

# Overview — Filing an Appeal in the Social Security Appeal Authority

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## Social Security Appeal Authority

The Social Security Appeal Authority (“the Authority”) is an independent body that hears appeals of decisions made by the Ministry of Social Development (MSD), usually only after the decision has been confirmed by a Benefits Review Committee (BRC).

Any person has the right to appeal a decision made in relation to them. The parties to the appeal are:

- the person making the appeal (“the appellant”); and
- MSD.

The appellant may represent themselves or be represented by a lawyer or another authorised person. If the appellant is represented by a non-lawyer, that person must be authorised to act for the appellant by completing the Ministry of Justice [Authority to Act form](#). The Appellant may be eligible for legal aid.

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## Notice of Appeal

An appellant must provide a completed [Notice of Appeal form](#) to the Authority within **60 working days** of the BRC’s decision. The appellant should include a copy of the BRC’s decision and any documents that they sent to the BRC with their Notice of Appeal. If an appellant is represented by a non-lawyer, they must also provide a completed [Authority to Act form](#), otherwise the appeal will proceed without the involvement of a representative.

The Notice of Appeal must state in detail:

- the decision that is being appealed;
  - the reason(s) for the appeal;
  - the outcome being sought from the Authority; and
  - up-to-date contact details of the appellant and their lawyer or authorised representative.
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## Where do I send my documents?

An appellant must send their Notice of Appeal to the Secretary of the Authority, by one or more of the following methods:

(a) **Post:**

Social Security Appeal Authority  
Tribunals Unit  
DX SX 11159  
Wellington

(b) **Delivery:**

Social Security Appeal Authority  
Tribunals Unit  
Level 1, 86 Customhouse Quay  
Wellington 6011

(c) **Email:**

The Notice of Appeal can be scanned and emailed to:  
[tribunals@justice.govt.nz](mailto:tribunals@justice.govt.nz)

The heading of the email must be addressed to the Secretary of the Social Security Appeal Authority. The email must state:

- the name of the party sending the email;
- the subject of the email, and
- what the Notice of Appeal relates to.

Appellants are encouraged to provide only electronic copies of the documents that they provide to the Authority or MSD, unless requested to supply originals.

## FILING AN APPEAL FLOWCHART

Within 60 working days of MSD's original decision

Appellant provides Notice of Appeal form to Authority

As soon as possible

Copies of documents provided to the parties

MSD provides Regulation 249 Report

Further evidence may be provided

Before the hearing

Telephone Call with the parties to discuss any issues