

## Claim for Compensation

**Please note that the issue of this form does not constitute acceptance of liability.**

Your claim will be independently assessed by Income & Systems Team. Please provide us clear details of your claim – you may use extra pages if you need to. Please return the form as soon as possible.

Full name of claimant/s:

Address & Post Code:

Daytime Telephone No/s.:

Please select if you are:

Council Tenant

Leaseholder

Housing customer

NWLDC Resident

Do you have any contents insurance? Yes  No

If Yes, provide name and address of the Insurance company and supply the Policy number:

Do you have any ongoing claims against the Council? Yes  No

If Yes, please provide details and contact Officer details for that claim:

Have you made a previous claim against the Council? Yes  No

If Yes, please provide Date, details and amount of Each and every claim:

Please give details of your claim and why you consider the Housing Service or its agents to be responsible. (Continue on a separate sheet if necessary)


List of items damaged if any: (Continue on a separate sheet if necessary and send copies of receipts/bills (not originals) if available)

Item	Date of Purchase	Serial No. (if applicable)	Cost when purchased	Condition of item

**Declaration**

I/We declare that the details above are true and complete.

The Council reserves the right to offset any outstanding debt you may have at the time of settlement and deduct this from any compensation payment as per our compensation policy.

Signed:  Date:

The information you provide is confidential and subject to requirements of the Data Protection Act of 1998. This personal data will be held and processed by North West Leicestershire District Council for the purpose of assessing your claim and processing any payment thereof subject to liability being accepted.

The personal details you provide may also be shared with our council contractors, our insurers and their loss adjusters, our legal representatives and their agents who assist in the assessment and defence of compensation claims requiring such disclosure and to protect the public funds the Council collects and administers.

Any data may be used to prevent fraud or the misuse of resources. For further information on our privacy notice, please visit [http://www.nwleics.gov.uk/pages/data\\_protection\\_notice](http://www.nwleics.gov.uk/pages/data_protection_notice).

Our compensation policy can be accessed through the council website [https://www.nwleics.gov.uk/files/documents/compensation\\_policy/Housing+Compensation+Policy+2017.pdf](https://www.nwleics.gov.uk/files/documents/compensation_policy/Housing+Compensation+Policy+2017.pdf) . Alternatively, you can request a copy of the policy by ringing 01530-454798.

**Please send your completed form to:**

Income & Systems Team – Housing Compensation  
 NWLDC  
 PO Box 11051  
 Coalville  
 LE67 0FW