

Application for a fee exemption or remission

OPG506A

- You should read the booklet **OPG506: Fees, exemptions and remissions** before you complete this form. Download it at www.publicguardian.gov.uk or call 0845 330 2900.
- Please use **BLOCK CAPITALS** to complete this form.

Section 1 – About the case

Client's full name

Client's address

Case number (if known)

Which fee does this application relate to?

EPA/LPA Appointment of Deputy Supervision Search

Section 2 – About you

What is your relationship to the case?

Client/Donor Deputy Attorney Other

Title

Mr Mrs Miss Ms Other

First name

Last name

Address (including postcode)

Telephone number (including STD)

Daytime Mobile

Email address

Section 3 – Fee exemption based on permitted benefits

3a Is the person responsible for paying the fee in receipt of one or more of the benefits listed below?

- Income Support
- Income-based Job-Seeker's Allowance
- Income-based Employment and Support Allowance
- State Pension Guarantee Credit element of pension credit
- A combination of Working Tax Credit and either Child Tax Credit, Disability Element or Severe Disability Element
- Housing/Council Tax benefit (not the 25% single occupancy reduction)

Yes No

If Yes, **Go to question 3b**

If No, you are not eligible for a fee exemption but may be eligible for a fee remission **Go to Section 4**

Note: The person responsible for paying the fee in respect of:

- EPA/LPA registration - the **donor** (the person named in section 1)
- Appointment of Deputy fee and supervision fee - the **client** (the person named in section 1)

3b Has the person responsible for paying the fee received a damages award of more than of £16,000, which was disregarded for the purposes of determining eligibility for the benefits listed at question 3a?

Yes No

If Yes, you are not eligible for a fee exemption but you may be eligible for fee remission **Go to section 4**

If No, you are entitled to a fee exemption and should:

- enclose documentary proof of entitlement to benefits (see page 10); and
- not enclose a fee with your application. (If you have already paid the fee a full refund will be given. **Please state to whom the refund should be made payable**).

Section 4 – Remission based on gross annual income

If the gross income of the person responsible for paying the fee falls within the bands opposite, they may be eligible for a fee remission.

Gross income is the amount received before tax and national insurance.

Documentary proof of gross income must be enclosed with this claim (see page 13).

Please indicate the gross annual income of the person responsible for paying the fee

- | | |
|---|--|
| <input type="checkbox"/> Up to £12,000 | 100% remission - no fee to pay |
| <input type="checkbox"/> £12,001 to £13,500 | 75% remission - you need to enclose 25% of fee |
| <input type="checkbox"/> £13,501 to £15,000 | 50% remission - you need to enclose 50% of fee |
| <input type="checkbox"/> £15,001 to £16,500 | 25% remission - you need to enclose 75% of fee |
| <input type="checkbox"/> Over £16,500 | You are not entitled to a fee remission. |

Section 5 – Declaration

You must tick each box. Doing so means you have read and understood the declaration.

- I wish to apply for an extended fee remission/exemption and in doing so, agree to notify OPG immediately in writing if:
- entitlement to the qualifying exemption benefits cease, or
 - there is any change in financial circumstances which could affect the remission entitlement.
- I declare that the information I have given is true and to the best of my knowledge and I enclose the required documentary evidence to support the claim for a fee exemption or remission.
- I understand that this application will be refused if I fail to provide the evidence.

Signed

Dated

Return your completed application to: Office of the Public Guardian,
PO Box 15118, Birmingham B16 6GX