

Christmas Grant - Application Form 2011



ORKNEY
ISLANDS COUNCIL

You are entitled to apply for a Christmas Grant of **£49** from Orkney Islands Council's Reserve Fund if:

- you normally reside in Orkney **and** between 1st October 2011 and 25th December 2011 you are **either**:
- a person aged 60 years or over **and** receiving Pension Credit; **or**
- a disabled person aged 18 years or over; **or**
- a parent of a disabled child aged under 18 years

Part 1 - If you wish to apply please tick the box that applies to you:

- I am aged 60 years or over **and** receive Pension Credit
- I receive Attendance Allowance
- I/my child receive(s) Disability Living Allowance
- I receive Incapacity Benefit (this may also be called Employment and Support Allowance)
- I receive Severe Disablement Allowance (this may also be called Employment and Support Allowance)
- I am/my child is Registered Blind

Note: If you are a couple who receive Pension Credit you should complete two separate Christmas Grant applications (one for each person).

Part 2 – Please provide your details (in BLOCK CAPITALS):

Name
Date of Birth
National Insurance Number
Permanent address in Orkney
.....
.....Postcode.....

YOUR CLAIM WILL NOT BE ACCEPTED UNLESS IT IS SIGNED OVERLEAF

Part 3 – Payment Method

Please supply details of your Bank/Building Society Account

Name of Bank/Building Society.....

Address of Bank/Building Society.....

Account Number

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Sort Code

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Name(s) of Account Holder(s).....

Please tick if you **do not** have a Bank/Building Society Account

Part 4 – Declaration (please read carefully before signing)

- I am a person aged 60 years or over **and** in receipt of Pension Credit; **or**
- a disabled person (or a parent with a disabled child)
- I am normally a resident in Orkney and I hereby claim the **£49** grant.
- I authorise the Council to access Council Tax and Benefits/Pension Credits records held to verify my claim (and the records of its Department of Community Social Services if disabled or the parent of a disabled child).

Signature Date

Telephone Number

Please return the completed form to: Orkney Islands Council, Christmas Grants, Council Offices, Kirkwall, KW15 1NY.

Tel: (01856) 873535 Website: www.orkney.gov.uk
Fax (01856) 876158 Email: expenditure@orkney.gov.uk

Note – applications should be returned before 1st December 2011 where possible (claims made after 25 December 2011 may not be considered).

The information given in this application will be treated in confidence and will not be disclosed to any third parties except (a) where permitted by law; or (b) where your consent has been received. The information may be used for (1) the compilation of statistical information, (2) to allow Orkney Islands Council to comply with statutory obligations; and (3) to assist in improving the services of Orkney Islands Council provide. These uses of your personal information are covered by the registration/notifications of Orkney Islands Council under the Data Protection Act 1984/ Data Protection Act 1998. Under these terms of these Acts you have the right to obtain copies of the information held about you upon payment of the appropriate fee.

For office use only	
Certified by.....	Date.....
Supplier Number:	