

APPLICATION FOR COMPENSATION

For Police Use

R v

URN

Offence:

Date of offence:

Compensation form – notes for guidance

For queries regarding completion of this form, contact the Witness Care Unit (WCU):

The offence for which proceedings have been instituted may give rise to the question of compensation.

WHERE COMPLETING THIS FORM BY HAND, COMPLETE THE SECTIONS WHICH APPLY TO YOU IN BLOCK CAPITALS, then sign and date page 3.

It is very important that this form is completed as soon as possible. If sent to you by post it must be returned within 14 days to the WCU in the freepost envelope provided. Failure to return this form on time may lead to the case proceeding without an application for compensation being made on your behalf. If you do find that you require extra time, please contact the WCU to see if an extension is possible.

PLEASE NOTE: the court will decide whether or not to order compensation. The Police have no authority over this decision.

Personal injury claims can also be pursued via the Criminal Injuries Compensation Authority.

A. Property stolen (and not recovered) or damaged

This section covers property stolen or damaged that has not been recovered by police. It includes damage caused in a road traffic collision.

It is important that you provide documentary evidence to support your claim. **This means that copies of receipts, estimates or bills should be provided wherever possible.** Property recovered by police but not yet returned to you (due to it being used in evidence) should not be claimed for, as this will be restored upon completion of the court case. If your case involves a road collision, it is important that you provide us with details of your insurance company so we can liaise with them during the prosecution.

Name and address of your insurance company:

Policy No.:

Description of item(s) stolen/damaged*:

Costs of replacement or repair (including VAT).

Total:

B. Other expenses incurred as a result of the offence

This relates to any loss of earnings (if you had to take unpaid time off work due to injuries sustained), taxi fares or hospital expenses incurred as a result of your injuries.

It is important that you provide documentary evidence to support your claim. This means copies of receipts, estimates or bills should be provided wherever possible.

Details of loss/expense*:	Amount:
Total:	

C. Personal injury (include an injury sustained as a result of a road traffic collision)

This relates to any injury sustained as the result of an assault or traffic collision. In serious injury cases, where you may suffer long-term effects, please keep the WCU informed of your condition as the case progresses.

The police can only obtain medical evidence on your behalf if you have signed a medical consent form which authorises us to do so. We can then contact the hospital, your GP or dentist and ask them to provide a statement detailing your injuries and treatment. The police officer in charge may have already asked you to complete a form. If not, please contact the WCU as soon as possible.

Describe your injuries*:

Details of medical treatment received*:

Date(s) of hospital attendance:

Name of consultant/doctor:

[*Please continue on a separate page if the space provided is not sufficient]

D. Insurance details

It is important that you tell us of any claims you have already made or intend to make via your car / home / medical insurance. Please ensure that a copy of your claim form and / or the company's reply is attached to this form.

Name of insurance company:

Address of insurance company:

Policy number:

Loss of 'no claims bonus'? Yes No If 'Yes', please give amount:

Excess on policy? Yes No If 'Yes', please give amount:

Confirmatory letter from insurance company attached? Yes No

Details of claimant

Name:

Address:

Home telephone:

Mobile:

E-mail address:

Signature (where form completed by hand):

Date:

Victim Personal Statement (VPS)

You have the right to make a VPS. This is a record of the impact that the crime has had on you and your family. It gives you a chance to explain, in your own words, how the crime has affected you, whether physically, emotionally, financially or in any other way. If you have not already made a VPS and you wish to do so, contact the WCU on page 1.