

This information explains how to tell your side of the appeal in writing. Find more information on our website: wcat.bc.ca. Or feel free to call our team to ask for help: 604-664-7800 or 1-800-663-2782.

Preparing a written submission

The Workers' Compensation Appeal Tribunal (WCAT) has invited you to **explain your side of the appeal in writing**. This is called a written submission.

Your written submission should include any new evidence not in the WorkSafeBC file, for example, new doctors' reports. You need to clearly explain in writing:

- Why WCAT should allow the result you want
- How laws or WorkSafeBC policies apply to your situation
- How the evidence supports the result that you want

📄 Learn more on our website: [WCAT.BC.CA](http://wcat.bc.ca) > [APPEAL A DECISION](#) > [PREPARE YOUR CASE](#)

You have **21 days** from the date of the invitation letter to send your written submission to WCAT. If you do not have anything to share, contact WCAT to let them know you won't be sending anything else.

What happens after you send your written submission

Once all evidence and information has been received, the vice chair reviews the WorkSafeBC claim file along with all evidence and information submitted. After, the vice chair makes a final decision.

🕒 **Ask for more time:** Generally, documents or evidence are not accepted after the deadline. In some cases, WCAT may consider giving more time, if there's a valid reason. If you need more time, you can:

- Phone WCAT to request an extra 14 days – no reason is necessary
- Send a written request to WCAT that explains why you need more than 14 days (to a maximum of 45 days)

If you are given more time, others involved in the appeal can also ask for more time.



Some tips to help prepare your written submission:

- ☑ Start gathering information and evidence right away. Some information requests may take a long time to process
- ☑ Make sure WCAT will receive your entire written submission by the deadline. You can also ask for more time
- ☑ Include the WorkSafeBC claim or file number and the WCAT appeal number on everything you send to WCAT
- ☑ Ask for your appeal expenses. For example, if you paid for a report or letter, submit your receipt or invoice. The vice chair will address your request in the final decision



Visit our website to find more tips on how to prepare your case, and speed up the process: [WCAT.BC.CA](https://www.wcat.bc.ca) > [APPEAL A DECISION](#) > [PREPARE YOUR CASE](#)

Get help

Use a representative. You can authorize someone to help you explain your side of the appeal. They can be a lawyer, compensation consultant, someone from a union or employers' association, a family member or a friend. Please note that WCAT does not reimburse you for the cost of hiring a representative.

Talk to an adviser. Workers' or employers' advisers offer free help to people who disagree with a WorkSafeBC decision.

Workers' Advisers Office
www.labour.gov.bc.ca/wao
1 800 663-4261 (toll-free in B.C.)

Employers' Advisers Office
www.labour.gov.bc.ca/eao
1 800 925-2233 (toll-free in B.C.)

Contact WCAT. WCAT staff can offer support to keep your appeal on track. They're neutral, which means they won't offer legal advice or act as your representative.



150 - 4600 Jacombs Road
Richmond, BC V6V 3B1



Call 604 664-7800 or
1 800 663-2782 (toll-free in B.C.)



Online
[wcat.bc.ca](https://www.wcat.bc.ca)