**STAGE 1 Application under the Internal Dispute Resolution Procedure**

You can use this form to apply to the Scheme Manager to investigate a complaint concerning your pension at Stage 1 of the internal dispute resolution procedure.

**Step 1: Member's details**

Please provide the details of 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) below.

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Date of Birth |  |
| Employer |  |
| National Insurance Number |  |

**Step 2: Dependent’s details**

If the complaint relates to a dependent’s benefits (for example, benefits to a members’ spouse, partner or child) please give **the dependent’s** details below.

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Date of Birth |  |
| Relationship to member |  |

**Step 3: Representative’s details**

If you are the member's or dependent’s representative, please give your details below.

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |

Please also provide a signed letter of authority and/or a Power of Attorney for Financial affairs. This is not applicable if the member has passed away and the Pension Scheme have already been advised of this.

**Step 4: Your complaint**

Please give full details of your complaint below.

Please try to explain exactly why you are unhappy, giving any dates or periods of 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**.

**Step 5: Your signature**

|  |  |
| --- | --- |
| Signed |  |
| Date |  |

Please return the form to:

|  |  |
| --- | --- |
| Email with solid fill | pensionsIDRP@westsussex.gov.uk |
| Open envelope with solid fill | Scheme Manager,  Chief Fire Officer,  West Sussex Fire & Rescue Service  County Hall,  Chichester, PO19 1RG |

**PLEASE SEND THIS FORM TO:**

|  |  |
| --- | --- |
| **Stage 1:**  Scheme Manager | **Chief Fire Officer**  West Sussex Fire & Rescue Service  County Hall  Chichester  PO19 1RG |

|  |  |
| --- | --- |
| **Stage 2:**  Administering Authority  Adjudicator | **Executive Director of Law, Assurance and Insight**  West Sussex County Council  County Hall  Chichester  PO19 1RG |