

Your PIP appeal hearing helpsheet

This checklist should help you prepare for your PIP appeal hearing. You can print it out and take it with you to your appeal hearing.

What to take to the hearing

You should take:

- your tribunal pack and papers that you were sent (this is called the tribunal bundle)
- copies of any evidence you've already sent
- any new evidence you've got - hand this in when you arrive at the tribunal centre (try not to turn up with lots of new evidence on the day because the tribunal may postpone the hearing)
- a list of any medication you take, if you haven't already submitted this as evidence
- receipts for any expenses that it's been agreed that you can claim back, eg travel by public transport, taxi fare if you can't use public transport, childcare costs
- pen and paper in case you want to write anything down during the hearing

You might want someone to go with you for support - they won't have to say anything, but if you'd like them to speak then the chairperson may ask them questions after you

Arriving at the tribunal centre

- make sure you get there in plenty of time - if you're late, the hearing might start without you
- don't make a special effort to look smart - it's important the panel sees you as you are on a normal day
- if you asked for help at the tribunal, for example a sign language interpreter and it's not available, you can say you need the hearing held on another day
- ask the tribunal centre how you can claim your expenses back

During the hearing

Do:

- ✓ ask the panel members to repeat any questions you don't understand
- ✓ tell the panel if someone has helped you on the day, eg helping you to dress, driving you to the hearing or reading signs for you
- ✓ take notes covering everything you want to say - you can refer to these during the hearing to make sure you've covered everything. There's a box at the end of this sheet to help you
- ✓ make sure you've said everything you want to say - the chairperson should come back to you at the end to make sure you've covered everything

Don't:

- ✗ be afraid to correct anything that isn't right, eg if the chairperson says "you have no difficulty walking 50 metres, do you?", make it clear if they're wrong
- ✗ feel you have to use medical or legal language - just be honest about how your condition affects you in your own words
- ✗ fall into exaggerating - it can undermine your credibility
- ✗ be embarrassed to talk about how your condition affects you - it's really important the panel gets a true picture of your daily life

You can use this box to make notes of things you want to say during the hearing.