

EPA and LPA Fees

with effect from 1 October 2011

Fee	Amount
Lasting Power of Attorney (LPA) Application to Register	£130
Enduring Power of Attorney (EPA) Application to Register	£130
Lasting Power of Attorney (LPA) Repeat Application to Register	£65
Office copy of a Lasting Power of Attorney	£35
Office copy of an Enduring Power of Attorney	£25

- All fees are payable upon application, and are not refundable (even if the power of attorney is not subsequently registered).
- A separate fee is payable for applications to register Property and Financial Affairs, and Health and Welfare LPAs.
- Application to register fees are payable from the Donor's (the person making the power of attorney) estate/funds.
- Office copy fees are payable by the person requesting the document. There is no remission or exemption available on this fee.

Payment methods

Fees can be paid either by credit or debit card, or by cheque;

- If you wish to pay by debit or credit card, please indicate this clearly in your application form or covering letter and provide your telephone number.
- Cheques should be made payable to 'Office of the Public Guardian' with the Donor's name written on the back.

Remission and Exemption of application fees

The Donor can get a remission or an exemption of application to register and repeat application to register fees based on their financial circumstances. Any application for remission or exemption should be made on the form overleaf at the same time you apply to register an EPA or an LPA, and must be supported by relevant documentary evidence.

Exemption

If the Donor is in receipt of any of the following means-tested benefits and has not been awarded damages of more than £16,000, which were disregarded when determining eligibility for the benefit they are eligible for a full exemption:

- Income Support
- Employment and Support Allowance (income related)
- Income-based Job-Seeker's Allowance
- Pension Guarantee Credit element of State Pension Credit
- A combination of Working Tax Credit and either Child Tax Credit, Disability Element Working Tax Credit or Severe Disability Element (within the Working Tax Credit). This does not include Disability Living Allowance or Invalidity Benefit;
- Housing Benefit
- Council Tax Benefit (not the 25% single person reduction or exemption);
- Local Housing Allowance.

In order to apply for an exemption of fees, you must enclose copies of recent letters (dated within the last three months) confirming receipt of the benefits above, such as letters from the DWP or benefit provider.

Remission

If the Donor's gross annual income is less than £12,000, they will be eligible for a 50% reduction of the fee. Gross annual income may come from employment, non-means-tested benefits (such as Attendance Allowance and Disability Living Allowance), pensions and interest from capital investments.

In order to apply for a remission, you should send us proof of the Client's gross annual income, such as wage slips, bank statements or statements from a pension provider. The evidence provided should cover a period of at least three months.

Hardship

If the Donor does not qualify for remission or exemption but the payment of fees would cause undue hardship, for example make it difficult to meet normal living expenses, you can still apply to have fees waived by writing to the OPG with supporting statements and documents.

Review

If the application for fee exemption or remission is unsuccessful, you can request a review of the decision within four weeks by writing to the Head of Corporate Services at our address. If the original decision to refuse the remission or exemption is upheld, it will be referred to the Public Guardian and Chief Executive for confirmation.

Contact details

Office of the Public Guardian
PO Box 16185
Birmingham B2 2WH

Telephone: 0300 456 0300 (from outside the UK +44 300 456 0300)

Fax: 0870 739 5780

Email: customerservices@publicguardian.gsi.gov.uk

Online: direct.gov.uk/mentalcapacity

DX: 744240 Birmingham 79

Textphone: 0115 9342778

Application for exemption or remission of EPA/LPA Application to register fees

LPA120A

Section 1 – About the case

Donor's full name

Donor's address

Case number *(if known)*

Which fee does this application relate to?

- ☐ EPA Application to register ☐ LPA Application to register
☐ LPA Repeat application to register

Section 2 – About you

What is your relationship to the case?

☐ Donor ☐ Attorney ☐ Other *(Please specify)*

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Last name

Address (including postcode)

Telephone number (including STD)

Daytime Mobile

Email address

If you have already paid the fee, and the application for remission/exemption is successful, please state to whom the fee should be reimbursed

continued overleaf ➞

Section 3 – Fee exemption based on permitted benefits

3a Is the Donor in receipt of one or more of the benefits listed?

- 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, or exemption)
- Local housing allowance

☐ Yes, **Go to question 3b**

☐ No, **Go to Section 4**

3b Has the Donor 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, **Go to Section 4**

☐ No, the donor is eligible for exemption

Section 4 – Remission based on gross annual income

If the Donor's gross annual income is less than £12,000, they may be eligible for a fee remission of 50%. Documentary evidence of gross income must be enclosed with this application.

☐ I wish to apply for remission based on the Donor's gross annual income.

Section 5 – 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: Office of the Public Guardian,
PO Box 16185, Birmingham B2 2WH