**DUMFRIES & GALLOWAY COUNCIL PENSION FUND**

**LOCAL GOVERNMENT PENSION SCHEME (SCOTLAND) REGULATIONS**

**STAGE 1 – APPEAL APPLICATION FORM**

This form is to be used to lodge your appeal against a decision taken by either your employer or Dumfries and Galloway Council Pension Fund that affects your pension rights. Please write clearly and complete your personal details in BLOCK CAPITALS.

**MEMBER’S DETAILS**

|  |  |
| --- | --- |
| Full name | NI Number |
| Home Address |
| Date of birth | Employer |
| Job title |

**DEPENDANT’S DETAILS**

If you are the member’s dependant and the dispute is about a decision taken by the employing authority or Dumfries & Galloway Council Pension Fund that affects the scheme benefit payable to you please give your details below.

|  |
| --- |
| Dependant’s full name |
| Dependant’s address |
| Date of birth |
| Relationship to member |

**REPRESENTATIVE’S DETAILS**

If you are the member’s or dependant’s representative, please give your details below

|  |
| --- |
| Representative’s full name and address |

 **YOUR DISPUTE**

Please give full details of your dispute below. If you do not have enough room please continue on a separate sheet and write your name and National Insurance number at the top (if you are a dependant or representative it should be the member's name and NI number) and attach the sheet to this form.

|  |
| --- |
|  |

I would like the appointed person to look into my dispute and make a decision about it.

I am

* a scheme member/former member/prospective member\*
* a dependant of a former member\*
* member/dependant’s representative\*

\*Delete as appropriate

I give consent for the appointed person to obtain any information they deem relevant to my appeal.

|  |  |
| --- | --- |
| Signature  | Date |

Please attach a copy of any notification you received from your employer or Dumfries & Galloway Council Pension Fund relating to the decision you are disputing together with any other letter or notification that you feel would be helpful. Please return this form to: pensions@dumgal.gov.uk or by post to Monreith House, The Crichton, DUMFRIES, DG1 4ZZ

**DATA PROTECTION**

The information collected on this form is recorded electronically, stored securely and processed for the purposes of calculating your pension benefits wit Dumfries and Galloway Council. Dumfries and Galloway Council will process your information fairly and lawfully and in accordance with the principles of the Data Protection Act.

To maintain the security of any information about you, weare registered under the Data Protection Act. For the purposes of processing your personal information, Dumfries and Galloway Council is the Data Controller. You can check that your computerised personal record is accurate by contacting us at:

The Pensions Section

Monreith House

The Crichton

Dumfries

DG1 4ZZ

Phone: 01387 260164

Email: pensions@dumgal.gov.uk

Copies of the Council’s full and short Privacy Notice are available at [www.dumgal.gov.uk](http://www.dumgal.gov.uk)