

**WEST DERBY WASTE LANDS CHARITY**  
**Registered Charity No. 223623**

**APPLICATION FORM**

**How can we help you?**

Our purpose is to improve the lives, health, welfare and general wellbeing of people within the West Derby Waste Lands area. We help the young, the old, the infirm, and support those in difficult financial circumstances - people who are in need, hardship or distress. We are looking to support eligible applicants who do not have the resources to pay for the normal things in life or to meet extraordinary and unexpected expenditure. We do this by paying one-off grants.

**Eligibility**

The eligibility criteria are laid down in the constitution of West Derby Waste Lands Charity. All applicants need to meet two simple criteria:

- An applicant must be experiencing need, hardship or distress
- An applicant must live within the boundaries of the Ancient Township of West Derby. This comprises parts but not all of Liverpool postcodes L7, L11, L12, L13 and L14.

The Secretary (see below for contact details) holds a map showing the boundaries of the Ancient Township of West Derby and is able to advise whether any given address falls within it.

Payments are made on an entirely discretionary basis, and no correspondence will be entered into in respect of any decision of the Trustees.

**Sponsorship**

We encourage you to have your application sponsored/supported by a relevant organisation. If that is the case please enclose an appropriate letter from that organisation.

**Privacy and Data Protection**

The information requested in this form is required to enable us to administer the affairs of West Derby Waste Lands Charity in accordance with its constitution and comply with all applicable laws and regulations. Your attention is drawn to the notice concerning privacy and data protection at the end of this form, which sets out our policy in more detail.

**ALL APPLICATIONS WILL BE TREATED IN STRICTEST CONFIDENCE**

<p><b>Please provide as much information as possible to help the Trustees assess your needs. If you have any difficulty in completing this application form we recommend that you seek assistance from your local Citizens Advice Bureau.</b></p>
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**SECTION 1 - Why are you making this application?**

**Please set out below, as fully as possible, the reasons for your making this application. Describe as clearly as you can the benefit to you if a grant is awarded. If the application is for the purpose of meeting expenditure on a specific item or items please enclose relevant estimates/quotes with the application.**

## SECTION 2 - Your personal details

### 2.1

Title:  First Name:  Surname:

Address:

Postcode:  Telephone - Home:  Mobile:

email:

2.2 **Is your home:** Owned outright  Owned with mortgage  Rented   
(Tick as appropriate)

2.3 **Date of birth**

2.4 **National Insurance number**

2.5 **Current or former occupation**

### 2.6 Current marital status:

Single  Married  Widowed  Divorced/Separated  Civil Partnership

### 2.7 Health considerations

Are you or is anyone in your household disabled?  If YES please tell us who

Please give details in the space below or on an additional sheet, along with details of any other need or condition (e.g. poor health) that deserves special consideration or incurs exceptional expenditure. Please provide as much information as possible.

**Details:**

**SECTION 3 - Your household**

**3.1 Do you live:** Alone  With spouse/partner   
With children  Other   
(Tick as appropriate)

Please give full names and relationship, and age if under 18

**3.2 Besides you and your spouse/partner does any other person living in your household contribute to household expenditure?** Yes  No

If YES please state who that person is

If YES how much is their weekly contribution?

£

**SECTION 4 - Financial information****4.1 Income**

Please enter details of gross income before deduction of income tax

	<b>Self</b>	<b>Spouse/partner</b>	
<b>Income from employment</b>	£	£	per week
<b>State pension</b>	£	£	per week
<b>Pension credit</b>	£	£	per week
<b>Income support</b>	£	£	per week
<b>DLA/PIP payments (please specify)</b>	£	£	per week
<b>Housing benefit</b>	£	£	per week
<b>Other state benefits (please specify)</b>	£	£	per week
<b>Occupational pension</b>	£	£	per year
<b>Bank/Building Society interest</b>	£	£	per year
<b>Dividends (please attach details)</b>	£	£	per year
<b>Income from family and relatives</b>	£	£	per year
<b>Other income (please specify)</b>	£	£	per year

**4.2** Please provide the same information as to income of all other members of your household in the space below or on an additional sheet.

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**4.3 Outgoings**

<b>Council tax (amount payable by you)</b>	£	per year
<b>Water charges</b>	£	per year
<b>Rent</b>	£	per year
<b>Mortgage interest payable (NOT capital element)</b>	£	per year
<b>Nursing or residential care home fees (payable by you)</b>	£	per week
<b>Gas/electricity</b>	£	per week
<b>Food/clothing</b>	£	per week
<b>Insurance</b>	£	per year
<b>Other expenditure (please specify)</b>		

#### 4.4 Capital

	Self	Spouse/ partner
Cash in bank/building societies (please give details)	£	£
Stocks and shares (please give details)	£	£
Savings Certificates	£	£
Any other capital (please give details)	£	£

#### 4.5 Debts and liabilities

	Self	Spouse/ partner
Bank overdraft (please give details)	£	£
Mortgage debt (please give details)	£	£
Mortgage or rent arrears	£	£
Other debts (please specify)	£	£

#### Section 5 - Additional information

Please use the box below, or an additional sheet, to provide any further information that you believe will assist the Trustees in coming to a decision on your application.

