

APPLICATION FORM

Referees: Please ensure that all questions are answered in full in block letters

PARTICULARS OF APPLICANT:-

Mr.
1) NAME [in full] Mrs./ Ms. _____
Miss (Forenames) (Surname)

2) ADDRESS . _____
County & FULL POSTCODE **MUST** be given

APPLICANT'S OWN TELEPHONE No. _____

IF possible, please also give a contact name & T/No. _____ (for installation purposes).

3) DATE OF BIRTH: _____ / _____ / _____
DAY MONTH YEAR

4) NATIONALITY STATUS _____

4a) IS APPLICANT AN ASYLUM SEEKER,? "YES" _____ or "NO" _____. IF "YES", WHAT IS THEIR STATUS _____ (Please note our current policy is to help only those people with leave to remain).

5) IS THE APPLICANT: ELDERLY? e.g. OVER "60"
Please tick as appropriate HOUSEBOUND?
DISABLED?

NATURE OF DISABILITY (Please give details):
.....

<u>FOR OFFICE USE ONLY</u>	DATE RECEIVED:
	DATE APPROVED:
	APPROVED BY:
	TV / RADIO CASE No: _____

6) DOES APPLICANT LIVE ALONE ? YES NO

IF "NO", please give particulars of ALL persons living with applicant. n.b. (includes spouse/partner and Children)

Name(s)	Age(s)	Relationship to the applicant	Employed <i>or</i> In Education	Weekly Contribution to Household (£)

7) APPLICANT'S FINANCIAL POSITION:

We take into account an applicant's financial position in assessing eligibility. This is based on entitlement to the following means tested benefits. (Disability Living Allowance is NOT a qualifying benefit).

PLEASE TICK THE APPROPRIATE BOX

The recipient is in receipt of the following benefits:-

WORKING AGE

PENSIONABLE AGE

INCOME SUPPORT
INCAPACITY BENEFIT

GUARANTEED PENSION CREDIT

N.B. A COPY OF THE RELEVANT CURRENT AWARD LETTER MUST ACCOMPANY THIS APPLICATION

If the applicant is not in receipt of one of the above means tested benefits but you would still like us to consider their application, please summarise the circumstances in a covering letter:-

8) DEBTS: *Please specify* * (e.g. Hire purchase, Social Fund, etc). _____

SAVINGS / CAPITAL

Total savings, capital, investments £ _____
[Please note that you only need to tell us if you have savings of more than £6,000]

9) Type of Accommodation (eg: House, Flat, Sheltered, etc.) _____

10) Conditions of Tenure (Rented, Owner/Occupier, etc) _____

11) Has Applicant ever had a Television before? YES / NO (NOT necessarily via "our" scheme).

If 'YES' when? _____, and what happened to it? _____

12) How will the set benefit Applicant and any other information in support of this application:-

DECLARATION BY PERSON IN WHOSE NAME THIS APPLICATION IS MADE

I agree to take all reasonable steps to look after the set to be provided by the Society for my personal use and not to remove, have removed, or to dispose of **any** rented equipment without the written consent of the Society. I also undertake to allow *only* W4B – The TV and Radio Charity's authorised agents to repair any equipment provided. For the purpose of the Data Protection Act 1998, I agree to the information given to the Society being kept by them and used in providing a service to me.

Date: _____ Signature of applicant: _____ [= Person named in Question 1]

13) IS A TELEVISION SET REQUIRED ?

IF SO, please indicate preference:-

19" Portable TV You WILL require an aerial = (not supplied) 'PURCHASED' with a 3yr warranty

28" NON portable TV You WILL require an aerial = (not supplied) 'RENTED'

32" NON portable TV You WILL require an aerial = (not supplied) 'RENTED'

Are there any particular needs regarding the type of TV we should know about. eg. hard of hearing/visual impairment?

State here:-

Is there an external aerial at the Property? Please tick Yes or No

Is the aerial communal? Please tick Yes or No

Is the aerial digital? Please tick Yes or No

NOTE

- a) PLEASE advise the Society *immediately* should any RENTED set be lost, stolen or damaged, to enable the rental & maintenance agreement to be cancelled. TBC *will* charge the Society for the value of the set.
- b) When a RENTED set is no longer required **please contact the Society** so that we can arrange for its return to TBC.
- b) The 6 monthly Report Forms (each *March & September*) relating to RENTED televisions to be answered by the Sponsor within 3 weeks please – by **post, fax, 'phone or e.mail**.

14) COLOUR TELEVISION LICENCE (*Persons 75 and over are exempt*).

If a licence is required please provide the following information. *Following installation of our television the Society is usually able to buy ONE colour television licence, providing NO other means are available. Applications for licences alone are not accepted.*

- Does the applicant have a current TV licence? Yes No
- Please give expiry date of current / last licence. _____ & TV Licence No. _____
- Is the applicant in receipt of a TV licence under any other scheme (Sheltered Housing, Residential Care etc)?

