

GUIDANCE NOTES FOR COMPLETING NOTICE OF APPEAL

If you wish to appeal against a decision handed to you by the General Pharmaceutical Council you should complete the attached Notice of Appeal using these guidance notes.

Please note that if your Notice of Appeal is incorrectly completed and / or you have not provided the documentation in the manner required your appeal will not be considered.

Sections 1-3:

If you are an individual making the appeal you must fully complete section 1 on page one.

If you are using a representative you should fully complete sections 1 and 2 on page one.

If you are making an appeal as a partnership, body corporate or premises you should fully complete sections 1, 2 and 3 on page one.

Section 4:

You must tick the relevant box next to the decision against which you are appealing. The options are listed on pages two and three. The decision made against you will be clearly stated in your Notice of Decision.

Section 5:

You must enclose a copy of the Notice of Decision against which you are appealing and tick the relevant box on page four.

Section 5A:

You must enter the date of the decision against which you are appealing in the box provided.

Section 6:

You must enter the reasons why you think the decision is incorrect on page four. If you need to continue on an additional sheet ensure it is clearly marked as referring to section 6.

Section 7:

7A: You must provide copies of the evidence and materials submitted to the Registrar during the case, before the decision

7B: You should tick this box on page four if you are enclosing additional evidence and materials to support your appeal.

7C: Please make clear on page four which new evidence / material supports which reason for your appeal as stated in Section 6. If you need to continue on an additional sheet ensure it is clearly marked as referring to section 7C.

Section 8:

When outlining your case on page four against the Registrar's decision, please consider the entries you have made in Section 6 (reasons you consider the decision incorrect). If you need to continue on an additional sheet ensure it is clearly marked as referring to section 8.

Section 9:

Tick either box 9A or box 9B on page 5.

If you tick Box 9B Please tick either 9C Yes or 9C No

If you tick box 9C Yes – list the issues you wish to be considered at the case management hearing. Consider your entries in both sections 6 and 8 when completing Section 9D. If you need to continue on an additional sheet ensure it is clearly marked as referring to section 9D

Section 10:

You must sign and date the appeal in Section 10. Please note that if your appeal is unsuccessful you may be ordered to pay costs.

Section 11:

Check all relevant sections are complete and supporting documents are included. You are advised to make a photocopy of your Notice of Appeal. Send your Notice of Appeal by some form of delivery that must be signed for eg:-recorded delivery post, courier.

To: The Registrar, Notice of Appeal, General Pharmaceutical Council, 25 Canada Square, E14 5LQ