



Application For Legal Disciplinary Assistance Under Regulation 17

PLEASE COMPLETE IN TYPED FORMAT - NO HAND WRITTEN SUBMISSION

Civil Legal Aid Application Form

Date sent

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Instructions:

1. Complete the form in full.
2. Sign and date the declaration.
3. Attach all relevant documents to the form.
4. If confidential, this may be forwarded directly to the Chair.
5. Applicants must supply full and accurate information upon which a solicitor or friend can be instructed at this stage.

I am a contributing member of the British Transport Police Federation, not in arrears with contributions, and was a contributing member at the time of the alleged incident.

I hereby agree to pay the British Transport Police Federation on demand the legal costs contribution that may arise under the above terms and is contained in my letter of authorisation from the Chair.

I accept that the contribution will be determined at the discretion of the Chair and once notified to me, become payable on demand.

I understand that the Federation will not be responsible for any costs incurred prior to their written instructions being sent to the nominated Solicitor to act on my behalf.

I further understand that legal advice will cease at the time I am charged or summoned with any criminal or discipline offence and that it will be necessary to seek authorisation separately, through my Solicitors, for representation before any Criminal Court or Discipline Board at which I am entitled to legal representation.

Section A — Claimant's details

☐ Mr.
 ☐ Mrs.
 ☐ Ms.
☐ Miss
 ☐ Other

Claimant's name

Home Address

 Postcode

Date of birth

 / /

Telephone number

Personal e-mail address

Rank and Station

Warrant No.

Work Address

 Postcode

Section B — Representative details

Name

Station Address

 Postcode

Committee

Telephone number

E-mail address

Section C — Defendant's details

☐ Mr.
 ☐ Mrs.
 ☐ Ms.
☐ Miss
 ☐ Other

Claimant's name

Home Address

 Postcode

Date of birth

 / /

Telephone number

Rank and Station

Warrant No.

Work Address

 Postcode

Section D — Incident details

Date of incident

 / /

If exact incident date is not known please select the most appropriate date and provide further details in Section e2.1

1.2 Estimated time of incident (24-Hour Clock)

1.3 If relevant, where did the incident occur?

Please provide sufficient detail to identify the precise accident location (e.g. station name, platform number, permanent location feature, train company, office, etc).

1.4 If relevant, was the accident reported?

No

Yes, please detail to whom the incident was reported in section **e2.1**

Section E — Incident details

2.1 Please provide a comprehensive account of the event or issue that forms the basis of your request for legal advice or assistance. Include, where possible:

- the name and details of any relevant parties
- clearly explain why you believe the defendant is responsible for the incident.
- any other information or circumstances that may assist in evaluating your application.

Please note that this written communication will be forwarded to our in-house solicitors and will be treated in the strictest confidence accordingly

Section F — Terms & Conditions

ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL – YOU CAN VIEW OUR PRIVACY POLICY AT

www.btpolfed.org.uk/privacy

Subject to the terms of this regulation and the relevant member not being in arrears with the subscription or other dues, the said member should be entitled to such legal advice as the circumstances may require upon acting as a constable on or off duty, at the discretion of the chairperson.

No member shall be entitled to legal advice upon the happening of such event as is mentioned above unless prior notification has been given through the area secretary or the national chairperson within 28 days of the event. An extension of this time limit may be permitted at the discretion of the national chairperson. The necessary application form must be completed with a full report of the event causing the application. This may be under separate cover and anything within the report shall be treated as confidential between the member and the national chairperson.

No financial assistance in relation to any allegation of driving with excess alcohol or any non-prescription drink or drug-related matter will be granted.

CIVIL

In relation to civil matters, the Federation may meet the costs of one consultation if accepted with a legal representative nominated by the federation. Thereafter, further costs will only be met if a prior agreement is reached between the member and the chairperson after consultation.

Where a member dies, whether or not in service, legal assistance may be afforded to the surviving spouse, dependents or other persons in connection with any claim.

In relation to CICA appeals, benefits agency appeals and employment tribunals, the applicant may be required to contribute towards any legal costs.

GENERAL

The provision of legal assistance involving the support of legal proceedings is a matter entirely at the discretion of the chairperson, who shall, in considering whether or not proceedings shall be supported, take all factors into account, including the amount at stake, the principals involved, the conduct of the member and all other relevant factors. In all cases where it is decided that assistance shall be given, the member may, at the discretion of the national chairperson, be required to contribute to or pay the costs involved.

The acceptance by the federation of liability for legal assistance under these regulations shall be strictly subject to the observance by the member of the following conditions:

(a) negotiations or legal or other proceedings required in the case shall be wholly carried out or initiated or negotiated by the federation or its agents employed or retained for that purpose, and

(b) should any member make arrangements to settle without consent of the national chairperson or the appointed legal representative the member shall be liable to indemnify the federation for whatever costs the federation may have incurred.

If there is a dispute regarding the granting of legal assistance, then an appeal may be made to the management board; three members sitting without the chairperson and general secretary for adjudication.

Application for legal advice shall only be made by a member, through the divisional secretary, to the national chairperson, who shall have discretion in granting such advice.

Any member or dependent receiving the benefit of the federation's assistance under these rules shall at all times give such information and render such assistance within the member or dependent's power or control as the case may require.

In respect of civil or criminal actions, this federation will not support either side in cross-allegations between members.

Section G — Other relevant information

3.1 What is the nature of your claim?

Personal Injury

Road Traffic Accident

Discrimination

Other

3.2 If applicable, have you attached relevant documentation/evidence?

Yes

No

3.3 Have you provided a typed or handwritten statement detailing the issue as requested in section e2.1

Yes

No, this has been sent directly to the Chair

Section H — Signature

☐ I am the Claimant

☐ I believe that the facts stated in this form are true.

Signed - Full name accepted as Signature

Date

/ /

Name of Area Secretary

Date

/ /

☐ I have retained a signed copy of this form

