

# *The Vale of Leven Hospital Inquiry*

## **APPLICATION FOR AN AWARD IN RESPECT OF COMPENSATION FOR LOSS OF TIME**

You should use this form to apply for an award in respect of compensation for loss of time incurred in attending the Inquiry to give evidence.

You may also apply for an award for expenses incurred to produce any documentation or other thing, or otherwise in relation to the Inquiry.

**Applications for an award for compensation for loss of time must be made in advance.**

Applicants should complete **PARTS I to V**.

**Please read the guidance at the end of this application form.**

When complete, please send the form  
by email to [information@valeoflevenhospitalinquiry.org](mailto:information@valeoflevenhospitalinquiry.org) or

by post to           The Vale of Leven Hospital Inquiry  
                          3<sup>rd</sup> Floor, Lothian Chambers  
                          59-63 George IV Bridge  
                          Edinburgh  
                          EH1 1RN

## **PLEASE COMPLETE IN BLOCK CAPITALS**

### **PART I**

#### **ABOUT YOU**

##### **(a) Your details**

1. Your Name:

2. Your Address (including postcode):

3. Your telephone number(s): (Daytime)   
(Evening)

4. E-mail:

5. Your Bank Details  
Name and Address of Bank

Account Number

Sort Code

Roll Number (if applicable)

**(b) Your Recognised Legal Representative**

If you have appointed a lawyer to represent you, (and you are not already a Core Participant) please provide his or her details as follows:-

6. Lawyer's name

7. Business address:

8. Business telephone number:

9. E-mail address:

**PART II**

**REASON FOR ATTENDING THE INQUIRY**

**a) Your involvement in the inquiry**

Are you a: (please tick)

Core Participant

Witness

Other  Please explain .....

.....

**b) Dates you expect to attend the inquiry**

Please note each day you expect to attend the inquiry. Please indicate if you have been cited to give evidence as a witness. If you have not been cited to attend by the Inquiry Team please explain the reason you wish to attend to watch proceedings.

Date(s)	Reason for attending

**PART III**

**DETAILS OF THE LOSS**

a) Is the reason you will be attending the inquiry related to your employment?

Yes

No

b) Please provide as much information as possible about the loss in the table below and enclose confirmation from your employer that loss of time will be incurred, with your application.

<b>Date(s)</b>	<b>Employer</b>	<b>Hourly Rate</b>	<b>Standard working day</b>	<b>Amount</b>
<b>Total</b>				

**PART IV**

**FINANCIAL RESOURCES**

Please tick the appropriate box:

a) I am not in employment

b) I am in employment or am self employed and my annual gross household income does not exceed £30k

c) I am in employment or am self employed and my annual gross household income is ..... (if more than £30k)

**PART IV**

**Declaration**

I certify that the information given in this application form is to the best of my belief and knowledge true and correct.

Your signature

Date

## Guidance

### Part I General points

1. If you receive a request to attend the Inquiry and you will need to take time out of your working day, you should speak to your employer as soon as possible. If your employer is not prepared to allow you to attend as part of your working day and proposes to deduct wages in respect of the time spent attending the Inquiry (and any time spent travelling to and from the Inquiry), you may apply for an award for compensation in respect of this loss.
2. Awards will not normally be made in respect of witnesses giving evidence in the context of their employment or former employment as the Chairman expects these expenses would be met by your employer or former employer as the case may be.
3. If you are self-employed and you suffer a loss in respect of time spent attending the Inquiry, you may apply for an award for compensation for loss of time. You should provide the Inquiry team with as much information as possible about the loss you will suffer.

### When should I apply?

4. Applications for an award for compensation for loss of time must be made **in advance**. Claims for actual losses suffered can be made thereafter on forms provided by the Inquiry team.
5. Applications for losses already incurred will only be considered in exceptional circumstances (for example where the loss could not have been foreseen).

### Part II

#### Who can apply for an award of compensation or for expenses?

6. Core Participants can apply for an award for compensation for loss of time
7. Witnesses and others can apply for an award for compensation for loss of time or for travel and subsistence expenses only if they are:
  - (a) a person attending the Inquiry to give evidence or to produce a document, or
  - (b) a person who, in the opinion of the Chairman, has such a particular interest in the proceedings or outcome of the Inquiry as justifies an award.
8. Awards for compensation for loss of time will only be made to persons who have **not** been cited to attend the hearings **in exceptional cases**.

### **Part III**

#### **What can I claim for?**

9. If you are employed you can make an application for an award in respect of unpaid wages. If you are self employed you can make an application for an award in respect of income you would have earned.
10. You must include written confirmation from your employer. This should include confirmation of the total amount which would be lost. If you are self employed you will need to submit other supporting evidence.
11. If an award is made you will be paid your gross loss of income. Please note that any tax liability arising out of payment for loss of earnings lies with you and your employer.
12. In some cases the Chairman may make an award for a greater or lesser amount than applied for. Applicants who disagree with the award made have 21 days to submit an objection.

### **Part IV**

#### **Why do I have to disclose financial information?**

13. In determining any application for an award the Chairman is required by law to take into account:
  - a) the financial resources of the applicant; and
  - b) the public interest as far as relating to the making of an award.