**Area-based Schemes Review of Decision Process**

If you feel DAERA did not reach the correct decision for an Area-based scheme application, contact the relevant Scheme section in DAERA to discuss it. **Tel: 0300 200 7848**.

If you continue to be unsatisfied with the decision you can request a review of the decision. **Your completed Review of Decisions application must be submitted within 60 days of the date of the original decision letter**. Tel: 02871 319 774 or Email: reviewofdecisions@daera-ni.gov.uk

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| **Case Officer Review**  A Case Officer will look at the decision again.  The Case Officer is one of our staff who was not involved in the original decision.  The Case Officer will contact you about your request.  You can give the Case Officer evidence to support your grounds for a review. |
| **Preliminary Case Report**  Once they have looked at your case, the Case Officer will send you a Preliminary Case Report. The Report will contain all the information the Case Officer considered for your case. It will also advise you of the preliminary decision the Case Officer thinks is right in your case.  If you don’t understand something in the Preliminary Case Report, you should ask your Case Officer to explain it.  If you don’t agree with the Preliminary Case Report, you will have the opportunity to submit further information to support your case. You will have 10 working days from the date of the Preliminary decision letter to submit additional evidence. |
| **Final Case Report**  Once they have looked at your reply to the Preliminary Case Report, the Case Supervisor will send you a Case Officer Review final decision letter. The letter will contain all the information the Case Officer and Case Supervisor considered for your case. It will also advise you of the final decision that the Case Officer and Case Supervisor thinks is right in your case.  If you don’t agree with the Case Officer Review final decision letter, you can ask for an Independent Panel to look at your case.  **You must ask for this within 60 days of the Case Supervisor sending you the Case Officer Review final decision letter. An Independent Panel Review will cost £200. You must pay this before the Panel can look at your case.** |
| **Independent Panel Assessment**  The Panel will consider any relevant documentation / evidence produced by you or DAERA even if this wasn’t available when the original decision was made. It will accept additional evidence which is submitted within 60 days of the Case Officer Review final decision letter. The evidence provided must relate to the original decision that forms the basis for the grounds for review.  You will be invited to attend an assessment with the Panel to explain your case. You can bring someone with you to this assessment.  Once the Panel has looked at your case you will receive a letter telling you what decision the Panel thinks is right in your case.  DAERA **must** accept and implement the decision (if lawful). If the initial decision is changed in full or in part the £200 is refunded. |
| **Rural Support** provides impartial guidance for farmers and farm family members in support of their farm business and personal wellbeing. **Telephone Support Line: 0800 138 1678 (Freephone)** to chat to a dedicated support team who are available Monday - Friday, 9AM - 9PM Voicemail and support options available at all other times. |