

Are you moving residence?

If you are intending to move to a new address, please forward by post or email (contact details below) all relevant documentation to the Appeals Team, according to your circumstances below.

House purchase:

In respect of a house purchase, the Independent Appeal Panel will require sight of a letter from your solicitor confirming that **an exchange of contracts** has taken place or that the purchase has been **completed**. It is important to note that a letter indicating that your solicitor has been instructed to undertake the sale/purchase or that an exchange of contracts is imminent is **not sufficient**.

Renting a property:

If the move involves the renting of a property, you will need to provide a copy of the **Tenancy Agreement** duly signed by the Landlord, showing the date of taking up residency.

(Please note that if the Panel is not satisfied that you are actually resident at the property rented, it will require proof of evidence such as, a driver's licence, utility bills or a council tax statement)

These documents should be submitted ideally in good time (5 school days) before the hearing date and if this is not possible, should be produced at the hearing otherwise your appeal will be deferred until such time when the evidence can be produced.

Please ensure that you mark it clearly with the name of your child and the school appealed for.

If you are unable to provide any of the above documents by the date of the appeal hearing, the appeal panel may decide as follows:

- 1) To defer your appeal to a later date until such time when you are able to submit all the necessary documents.
- 2) To hear your appeal. However, your current address and **NOT** your intended address will be used for the purposes of the appeal.

Please forward all relevant documentation to:

appeals@lancashire.gov.uk

**Mrs J Jackson
Lancashire County Council
Appeals Team
2nd Floor
Christ Church Precinct
County Hall
Preston
PR1 8XJ**