

APPLICATION FOR ADJUDICATION OF A DISAGREEMENT

You can use this form:

- a) To apply to the specified person at stage 1 of the Application for Adjudication of Disagreements Procedure (AADP) if you want them to investigate a complaint concerning your pension; and
- b) to apply to the administering authority if you want them to reconsider a determination made by the specified person.

Please write clearly in ink, and use capital letters in sections 1, 2 and 3.

1. Member's details:

If you are the member (the person who is or was in the Scheme), or a prospective member (a person who is eligible to be a member of the Scheme), please give your details in this section. You can then go straight to section 4.

If you are the member's dependant (for example, their husband, wife or child), please give the member's details in this section, and then go to section 2.

If you are representing the person with the complaint, please give the member's details in this section, and then go to section 2.

Full Name	
Address	
Date of Birth	
Employer	
National Insurance Number	

2. Dependant's details:

If you are the member's dependant and the complaint is about a benefit for you, please give **your** details in this section and then go to section 4.

If the complaint is about a benefit for a dependant and you are the dependant's representative, please give the dependant's details in this section and then go to section 3.

Full Name	
Address	
Date of Birth	
Relationship to member	

3. Representative's details:

If you are the member's or dependant's representative, please give your details in this section.

Full Name	
Address	
The address response letters should be sent to	

4. Your complaint

Please give full details of your complaint in this section. Please try to explain exactly why you are unhappy, giving any dates or periods of Scheme membership that you think are relevant.

If there is not enough space, please go on to a separate sheet and attach it to this form. Remember to write your name and national insurance number at the top of any separate sheet if you are a member. Or, if you are not a member, put the member's name and National Insurance number at the top of any separate sheet.

5. Your signature

I would like my complaint to be considered and a decision to be made about it. I am a:

<ul style="list-style-type: none">• Scheme member/former member/prospective member *• Dependant of a former member *• Member's representative/dependant's representative * <p>* delete as appropriate</p>	
Signed:	Date:

6. Enclose a copy of any notification of the decision you are complaining of which has been issued by the employer or administering authority.

Please also enclose any other letter or notification that you think might be helpful.

Please send this form to:

- **Stage 1** - To the person specified by your employer if they have made the decision you are appealing against, or if you are appealing against a decision by the County Council as administering authority or as your employer, to Kay Riley, Assistant Director of Legal Services, County Hall, Matlock, Derbyshire DE4 3AH
- **Stage 2** - To Derbyshire Pension Fund, County Hall, Matlock, Derbyshire DE4 3AH

Time limits under the Application for Adjudication of Disagreements Procedure

Your situation	To complain to	Time Limit
You have received a decision on your benefits under the pension scheme from your employer/administering authority, and there seem to be good grounds for complaining.	The specified person under the first stage of the procedure.	6 months from the date when you were notified of the decision
You have received a first stage decision on your complaint from the specified person, but you are not satisfied.	The relevant administering authority under the second stage of the procedure.	6 months from the date of the specified person's decision
You made your complaint in writing to the specified person, with all the information they needed but 3 months later, you have not received their decision on your complaint or any interim reply.	The relevant administering authority under the second stage of the procedure.	9 months from the date when you submitted your complaint.
You received an interim reply to your complaint to the specified person, within 2 months of applying to them. Their reply promised you a decision by a specified date but, one month after the specified date, you still have not received their decision.	The relevant administering authority under the second stage of the procedure.	7 months from the date by which you were promised you would receive a decision
Your complaint is that your employer or administering authority have failed to make any decision about your benefits under the pension scheme.	The specified person under the first stage of the procedure	6 months from the date when the employer or administering authority should have made the decision.
Your complaint went to the administering authority under the second stage of the procedure. You received their decision but you are still not satisfied.	The Pensions Ombudsman. Note that the Ombudsman will normally expect you to have asked TPAS for help first.	3 years from the date of the original decision about which you are complaining.
You have taken your complaint to the administering authority under the second stage of the procedure but 2 months after the authority received your complaint, you have not received their decision on your complaint or any interim reply.	The Pensions Ombudsman. Note that the Ombudsman will normally expect you to have asked TPAS for help first.	3 years from the date of the original decision about which you are complaining.
You received an interim reply to your second stage complaint to the administering authority, within 2 months of applying to them. Their reply promised you a decision by a certain date but, by that date, you still have not received their decision.	The Pensions Ombudsman. Note that the Ombudsman will normally expect you to have asked TPAS for help first.	3 years from the date of the original decision about which you are complaining.