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## Section 6 - Evidence of Identity

In support of your application we will require copies (not originals) of the following documents:

- your birth certificate, passport or driving licence
- a bank statement, council tax bill or utility bill not more than 6 months old with your current address
- if the application is for the benefit of a child under the age of 18, a birth certificate showing your relationship to that child

We reserve the right to ask for such further documentation as we deem reasonably necessary to verify any of the information provided by you in this application form.

## Section 7 - Privacy & Data Protection

- 7.1 The information requested in this form is required to enable us to administer the affairs of West Derby Waste Lands Charity in accordance with its constitution and to comply with all applicable laws and regulations. It will be used for that and no other purpose.
- 7.2 The information provided by you (the 'personal data') will be shared with:
- the Trustees from time to time of West Derby Waste Lands Charity
  - the Secretary from time to time of West Derby Waste Lands Charity
  - the Independent Examiner and/or auditor from time to time of West Derby Waste Lands Charity
  - any other persons or bodies to whom we may from time to time be required by law or regulation to disclose the personal data or any part of it.
- 7.3 If you have disclosed to us personal data of any other person you warrant to us that you have the consent of that person to do so or are otherwise authorised.
- 7.4 We will use our reasonable endeavours to keep the personal data secure. The personal data will not be shared with any other third party, although it may be seen (and if so, on a confidential basis) by those providing services to us and our Secretary.
- 7.5 The personal data will be retained by us:
- for the period of seven years from the 1st December next following the date on which your application is finally approved or rejected (as the case may be), or
  - for such longer period as we may be required by law to retain the personal data.

- 7.6 If you are awarded a grant the personal data will be used for the purpose of communicating with you for the purpose of paying such grant to you and from time to time thereafter as may be reasonably necessary to satisfy ourselves as to the use to which the grant has been put.
- 7.7 We will amend the personal data to reflect any changes in it of which we become aware. You will assist us in keeping the personal data accurate and up to date by advising us promptly of any material changes.
- 7.8 By making this application to West Derby Waste Lands Charity you expressly consent to our retaining the personal data in the manner and for the purposes set out above.
- 7.9 In addition to your express consent we assert our legitimate interests as a basis for the retention and use of the personal data, in the manner described.
- 7.10 You (and any other person referred to in this application) may withdraw the consent given in this application at any time by notice in writing to the Secretary (see below) but if you do withdraw consent we will continue to rely on our legitimate interests as the basis for continuing retention and use of the personal data, in the manner described.

**Section 8 - Form of Declaration**

I (insert full name) declare that the statements I have made on this application form are true and complete to the best of my knowledge and belief. I understand that if I knowingly make any false statements in pursuit of my application for a grant I may be committing an offence.

I consent to the retention and use of my personal data in accordance with Section 6 (Privacy & Data Protection) of this application form.

Signed by applicant .....

Signature of Witness .....

*The witness should be independent, i.e. **not** a relative*

Name of Witness .....

Address of Witness .....

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Occupation of Witness .....

Date .....

**Submitting your application to West Derby Waste Lands Charity**

**Before sending this form to us please check that you have:**

- Completed all sections of the form (and any continuation sheets)
- Included separately any details requested
- Included the documents referred to at Section 6
- Signed the declaration
- Had your signature witnessed *by an independent person*

**This form, duly completed, should be sent to:-**

**Lawrence Downey MA (Oxon)  
Secretary  
West Derby Waste Lands Charity  
Ripley House  
56 Freshfield Road  
Formby  
Liverpool  
L37 3HW**

**What happens next?**

Your application will be acknowledged by the Secretary, who will check it for completeness. Subject to receiving any further information/documentation that we may request, your application will be considered by the Trustees at the next available meeting. Trustees' meetings are ordinarily held every three months.

We may require an applicant to be interviewed before a grant is made.

If your application is successful and a grant is awarded payment of the grant will only be made by cheque drawn in your favour and sent to you by post to the home address given in this form or such other permanent home address as you may notify to us. No cash payment will be made in any circumstances.

**Please tell us how you would prefer us to communicate with you**

By post  By email  By telephone

**If you have any queries about this application form or require any further clarification please contact the Secretary as follows:**

**Lawrence Downey, Secretary, West Derby Waste Lands Charity,  
Ripley House, 56 Freshfield Road, Formby, Liverpool L37 3HW**

**Tel: 01704 879330**

**email: [lawrence@westderbywastelands.org.uk](mailto:lawrence@westderbywastelands.org.uk)**