

Application for a fee exemption or remission

COP44A

- You should read the booklet **COP44: Fees, exemptions and remissions** before you complete this form. Download it at www.justice.gov.uk or call 0300 456 4600.
- 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?

☐ Application/Appeal fee

☐ Hearing fee

Does your application relate to

☐ Property and Affairs

☐ Health and Welfare

☐ Both

Section 2 – About you (the applicant)

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Last name

Address (including postcode)

Telephone number (including STD)

Daytime

Mobile

Email address

Are you applying for exemption or remission based on your (the applicant's) circumstances or remission based on the circumstances of the person the application is about? See Part C and D of the booklet COP44.

☐ Exemption based on the applicant's circumstances

☐ Remission based on the applicant's circumstances

☐ Remission based on the person's circumstances

For official use only

Confirmed evidence for exemption

☐

Confirmed evidence for remission

☐

Fee number

Amount to remit

Remission percentage

Confirmed correct fee paid

☐

Amount to pay

Refund amount

CP17 completed

☐

Authorised by

Date

Section 3 – Fee exemption or full remission 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 or remission based on permitted benefits but may be eligible for a fee remission **Go to Section 4**

3b Has the person responsible for paying the fee received a damages award of more than £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 or remission based on permitted benefits but you may be eligible for fee remission **Go to section 4**

If No, you are entitled to a fee exemption or remission based on permitted benefits and should:

- enclose documentary proof of entitlement to benefits (see page 7); 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 7 of the booklet COP44).

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 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:

Court of Protection, The Royal Courts of Justice, Thomas More Building, Strand, London, WC2A 2LL