If **Yes**, please state which. _____

- Is the applicant part of a TV pre-payment plan? Yes No
- Is the applicant part of the Cash Easy Entry Scheme? Yes No
- Is the applicant registered blind or entitled to a reduction in the licence fee for any reason? _____

If so, please provide a copy of relevant proof.

The Society will provide the first licence where needed to help applicants budget for their subsequent TV licences. If the applicant has difficulty the Society will consider further assistance when presented with evidence from a referee at the appropriate time.

(No need to complete item 15 *if* a radio has **already** been issued through our 'Radio Stock Held' scheme.)

15) IS A RADIO REQUIRED ? **YES / NO** If applicant has special needs, please advise us accordingly.

OR A RADIO /CD /CASSETTE **YES / NO**

PLEASE COMPLETE IN BLOCK LETTERS (*in full*):-

NAME OF CONTACT/REFEREE (Mr. / Mrs. / Ms. / Miss. / Other.)

.....

Job Title where applicable (*e.g. Social Worker / Welfare Officer, etc*)

NAME OF REFERRING ORGANISATION:-

.....

DEPARTMENT

ADDRESS

..... FULL POST CODE

Telephone No(s): Ext.

Fax No:

e.mail address:

Date:

DECLARATION ON BEHALF OF REFEREE

I declare that the above particulars are true to the best of my knowledge. Furthermore, I undertake (a) to complete and return the Society's Report Forms promptly. (b) To inform the Society immediately of any change in circumstances, i.e. change of address, or death, (c) To ensure that when a rented set is no longer required the Society is informed and collection instructions are given without delay.

Please note, for RENTED equipment the Society will need the Referee to maintain ONGOING, long-term contact with the applicant.

N.B. A COPY OF THE RELEVANT CURRENT AWARD LETTER MUST ACCOMPANY THIS APPLICATION

**** SIGNED**, by Referee.....

Please state how you heard about us

Checklist – please contact us if you require any guidance

REFEREE – Please ensure

- you AND the applicant have signed in the appropriate places before submission as we regret unsigned forms cannot be accepted
- Please don't forget to enclose the award letter naming relevant benefits received
- Type of set required is completed
- Information regarding property and aerial arrangements is completed
- Information regarding TV licence is completed
- All telephone numbers and post codes have been supplied
- Any supporting information is enclosed

Guidance notes on completing our application form

We are a National Charity founded in 1939 and operating throughout the UK. Our aim is to provide radio &/or television sets for “the needy, bedridden, housebound, disabled and elderly who are unable to afford a set for themselves”. We hope to tackle the effects of low income which can cause loneliness and isolation. In all cases, priority is given to elderly and disabled people where our help will significantly relieve isolation. If you have any query after reading these Guidance Notes please contact the office before making an application.

- **Applications must be made using our form.**
- **Applications have to be made by a Referee** on behalf of a potential beneficiary. Individuals cannot apply on behalf of themselves or a family member.
- **A Referee can be an individual not related to a potential beneficiary. They also may come from** a recognised organisation, for example: a charity, a recognised religious organisation, care worker, or personal assistant. If you are uncertain please contact us. It is recommended that beneficiaries of the Charity do not provide references for each other.
- **Applications must be signed.**
- **Documents we request.** To process any application we need a current award letter clearly stating that the individual is in receipt of a qualifying benefit. (DLA is not a qualifying benefit). This must be an official document and name the benefit.
- **Savings/capital/Investments.** Referees should satisfy themselves of the level of Savings/Capital/Investments that the individual they are sponsoring has.
- **TV Licences.** The Society does not provide licences unless the applicant is in receipt of or is applying for equipment from the Society. The Society expects the applicant to make provision for any subsequent licences, but will consider making provision in exceptional circumstances outlined by a sponsor.
- **Please complete the check list at the end of the Form**

We do not fund:

- Individuals applying upon their own behalf
- Organisations
- Grant-making bodies to make grants on our behalf
- Statutory bodies
- Top up funding on under-priced contracts

We can consider applications on behalf of people who:-

- Spend a significant period confined to their home due to age, medical condition or impairment / disability (physical, emotional, or sensory).
- Are in financial need of assistance. The key question being 'can the individual reasonably afford to buy a set for themselves?' This is based on net disposable income. In addition, the level of savings is taken into account. A person with over £6,000 savings would normally be rejected.
- Are not in employment or education.
- Are living permanently within the UK with leave to remain.

Summary - We are a “National Charity providing radio & television for the needy, bedridden, housebound, disabled and elderly who are unable to afford a set for themselves”. In practice this means:-

'Needy' - This is primarily interpreted in terms of financial need.

'Bedridden' - This term is of limited relevance. Most applicants are not bedridden in the strict sense of the meaning.

'Housebound' - This term is interpreted flexibly to include people who spend significant periods confined to their home but need not be totally housebound.

'Disabled' - This includes both physical and emotional impairment.

'Elderly' - This is interpreted as any person over the age of 60.

Timescale: We aim to respond within 10 working days. All applications are treated sympathetically with a degree of flexibility. However, we endeavour to apply our criteria in a fair and consistent way.

Thank you for your interest.