

**RESIDENTIAL CARE THIRD PARTY TOP-UP APPLICATION FORM**  
**Care Act 2014**

When a person chooses to live in a residential Care Home that charges a higher weekly rate than the standard Council commissioned weekly rate, this is called a Top-Up arrangement. The person (resident) will have had a Financial Assessment to work out how much they can afford to contribute towards the Council's share of the cost of the Care Home.

A Third Party (i.e. a person other than the resident or the Council) will be required to pay the increased weekly amount, i.e. the difference between the Care Home charges and the Council standard rate. The Council must ensure the financial sustainability of any Top-Up, i.e. that the Third Party agreeing to pay the Top-Up can afford to make the payments for at least a period of 3 years.

This form should be completed and returned to the above address if you are applying to enter into a Third-Party Agreement in order to pay the Top-Up residential care home fees.

**Please note:** a Third-Party Top-Up can be a long-term commitment and a default in payment could result in the Council taking legal action to recover the debt and the resident being moved to alternative accommodation.

<b>About You</b>	Details of the person applying to be the Third Party.		
Title	Mr / Mrs / Miss / Ms	Marital Status	
First Name(s)		Surname	
Address & Postcode			
Date of Birth		National Insurance Number	
Name of Resident			
Current Care Home			
<b>About your Dependents</b>	Details of any children aged 17 and under.		
Name	Date of Birth	Age	Address
<b>About your Employment</b>			

Are you employed	Yes / No	What is your occupation	
Name & Address of your Employer.			
If you are currently Unemployed, from what date			
<b>About your Income</b>	You must provide copy evidence of this (e.g. copy letter, payslip, bank statement)		
Type of Income:	How Much?	How often? (i.e., weekly, 4 weekly, monthly, annually)	
Earnings (Net)	£		
State Retirement Pension	£		
Occupational / Private Pension	£		
<b>About your Spending</b>	How Much?	How often? (i.e., weekly, 4 weekly, monthly, annually)	
Mortgage & Council Tax	£		
Rent (after any Housing Benefit)	£		
Insurances	£		
Food	£		
Utilities / Household Costs	£		
Childcare Costs	£		
Loans / Credit Cards	£		
	£		
<b>About your Savings</b>	How Much?	You must provide copy evidence of this (e.g. bank statements)	
Savings Accounts	£		
Investments / Stocks & Shares	£		
<b>Declaration</b>			
<p>I confirm that the information given on this form is true and accurate to the best of my knowledge. I understand that the Council reserves the right to verify any of the information.</p> <p>Bury Council is committed to ensuring that we are transparent about the ways in which we use personal information and that we have the right controls in place to ensure it is used responsibly and is kept from inappropriate access, theft, or misuse.</p>			
Signature of Applicant		Date	