



APPLICATION FOR LEGAL REPRESENTATION UNDER THE VOLUNTARY FUNDS

Incident: Date **Time** **Location**

- 1. Has legal assistance been obtained previously in respect of this matter **YES / NO**
 If **YES** give Central Committee reference
- Lawyer's name and reference (if known)
- Names of other members also seeking assistance in relation to this matter

TO BE COMPLETED BY THE APPLICANT

2. PERSONAL DETAILS

Full name Male / Female

Rank and number Force Station/Unit/Squad

Private address

..... Post Code

Telephone Station Home Mobile

Email Station Home Date of Birth

3. BRANCH BOARD DETAILS

Name of JBB Official in case Telephone

Name of Friend/Representative Rank and number

Station/Unit/Squad to which attached

Telephone Station Home Mobile

Email Station Home

4. REASON(S) FOR WHICH REPRESENTATION SOUGHT (PLEASE TICK APPROPRIATE BOX(ES))

MISCONDUCT	
Special Case Hearing (fast track)	<input type="checkbox"/>
Misconduct Hearing	<input type="checkbox"/>
Appeal to Police Appeal Tribunal	<input type="checkbox"/>

PERFORMANCE	
Stage 3 Meeting (gross incompetence)	<input type="checkbox"/>
Appeal to Police Appeals Tribunal	<input type="checkbox"/>

5. **Date for which hearing / stage 3 meeting is scheduled**(if known)

6. HEARING/STAGE 3 MEETING

Regarding the allegation against me I intend, at this stage, to **ADMIT / DENY / I AM UNDECIDED**
(DELETE AS APPROPRIATE)

7. APPEAL

I intend, at this stage, to challenge the **FINDINGS AND / OR OUTCOMES IMPOSED**
(DELETE AS APPROPRIATE)

8. I ENCLOSE COPIES OF ALL RELEVANT DOCUMENTS

9. I DO / DO NOT OBJECT TO THIS CASE BEING CONDUCTED BY WAY OF ‘BAR DIRECT’ IF DEEMED APPROPRIATE BY THE FEDERATION (DELETE AS APPROPRIATE) **(please discuss this with your Friend or Branch Board official)**

10. DECLARATIONS

(A) I understand that the Police Federation will not be responsible for any costs incurred prior to its written instructions being sent to the Police Federation’s appointed solicitors. I am aware that I may instruct my own solicitor but that I can only do so at my own expense.

(B) I understand that by seeking legal assistance I am agreeing to the processing by the Police Federation and the Police Federation’s appointed solicitors of information provided by me to the Federation for the purposes of the Federation funding legal services for me. I understand that this information will be maintained by the Police Federation and destroyed approximately 6 years following the completion of work relating to my application. I understand that all personal information is treated with the utmost confidentiality and with appropriate levels of security.

In consideration of the Police Federation granting legal assistance to me, I understand that if, as a result of any dishonest or wilful act or omission or exaggeration on my part, the Federation incurs liability for legal costs and/or disbursements that are not recoverable from a third party, then I will be liable to reimburse such costs and/or disbursements to the Federation. In the event of any recovery of damages I authorise that such costs are payable from my damages.

The following information is collected by the Federation to monitor delivery of its services. Any data provided will be used only for the purposes of such monitoring and the completion of this section will be treated as comprising your explicit consent to the processing of that data for that purpose only.

Ethnicity

White-British	White-Irish	White-Other	
Mixed-White & Black Caribbean	Mixed-White & Black African	Mixed-White & Asian	Mixed-Other
Asian/Asian British-Indian	Asian/Asian British-Pakistani	Asian/Asian British-Bangladeshi	Asian/British-Other
Black/Black British-Caribbean	Black/Black British-African	Black/Black British-Other	Chinese
Other Ethnic Group (Please specify)			Prefer not to say

Sexual Orientation

Lesbian or Gay	Bisexual	Heterosexual	Prefer not to say
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Age Group

Under 20	21-30	31-40	41-50	51-60	Over 60	Prefer not to say
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Religion or Belief

Christian	Buddhist	Hindu	Jewish
Muslim	Sikh		None
Other (please specify)			Prefer not to say

Do you have a disability under the terms of the Disability Discrimination Act?
 (ie a physical or mental impairment that has a substantial and long term adverse impact on your ability to carry out normal day to day activities)

Yes	No	Prefer not to say
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Signed Date

TO BE COMPLETED BY THE BRANCH BOARD SECRETARY

- 11. (a) Applicant is a contributor to Police Federation Voluntary FundsYES / NO
- (b) Applicant was a contributor to Police Federation Voluntary Funds on the date of incident/issue ..YES / NO
- (c) Applicant is entitled to seek the assistance of the Police FederationYES / NO
- (d) The case has been designated as being eligible for legal representationYES / NO
- (e) The case is suitable for Bar DirectYES / NO

I UNDERSTAND THAT LEGAL SERVICES will be provided by the Federation’s retained or panelled lawyers. In exceptional and urgent circumstances approval may be granted by the Deputy General Secretary for the use of a member’s nominated lawyer. If approval is sought please contact the Joint Central Committee Claims Office.

Signed Date

FOR COMPLETION BY THE DEPUTY GENERAL SECRETARY, JOINT CENTRAL COMMITTEE

12. LEGAL REPRESENTATION / ADVICE RE PLEA IN RESPECT OF HEARING / STAGE 3 MEETING / APPEAL

To be provided by (Solicitor’s name and firm or, in Bar Direct cases, Barrister’s name and chambers address)

Authorised Date