Apply for help with Court of Protection fees

Reference (office use only)

You may not have to pay a Court of Protection fee, or you may get some money off.

Print form Reset form

1. About the person the application relates to

Title

First and middle names

Last name

Date of birth

National Insurance number

2. Your personal details (the applicant)

Title

First and middle names

Last name

Date of birth

National Insurance number

3. What does the application relate to?

- ☐ Property and Affairs
- ☐ Health and Personal Welfare

4. Do you have a case number?

- ☐ No
- ☐ Yes, the case number is

Complete this form using **CAPITAL LETTERS**.

The information you provide will act as evidence to support your application. We'll contact you if we need to see additional evidence.

This form is for use in the Court of Protection only.

Property and Affairs – the information on capital and income should be based on the circumstances of **the person (who lacks or may lack capacity) the application relates to.**

Health and Personal Welfare – the information on capital and income should be based on the circumstances of **the person who is making the application (the applicant).**

© Crown copyright 2021
Reproduced by Thomson Reuters

5. Has the fee already been paid?

☐ No

☐ Yes, the fee was paid on

6. Does the person responsible for paying the fee have more than £3,000 in savings and investments?

☐ Less than £3,000 → **go to question 8**

☐ More than £3,000 → **go to question 7**

7. Is the person responsible for paying the fee 61 or over?

☐ No. How much do they have in savings and investments?
(including their partner if they have one)

£

☐ Yes. How much do they have in savings and investments?
(including their partner if they have one)

☐ Less than £16,000

☐ More than £16,000

8. Does the person responsible for paying the fee receive any of the benefits listed below?

- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Income Support
- Universal Credit (and they're earning less than £6,000 a year)
- Pension credit (guarantee credit)

☐ No → **go to question 9**

☐ Yes → **go to question 12**

9. What is the status of the person responsible for paying the fee?

☐ Single

☐ Married or living with someone and sharing an income

Refunds – you can apply for a refund if a Final Order has been issued by the Court of Protection in the last three months and you think the fee payer would have been entitled to a reduced fee at the time of the Order.

Savings – include all savings and investments, eg ISAs. Please refer to the Guide COP44B – Applying for help with Court of Protection Fees for information regarding savings and investments.

If the fee payer has more than £16,000 then they're unlikely to get help with their fees.

Benefits - if the fee payer is receiving any of these benefits, they're likely to get help with their fees.

We'll contact the Department of Work and Pensions to confirm that they are (or were) getting one of these benefits.

10. Has the person responsible for paying the fee any financially dependent children?

☐ No

☐ Yes, ☐ financially dependent children

Financially dependent children – include those living with the fee payer (up to 19 years old in full-time education) as well as those the fee payer pays maintenance for.

11. What is the total monthly income, before tax and National Insurance of the person responsible for paying the fee?

Health and Personal Welfare cases – include the income of your partner, if you have one.

Property and Affairs cases – do not include the income of the fee payer's partner (if they have one).

Some benefits **shouldn't be included** – eg Carer's Allowance, Housing Benefit or childcare element of Working Tax Credit.

	Monthly income	**Partner's monthly income** (if applicable)
Wages (before tax or national insurance deductions)	£	£
Child Benefit	£	£
Working Tax Credit	£	£
Child Tax Credit	£	£
Maintenance payments	£	£
Contribution-based Jobseekers Allowance (JSA)	£	£
Contribution-based Employment and Support Allowance (ESA)	£	£
Universal Credit (and earning more than £6,000 a year)	£	£
Pensions (state, work and private)	£	£
Rent from anyone living with them	£	£
Rent from other properties owned	£	£
Other monthly income:	£	£
Total monthly income	£	£

Total monthly income – the person responsible for paying the fee may not get a full fee reduction if they (and their partner's) monthly income is more than the amount in the table on the right. You may be asked to provide additional evidence of income.

	Single	**Part of a couple**
Maximum income	£1,170 plus £265 for each child	£1,345 plus £265 for each child
For example:		
1 child	£1,435	£1,610
2 children	£1,700	£1,875

12. Your contact details

Address

Postcode

Email

Phone

13. Declaration and statement of truth

I believe the information I have given in this form is true to the best of my knowledge. If I am found to have been deliberately untruthful or dishonest, criminal proceedings for fraud can be brought against me.

I understand that if I have given false information or I do not provide further evidence if requested, my application may be rejected and the full fee will be payable.

Full name

Signature

Date signed

Please make sure you have completed all the relevant questions and signed the declaration.

Return your completed form to:

Court of Protection
PO Box 70185
First Avenue House
42 – 49 High Holborn
London
WC1A 9JA

DX 160013 Kingsway 7

Office use only

Print form Reset form

Name of office

Amount remitted £

Amount to pay £

Checked by

Full name

Band

Date

Risk controls

Full name

Band

Date