

## Alternatively...

We can apply to the Court of Protection to appoint Staffordshire County Council as deputy to manage the financial and property affairs of people who lack mental capacity. As local authority deputy we would ensure a person's affairs are managed in their best interests in line with the Mental Capacity Act 2005. This service is intended for people who feel unable to take on the role of deputy themselves with a termination fee of £350 + VAT. Our fees for ongoing management are set out to the right.

## Contact Us:

Deputyship Team  
2 Staffordshire Place  
Tipping Street  
Stafford  
ST16 2DH  
Telephone: 01785 895670  
Facsimile: 01785 895677  
E-mail: [deputyship@staffordshire.gov.uk](mailto:deputyship@staffordshire.gov.uk)



Fees based on the Ministry of Justice fixed costs policy.

VAT is not applicable on the fees below

Application fee up to Court Order	£745
Annual Management Fees - First Year	£775
Annual Management Fees - Second Year Thereafter (Capital Above £16,000)	£650
Annual Management Fees - Second Year Thereafter (Capital Below £16,000)	3.5% of Capital
Annual Report Submission Fee	£216
Property Management Fee	£300
Health & Welfare Deputy - Annual Management Fee	2.5% of Capital to maximum of £555
Pro-Rata Year Management Fee	As calculated
Travel Costs	£40 per Hour
Preparation of HMRC Income Tax Return	Basic £70 Complex £140

## Staffordshire Deputyship Services

**Do you need help to legally manage the financial and property affairs of a family member or friend who lacks mental capacity?**



# We Can Help

The Staffordshire County Council Deputyship Team was established in 2003 to ensure that vulnerable adults who lack the mental capacity to manage their financial and property affairs are protected from exploitation and wherever possible empowered to utilise their resources in accordance with their wishes, beliefs and lifestyles. The Team are able to arrange and administer Court of Protection Deputyship Orders for Property & Affairs where it is deemed that the person is incapable of doing so themselves as defined by Section 1 of the Mental Health Act 1983 and the Mental Capacity Act 2005.

## Staffordshire Deputyship Services - Our Packages

### Guided DIY Package:

A packaged “do it yourself” service providing information to people who would like to apply to become deputy to manage the financial and property affairs of a relative or friend who lacks mental capacity. The team would supply the necessary outline guidance and example forms for the applicant to “do it” themselves. This complimentary service includes -

- Initial discussion to ascertain type of order required
- Explain deputyship role and process
- Direct to relevant government website
- Provide set of Court of Protection forms with example wording

### Support Package:

A packaged service providing support and guidance to people who would like to apply to become deputy to manage the financial and property affairs of a relative or friend who lacks mental capacity. This £275 service includes -

- Initial discussion to ascertain type of order required
- Explain deputyship role and process
- Meet and liaise with family
- Support with completion of forms
- Support through application process up to receipt of court order
- Provide support and guidance with implementing court order

### Application Package:

A packaged service to prepare and submit an application for deputyship on behalf of a relative or friend of a person who lacks mental capacity. This £745 service (based on the Ministry of Justice fixed costs policy for work to obtain deputyship court order) includes -

- Initial discussion to ascertain type of order required
- Explain deputyship role and process
- Meet and liaise with family
- Prepare and submit application
- Receive court order
- Provide support and guidance with implementing court order