
W8-11	London Central

Postcode	Tribunal office
W12-14	Watford
WA1-2	Liverpool
WA3	Manchester
WA4-13	Liverpool
WA14-16	Manchester
WC	London Central
WD	Watford
WF	Leeds
WN1-7	Manchester
WN8	Liverpool
WR	Birmingham
WS	Birmingham
WV	Birmingham
YO1-19	Leeds
YO21-22	Newcastle
YO23-62	Leeds

TD**** postcode area – English locations only – Scotland has its own tribunals.

Employment Tribunal offices: E-mail addresses

Aberdeen	aberdeenet@tribunals.gsi.gov.uk
Ashford	ashfordet@tribunals.gsi.gov.uk
Bedford	bedfordet@tribunals.gsi.gov.uk
Birmingham	birminghamet@tribunals.gsi.gov.uk
Bristol	bristolet@tribunals.gsi.gov.uk
Bury St Edmunds	buryet@tribunals.gsi.gov.uk
Cardiff	cardiffet@tribunals.gsi.gov.uk
Dundee	dundeeet@tribunals.gsi.gov.uk
East London	eastlondon@tribunals.gsi.gov.uk
Edinburgh	edinburghet@tribunals.gsi.gov.uk
Exeter	exeteret@tribunals.gsi.gov.uk
Glasgow	glasgowet@tribunals.gsi.gov.uk
Leeds	leedset@tribunals.gsi.gov.uk
Leicester	leicesteret@tribunals.gsi.gov.uk
Liverpool	liverpoolet@tribunals.gsi.gov.uk
London Central	londoncentralet@tribunals.gsi.gov.uk
London South	londonsouthet@tribunals.gsi.gov.uk
Manchester	manchesteret@tribunals.gsi.gov.uk
Newcastle	newcastleet@tribunals.gsi.gov.uk
Nottingham	nottinghamet@tribunals.gsi.gov.uk
Reading	readinget@tribunals.gsi.gov.uk
Sheffield	sheffieldet@tribunals.gsi.gov.uk
Shrewsbury	shrewsburyet@tribunals.gsi.gov.uk
Southampton	southamptonet@tribunals.gsi.gov.uk
Watford	watfordet@tribunals.gsi.gov.uk

For full office address details see back cover

Employment Tribunal offices

Aberdeen	Mezzanine Floor, Atoll House, 84-88 Guild Street, Aberdeen AB11 6LT	☎01224 593137
Ashford	1st Floor, Ashford House, County Square Shopping Centre, Ashford, Kent TN23 1YB	☎01233 621346
Bedford	8-10 Howard Street, Bedford MK40 3HS	☎01234 351306
Birmingham	Phoenix House, 1-3 Newhall Street, Birmingham B3 3NH	☎0121 236 6051
Bristol	The Crescent Centre, Ground Floor, Temple Back, Bristol BS1 6EZ	☎0117 929 8261
Bury St Edmunds	100 Southgate Street, Bury St Edmunds, Suffolk IP33 2AQ	☎01284 762171
Cardiff	2nd Floor, Caradog House, 1-6 St Andrews Place, Cardiff CF10 3BE	☎029 2067 8100
Dundee	Ground Floor, Block C, Caledonian House, Greenmarket, Dundee DD1 4QX	☎01382 221578
East London	2nd Floor, Anchorage House, 2 Clove Crescent, London E14 2BE	☎020 7538 6161
Edinburgh	54-56 Melville Street, Edinburgh EH3 7HF	☎0131 226 5584
Exeter	2nd Floor, Keble House, Southernhay Gardens, Exeter EX1 1NT	☎01392 279665
Glasgow	Eagle Building, 215 Bothwell Street, Glasgow G2 7TS	☎0141 204 0730
Leeds	4th Floor, City Exchange, 11 Albion Street, Leeds LS1 5ES	☎0113 245 9741
Leicester	5a New Walk, Leicester LE1 6TE	☎0116 255 0099
Liverpool	1st Floor, Cunard Building, Pier Head, Liverpool L3 1TS	☎0151 236 9397
London Central	Victory House, 30-34 Kingsway, London WC2B 6EX	☎020 7273 8603
London South	Montague Court, 101 London Road, West Croydon CR0 2RF	☎020 8667 9131
Manchester	Alexandra House, 14-22 The Parsonage, Manchester M3 2JA	☎0161 833 6100
Newcastle	Quayside House, 110 Quayside, Newcastle Upon Tyne NE1 3DX	☎0191 260 6900
Nottingham	3rd Floor, Byron House, 2a Maid Marian Way, Nottingham NG1 6HS	☎0115 947 5701
Reading	4th Floor, 30-31 Friar Street (entrance in Merchant's Place), Reading RG1 1DY	☎0118 959 4917
Sheffield	14 East Parade, Sheffield S1 2ET	☎0114 276 0348
Shrewsbury	Suite 7, 2nd Floor, Prospect House, Belle Vue Road, Shrewsbury SY3 7NR	☎01743 358341
Southampton	3rd Floor, Duke's Keep, Marsh Lane, Southampton S014 3EX	☎023 8071 6400
Watford	3rd Floor, Radius House, 51 Clarendon Rd, Watford, WD17 1HP	☎01923 281 750

Our offices are open from 9.00am to 5.00pm Monday to Friday.
We will send a map showing the location of the office where the hearing has been arranged and giving details of local car parking and facilities for refreshments and phones.

For office e-mail addresses see the inside back cover

Enquiry Line: 0845 7959775 Minicom: 0845 7573722