



Important:

If you're applying for help with Court of Protection fees and you're currently receiving qualifying benefits, you must send evidence alongside your completed application. This is because of a temporary technical problem we are experiencing.

This includes a full breakdown letter from the Department for Work and Pensions (DWP), which should detail your assessment date and confirm the benefit you receive.

Any documents submitted must clearly identify both you and your partner (if applicable), with evidence that you share the same address. You can send this information along with your Help with Fees reference number to the Court of Protection office via post or the online portal for Property and affairs Deputyship cases if applying online (copies, scans or mobile screenshots). You can request proof of your benefits through the DWP, which may include a letter of entitlement, a proof of benefit letter, or other official documentation.

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.

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 is the status of the person responsible for paying the fee?

- ☐ Single
- ☐ Married or living with someone and sharing an income

4. What does the application relate to?

- ☐ Property and Affairs
- ☐ Health and Personal Welfare

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)**.

5. Do you have a case number?

☐ No

☐ Yes, the case number is

6. Has the fee already been paid?

☐ No

☐ Yes, the fee was paid on

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7. Does the person responsible for paying the fee have more than £4,250 in savings and investments?

☐ Less than £4,250 **Go to question 9**

☐ More than £4,250 **Go to question 8**

8. Is the person responsible for paying the fee 66 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

9. 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 10**

☐ Yes **Go to question 12**

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)	£ <input type="text"/>	£ <input type="text"/>
Child Benefit	£ <input type="text"/>	£ <input type="text"/>
Working Tax Credit	£ <input type="text"/>	£ <input type="text"/>
Child Tax Credit	£ <input type="text"/>	£ <input type="text"/>
Maintenance payments	£ <input type="text"/>	£ <input type="text"/>
Contribution-based Jobseekers Allowance (JSA)	£ <input type="text"/>	£ <input type="text"/>
Contribution-based Employment and Support Allowance (ESA)	£ <input type="text"/>	£ <input type="text"/>
Universal Credit (and earning more than £6,000 a year)	£ <input type="text"/>	£ <input type="text"/>
Pensions (state, work and private)	£ <input type="text"/>	£ <input type="text"/>
Rent from anyone living with them	£ <input type="text"/>	£ <input type="text"/>
Rent from other properties owned	£ <input type="text"/>	£ <input type="text"/>
Other monthly income: <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Total monthly income	£ <input type="text"/>	£ <input type="text"/>

Total monthly income

Single applicants

If you are single, you must have a monthly income less than £1,420 plus £425 for each child aged up to 13, and £710 for each child aged 14 or older.

If you have a partner

You must have a monthly income less than £2,130 plus £425 for each child you have aged up to 13, and £710 for each child you have aged 14 or older.

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

Name of office

Amount remitted

Amount to pay

Checked by

Full name

Band

Date

Risk controls

Full name

Band

Date