

# Application for a fee remission

EX160

## 1. About the case

Case or claim number

Name of claimant(s)/petitioner(s)

Name of defendant(s)/respondent(s)

## 2. Your details

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other 

Surname/family name

First name

Address

Postcode

Date of birth

 /  / 

## 3. Full remission based on permitted benefits

**Concession 1**

Do you receive any of these benefits?

☐ Income Support ☐ State Pension Guarantee Credit  
☐ Income-based Jobseeker's Allowance ☐ Working Tax Credit with **no** element of Child Tax Credit

If you have ticked any one of these boxes  
**Go to Section 6**

☐ None of these - **Go to section 4**

## 4. Full remission based on gross annual income

**Concession 2**

Do you have any children?

☐ Yes ☐ No If Yes, how many are financially dependant on you? 

What is your status?

☐ Single ☐ Part of a couple

What is your gross annual income and if part of a couple, your partners income?

Your gross annual income	Your gross annual income	Your partner's gross annual income
£ <input type="text"/>	£ <input type="text"/> +	£ <input type="text"/>

**Total**

£

**You and your partner's total gross annual income**

£

Declaration

☐ I have read pages 3, 4 and 5 of the guidance and confirm that my/our gross annual income exceeds the stated limits. **Go to section 5**☐ I have read pages 3, 4 and 5 of the guidance and confirm that my/our gross annual income does **not** exceed the stated limits. **Go to section 6**

## 5. Part remission based on monthly income and expenditure

Concession 3

This means test is designed to establish your monthly disposable income upon which the court will determine how much of a contribution you will need to pay towards the court fee.

### Monthly income

	Applicant	Partner
<b>Net monthly pay</b>	£ <input type="text"/>	£ <input type="text"/>
<b>Income from people living with you</b>		
• lodger or tenant	£ <input type="text"/>	£ <input type="text"/>
• non-dependant children	£ <input type="text"/>	£ <input type="text"/>
• relative	£ <input type="text"/>	£ <input type="text"/>
<b>Pension</b>		
• state	£ <input type="text"/>	£ <input type="text"/>
• private	£ <input type="text"/>	£ <input type="text"/>
• occupational	£ <input type="text"/>	£ <input type="text"/>
<b>Child benefit</b>	£ <input type="text"/>	£ <input type="text"/>
<b>Other benefits</b>	£ <input type="text"/>	£ <input type="text"/>
<b>Total monthly income</b>	£ <input type="text"/>	£ <input type="text"/>

### Monthly expenses

<b>Monthly housing costs</b>	£ <input type="text"/>
<b>Monthly fixed allowances</b>	
• partner	£ <input type="text"/>
• dependant children (each child)	£ <input type="text"/>
• general living expenses	£ <input type="text"/>
<b>Monthly child maintenance</b>	
• under a court order	£ <input type="text"/>
• voluntary agreement	£ <input type="text"/>
• Child Support Agency	£ <input type="text"/>
<b>Child care expenses</b>	£ <input type="text"/>
<b>Payments under a court order</b>	£ <input type="text"/>
<b>Total monthly expenses</b>	£ <input type="text"/>

## 6. Refund

Are you applying for a refund of a court fee?

☐ Yes

☐ No

If Yes, what is the date you paid this fee?

/  /

## 7. Declaration

You must tick each box. Doing so means that you have read and understood the declaration.

- ☐ I agree to provide documentary evidence to support my statements.
- ☐ I understand this application will not proceed if I fail to provide the evidence.
- ☐ I understand that this application will be refused if I fail to disclose any relevant facts.

## 8. Statement of truth

I believe that the facts and information stated in this application are true.

Signature

Date

/  /

Full name

## For the court's use only

Name of court	<input type="text"/>	Evidence for concession	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<b>Compliance control</b>  Signature <input type="text"/>  Date <input type="text"/>
Reference number	<input type="text"/>	Court fee	£ <input type="text"/>	
Form number	<input type="text"/>	Amount remitted	£ <input type="text"/>	
Signature	<input type="text"/>	Contribution	£ <input type="text"/>	
Band	<input type="text"/>	Date	<input type="text"/>	
		Amount to pay	£ <input type="text"/>	