

# 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](http://www.publicguardian.gov.uk) or call 0845 330 2900.
- Exemptions and remissions apply to the person responsible for paying the fee - see Part C of **OPG506**.
- Please use BLOCK CAPITALS to complete this form.

## Section 1 – About the case

Case number (if known)

Which fee does this application relate to?

## Section 2 – About you

What is your relationship to the case?

Donor  Client  Deputy  Attorney  Other

Title

Mr  Mrs  Miss  Ms  Other

First name

Middle name(s)

Last name

Address (including postcode)

Telephone number

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 opposite?

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**

- Income Support
- Income-based Job-Seeker's Allowance
- State Pension Guarantee Credit
- A combination of Working Tax Credit and either Child Tax Credit, Disability Element or Severe Disability Element
- Housing Benefit
- Council Tax Benefit

**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; and
- not enclose a fee with your application. (If you have already paid the fee a full refund will be given).

## 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.**

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

- |   |  |
|---|--|
| <input type="checkbox"/> Up to £11,500      | 100% remission - no fee to pay                 |
| <input type="checkbox"/> £11,501 to £13,000 | 75% remission - you need to enclose 25% of fee |
| <input type="checkbox"/> £13,001 to £14,500 | 50% remission - you need to enclose 50% of fee |
| <input type="checkbox"/> £14,501 to £16,000 | 25% remission - you need to enclose 75% of fee |
| <input type="checkbox"/> Over £16,000       | You are not entitled to a fee remission.       |

## Section 5 – Declaration

I declare that the information I have given is true to the best of my knowledge and I enclose the required documentary evidence to support the claim for a fee exemption or remission.

Signed

Dated

**Return your complete application to:**

Office of the Public Guardian, Archway Tower, 2 Junction Road, London N19 5SZ

### For official use only

Confirmed evidence for exemption

Confirmed evidence for remission

Remission percentage

Confirmed correct fee paid

Refund requested

Authorised by

Date