

Nursing and Midwifery Council guidance on making an appeal against a Registrar's decision

Appeals against Registrar's decisions are made under Article 37 of the Nursing and Midwifery Order 2001¹ and Part 4 of the Nursing and Midwifery Council (Education, Registration and Registration Appeals) Rules 2004².

Links to both these documents can be found on our [website](#).

What to do if you want to appeal

You'll need to submit a 'Notice of Appeal'

If you want to appeal against a decision made by the Registrar, you **must** submit a notice of appeal, which **must** be sent within **28 days** from the date of your decision letter.

If you want to appeal about the failure of the Registrar to make a decision on your application, the appeal must be sent within the **28 days** following the date when a decision should have been made. The date when a decision should have been made will be 90 days after your application was completed.

How to submit a Notice of Appeal

For your notice of appeal to be considered a 'valid', it **must**:

- be sent to us within **28 days** from the date of your decision letter
- be in writing
- be sent by post, or by email to Registration.Investigations@nmc-uk.org
- state that it's a 'notice of appeal'
- be signed by you, or by someone else on your behalf

If you're sending your notice of appeal by post, the address to send it to is:

**Nursing and Midwifery Council
Registration Investigation Team
17th Floor
One Westfield Avenue
Stratford
E20 1HZ**

Your Notice of Appeal **must** include the following information:

- your name, address and contact telephone number
- your personal identification number (PIN) or personal reference number (PRN)

If the appeal is against a decision that the Registrar has made, then on your notice of appeal you should set out:

- the date of the Registrar's decision

¹ SI 2002 / 253

² SI 2004 / 1767

- The decision that your appeal is against – for example, refused application or to take an approved English language test
- the grounds for your appeal (reason why you're appealing)

If the appeal is against the Registrar's failure to issue a decision on your application, then on your notice of appeal you should set out:

- the date of the Registrar's decision
- why you believe there's been a failure to issue a decision on your application

To help you make a valid appeal, we have put together a template for you to use. Using this is the simplest way to make sure you submit a valid appeal

Documents to accompany your notice of appeal

Where you can, please support your appeal by providing copies of any documents which you intend to rely on.

If you have a representative

If you have a representative, please provide us with their name and address. Please also let us know whether we should correspond with your representative about the appeal, rather than directly with you, or with you both.

Once we receive your notice of appeal

Once you've submitted a valid appeal, we'll acknowledge it within 5 working days. We'll write to let you know who your case officer is and give you more information about the process.

We try to list appeals as quickly as we can, but this can depend on a number of factors such as any additional information we may need to obtain, the availability of a hearing panel, and your availability. Typically though, we try to list an appeal for a hearing within 3 to 6 months from receiving the notice of appeal.

The appeal hearing

At the appeal hearing, the panel will consider any evidence provided in support of your appeal; they may hear directly from you and any other witnesses.

If your appeal is against the Registrar's decision that you need to take an English language test, you may be asked to demonstrate your English language competence to the panel, for example by reading a passage of text and answering questions about what you've read.

The panel will then take into account all of the available evidence before making a decision on your appeal.

Please note, the requirements for a valid notice of appeal (described above) are set out in our legislation and as such, we've no discretion to accept a notice of appeal that doesn't meet these requirements. Any Notice of Appeal which doesn't comply with the requirements set out above won't be accepted as valid.