**Legal Costs Application Form**

Please fill out this form if you wish to apply for a legal costs award pursuant to section 40 of the Inquiries Act 2005.

All completed forms should be marked for the attention of the Solicitor to the Inquiry and sent by email to [Contact@LampardInquiry.org.uk](mailto:Contact@LampardInquiry.org.uk) or by post - The Lampard Inquiry, PO Box 78136, London, SW1P 9WW.

If you require any assistance in completing the form or if you have questions about the process more generally and wish to speak to a member of the Inquiry team, you can contact the Inquiry by phone on 020 7972 3500, or by email at [Contact@LampardInquiry.org.uk](mailto:Contact@LampardInquiry.org.uk). Alternatively, you can write to us - The Lampard Inquiry, PO Box 78136, London, SW1P 9WW.

The Inquiry will treat all information received in accordance with its Privacy Information Notice, accessible [here](https://lampardinquiry.org.uk/privacy/).

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| **Applicant’s Name:** |  |
| **Recognised Legal Representative:** | Name:  Firm: |

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| **Contact Details** | |
| Full name: |  |
| Postal address: |  |
| Email address: |  |
| Telephone number: |  |
| Preferred method of communication: | Phone  Email  Post |
| Contact details for Applicant’s Recognised Legal Representative: | Name:  Firm:  Postal address:  Email address:  Telephone number: |

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| **Status and Basis for Application** | |
| If you are applying on behalf of an organisation, or anyone else, please provide their details. |  |
| Please explain how the Applicant fulfils one or more of the following criteria:  a. has evidence to provide in respect of the matters set out in the Inquiry’s Terms of Reference;  b. has a significant interest in the matters set out in the Terms of Reference;  c. may be subject to explicit or significant criticism during the Inquiry’s proceedings or in any report produced by the Inquiry; and  d. it is fair, necessary, reasonable, and proportionate to make an award. |  |
| Please set out why legal representation is necessary for the Applicant? |  |
| Please set out why the making of an award for the Applicant’s legal costs is in the public interest? |  |
| If you are making an application on behalf of an organisation, please explain why the organisation cannot meet its own legal costs? |  |

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| **Legal Representation** | |
| Please confirm the nature and extent of the Applicant’s legal representation. You should set out a summary of the tasks the Applicant’s legal representatives will undertake (e.g., advising in relation to making a witness statement, representing the Applicant during oral evidence etc - please see paragraph 9 of the Protocol on Legal Costs for further examples). |  |
| What is the proposed composition and size of the legal team that the Applicant wishes to engage? Please set out the seniority and proposed hourly rates for all legal team members (please see paragraph 14 of the Protocol on Legal Costs for maximum rates). |  |
| Does the Applicant also wish to instruct Counsel? If so, please state the reasons for doing so. Please also include Counsel’s date of call and proposed hourly rate. |  |
| Please state how long the Applicant expects their legal representation to last. |  |
| Please provide an estimate for the number of hours (per week) for which it is anticipated that the Applicant’s lawyers will be engaged on Inquiry work. Please also include an estimate for counsel (where applicable). |  |
| Please provide details of any other foreseeable expenses the Applicant expects to incur relating to legal representation. |  |

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| **Financial Assessment** | |
| Does the Applicant have a disposable household income above £3,200 per month?  *‘Disposable household income’ refers to what is left of the Applicant’s household’s monthly income after living costs have been deducted. Living costs include tax and national insurance, housing costs (e.g. rent or mortgage payments), transportation and travel expenses, food and groceries, utility bills, childcare costs, clothing and debt repayments*. | Yes  No |
| Does the Applicant have any disposable assets worth in excess of £60,000?  *‘Disposable assets’ are assets which may be easily converted and/or used for the payments of legal costs, for example savings or investments. They would not include the value (or equity) of the home the Applicant lives in, household furniture or effects (unless of exceptional value), vehicles owned and used for everyday travel, clothes, tools or implements of the Applicant’s trade.* | Yes  No |
| If you answered yes to either of the two Financial Assessment questions above, please provide further information on the Applicant’s financial position here. You should set out the Applicant’s household’s monthly outgoings (e.g., rent / mortgage payments / childcare payments / any other estimated expenses) and explain if there are special reasons as to why the Applicant would be unable to fund their own legal representation.  If you answered no to either of the above questions, please confirm if there are any other means by which the Applicant could fund their own legal representation. |  |

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| **Any Further Information** |
| Please use this space to provide any further information that you think the Inquiry should consider in connection with this application. |

**Declaration**

I confirm that the information given in this form is true.

**Signed:**

**Name:**

**Dated:**