

MOVING RESIDENCE

If you are intending to move to a new address, please forward all relevant documentation to the Appeals & Complaints Team at the address given below, marking it clearly with the name of your child and the school appealed for.

These documents should be submitted before the hearing date and if this is not possible, should be produced at the date of the hearing.

In respect of a house purchase, the Appeal Panel would require sight of a letter from your solicitors confirming that **an exchange of contracts** has taken place or that the purchase has been **completed**. (It is important to note that a letter indicating that Solicitors have been instructed to undertake the sale/purchase or that an exchange of contracts is imminent is not sufficient).

If the move involves the renting of a property, you will need to provide a copy of the **Tenancy Agreement** duly signed by the Landlord, showing the date of appeal hearing, the Appeal Panel may decide as follows:

1. To defer your appeal to a later date until such time when you are able to submit all the necessary documents.
2. To hear your appeal, However, your current address and NOT your intended address will be used for the purposes of the appeal.

Please forward relevant documentation to:

**Mrs J Jackson
Lancashire County Council
Democratic Services / Appeals & Complaints Team
P.O. Box 78,
County Hall
PRESTON
PR1 8XJ**