

LPA Inception Form

? Guidance

Please complete all sections unless marked optional

Section 1 — Who is the person making the power of attorney (“the Donor”)

Title	Address
	Street 1
First name(s)	Street 2
	Town/City
Middle name(s)	County
	Postcode
Surname	Daytime Telephone Number
Date of Birth (dd/mm/yyyy)	Email Address

Section 2 — What type of Lasting Power of Attorney is required?

Please tick

<input type="checkbox"/> Property and Financial Affairs	<input type="checkbox"/> Both
<input type="checkbox"/> Health and Welfare	

Section 3 — Who is going to be the attorney(s)?

Attorneys are the people chosen to act and make decisions on behalf of the donor. You can appoint just one person (but consider a replacement attorney below) or up to 5. They must be over 18.

Title	Address
	Street 1
First name(s)	Street 2
	Town/City
Middle name(s)	County
	Postcode
Surname	Daytime Telephone Number
Date of Birth (dd/mm/yyyy)	Email Address
Relationship to the Donor	

If more than one attorney is appointed, how are the attorneys to act? (Tick one Box)

Jointly	<p>Attorneys must agree unanimously on every decision and they must not act on their own.</p> <p>If one attorney dies or is unable to act, your LPA will stop working and none of your appointed attorneys can act (unless you have appointed a replacement).</p> <p>We do not recommend that you direct your attorneys to act in this way</p>	
Jointly and severally	<p>Attorneys can make decisions together or separately (e.g. if one attorney is not available to act at a certain time).</p> <p>If one attorney dies or is unable to act, the other attorneys can still act under the LPA.</p>	
Jointly for some decisions and separately for others	<p>Although it is possible to direct your attorneys to act in this way, we do not recommend that you do so. If you would like further information or guidance on this please ask us.</p>	

Optional

Replacement attorneys are a backup in the event that one of your attorneys is unable to act in the future. Replacement attorneys are optional. If you appoint more than one replacement, they will all step in at once (and they will be assumed to act jointly unless you specify otherwise).

Section 4 — Replacement attorney(s)

Further attorneys (up to 5 in total) – please see optional section at the end of the form

Replacement Attorney 1

Title	Address
	Street 1
First name(s)	Street 2
	Town/City
Middle name(s)	County
	Postcode
Surname	Daytime Telephone Number
Date of Birth (dd/mm/yyyy)	Relationship to the Donor

Optional

Section 5 — People to notify when the LPA is registered

This section is optional. Depending on your circumstances, it may be sensible to give notice to someone (not your attorneys) that you are making and registering the LPA. This provides an opportunity for concerns or objections to be raised before the LPA is registered and can be used.

Person to notify

Title	Address
	Street 1
First name(s)	Street 2
	Town/City
Middle name(s)	County
	Postcode
Surname	Daytime Telephone Number
Date of Birth (dd/mm/yyyy)	Relationship to the Donor

Where knowledge makes the difference

Section 6 –Who will be the certificate provider?

In appropriate cases we are able to act as certificate provider; our fee for doing so is £50 per LPA.

If you would like us to act as your certificate provider, please confirm:

Otherwise please give details of your certificate provider:

Certificate provider’s details

Title	Address
	Street 1
First name(s)	Street 2
	Town/City
Middle name(s)	County
	Postcode
Surname	Telephone Number

A certificate provider is a person (not your attorney) who signs your LPA to confirm you understand the purpose and significance of a Lasting Power of Attorney and you have the mental capacity to make it. A certificate provider can be:

- someone who has known you for at least 2 years (e.g. friend, neighbour, colleague)

- *someone with relevant professional skills e.g. a GP or healthcare professional, or a solicitor*

How do they know you?

(please give details including how long they have known you)

In a professional capacity

Friend

Other (Please specify)

Although not compulsory, in most cases, we recommend that the LPAs are registered as soon as they are made.

The fee is £110.00 per LPA being registered, payable to the Office of the Public Guardian. We ask you to provide us with the fee in advance of when we make the application.

Registering your LPA

Please tick this box if you DO NOT wish your LPAs to be registered at this stage.

Optional Section

Replacement attorneys are a backup in the event that one of your attorneys is unable to act in the future. Replacement attorneys are optional. If you appoint more than one replacement, they will all step in at once (and they will be assumed to act jointly unless you specify otherwise)

Further Replacement attorney(s)

(up to 5 in total)

Replacement Attorney 2

Title

Address

Street 1

First name(s)

Street 2

Town

Middle name(s)

County

Surname

Postcode

Daytime Telephone Number

Date of Birth (dd/mm/yyyy)

Relationship to the Donor

Replacement Attorney 3

Title

Address

Street 1

First name(s)

Street 2

Town

Middle name(s)

County

Surname

Postcode

Daytime Telephone Number

Date of Birth (dd/mm/yyyy)

Relationship to the Donor

Replacement Attorney 4

Title	Address
	Street 1
First name(s)	Street 2
	Town
Middle name(s)	County
	Postcode
Surname	Daytime Telephone Number
Date of Birth (dd/mm/yyyy)	Relationship to the Donor

Replacement Attorney 5

Title	Address
	Street 1
First name(s)	Street 2
	Town
Middle name(s)	County
	Postcode
Surname	Daytime Telephone Number
Date of Birth (dd/mm/yyyy)	Relationship to the Donor

Legal Services

Where knowledge makes the difference