

Agriculture and Fisheries Grant Scheme Stage 1 Appeal Form

Please complete in BLOCK CAPITALS and black ink.

For official use only
Appeal Reference
Number:

App 1

Application for a Stage 1 Internal Review

- Please give full details and reasons why you wish your case to be considered.
- Attach copies of relevant papers securely to this form.
- The deadline for your appeal is **28 days** from the date of receipt of your DEFA decision letter. Applications received after this time will **not** be considered.

Section 1 General information

1. Farm Identification Number
2. Business name
3. Address
4. Email Address
5. Telephone Number
6. Date and reference of DEFA decision letter.

Section 2 Grounds for your appeal and change sought to the decision

1. Please explain **clearly and fully** your grounds for making this appeal (*continue on separate sheet if necessary.*)

Section 2 Grounds for your appeal (continued)

7. Please list any supporting information attached to this form.

Checklist - before sending this form, have you:

- Fully described the grounds for your appeal?
- Identified the subject of the decision against which you are appealing?
- Provided the date and reference number of your decision letter?
- Enclosed all relevant supporting information?
- Signed and dated the form?

Section 3: Data Protection and Signing

Data Protection:

- 3.1 The Department of Environment, Food & Agriculture (DEFA) is a controller for the purposes of the Data Protection Act 2018 and requires the information on this form in the public interest on the basis of the Agriculture and Fisheries Grant Scheme 2016.
- 3.2 Your personal information will be held by DEFA for the purposes of processing this appeal and we will keep these details for six years, after which it will be deleted from our records.
- 3.3 You may request erasure, restriction or amendment of your details at any time if you no longer wish us to process your appeal. Full details of how and why DEFA processes your personal information are contained in our privacy policy <https://www.gov.im/about-this-site/terms-and-conditions/privacy-policy/>
- 3.4 You have the right to lodge a complaint with the Information Commissioner (IC) if you think the Department is acting outside of the Data Protection Act 2018. The IC can be contacted here <https://www.inforights.im/>

Signature

Date

Send completed form to:

Field Delivery Team
Agriculture Directorate
Department of Environment, Food and Agriculture
The Slieau Whallian
Foxdale Road
St John's
IM4 3AS