

## **Appeal form to the Property Services Appeal Board**

This form is for making an appeal to the Property Services Appeal Board.

**Kindly note that there are strict statutory time limits applicable to appeals and the Board has no discretion to extend this time.**

Please type or word process this form or complete it legibly using black ink and CAPITAL LETTERS. You may use extra sheets of paper but please add your name to the top of each extra page.

### **1. Your details**

Name of appellant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

### **2. Representative details**

Do you have a representative? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide your representative's details below.

Please note: Your representative's address will be taken to be an address for service furnished by you, unless you specifically notify us that you do not consent to this. Accordingly, all correspondence including the hearing notification may be sent to your representative, not directly to you. If your representative stops acting for you, please notify the Property Services Appeal Board immediately.

Name of representative: \_\_\_\_\_

Firm/organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Reference number: \_\_\_\_\_

(if any)

### **3. The decision sought to be appealed**

PSRA reference number: \_\_\_\_\_

Type of decision you wish to appeal:

Refusal of application under section 31(3)(g), (h) or (i) of the Act to issue a licence	
Declining under Section 63(2) to carry out an investigation of the matter subject of a complaint	
Imposing under Section 68(4)(a) a minor sanction	
Dismissing under Section 68(4)(c) a complaint, or	
Refusing to make a grant or relating to the amount of the grant made.	

Date of the decision you are appealing against:

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Date you received the decision you are appealing against:

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**Please attach a copy of the decision to this form.**

### **4. Time limit for making an appeal/application**

You must make your appeal within 30 days from the date of receipt of the notice of the decision of the Authority. The Appeal Board will not consider an appeal beyond the 30-day deadline.

### **5. Grounds of appeal**

Please give your grounds of appeal

Your grounds should explain why you think the decision you are appealing is wrong. You should identify the specific findings with which you disagree and explain why.

## 6. Supporting documents

Please list any documents that you wish the Appeal Board to consider in support of your appeal.

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You may use an extra sheet of paper if required.

Please attach these documents and confirm that they have been attached.

Documents attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of person appealing or their representative: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the completed form together with a copy of the decision sought to be appealed and any relevant supporting documentation to the following address:

The Secretary  
Property Services Appeal Board,  
The Custom House,  
Memorial Road,  
Dublin 1,  
D01 W6X0.

Note that the Appeal Board Secretariat email address is: [psabsecretary@psab.ie](mailto:psabsecretary@psab.ie)

Its telephone number is: 087 1499674