

APPLICATION FOR LEGAL ASSISTANCE FBU MEMBERS



Please complete this form and return it to Membership Department, Fire Brigades Union, Bradley House,
68 Coombe Road, Kingston-Upon-Thames, Surrey KT2 7AE membership@fbu.org.uk

Please carefully read this form and supply the fullest possible information in the spaces provided. Failure to do so may cause delay in processing the application.

The form should be completed and signed, one signed copy to be passed to your Regional Official to endorse the application, and one copy for your records. **The form will then be forwarded to Head Office for approval.** If legal assistance is granted, the solicitor will contact you direct to advise of the next step.

You should make yourself familiar with the Legal Guidance for members booklet, which makes it clear that until you receive a letter from Thompsons Solicitors confirming they are acting, after an application for legal assistance has been received by Head Office 28 days or more before expiry of the Employment Tribunal (ET) time limit, you have the responsibility to ensure that an ET is lodged within the time limit.

This form should be completed, printed off and signed. Please ensure section 7 is signed as required prior to being returned to Head Office.

SECTION ONE – MEMBER'S DETAILS

Surname

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Forename(s)

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Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

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Membership No

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FRS/Brigade

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Station/Workplace

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Home Address

Postcode

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Mobile number

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Home number

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Personal email

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Date of Birth

D	D	M	M	Y	Y	Y	Y
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SECTION TWO – MATTER FOR WHICH ASSISTANCE IS REQUIRED

NB This form is NOT to be used for Personal Injury Claims. Instead ring the advice line 0808 100 6061.

Unfair Dismissal

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Date of Event

D	D	M	M	Y	Y	Y	Y
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Pension Dispute

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Unlawful Discrimination

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Other

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If 'Other', then briefly state the nature of the matter below. (Write full details in Section 4).

SECTION THREE – STEPS ALREADY TAKEN TO RESOLVE THE MATTER

Have you attempted to resolve the matter by using FBU representation or by following a grievance procedure?

Yes

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Briefly state below any action that has been taken.

No

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Briefly explain below why not taken.

(or) Not applicable to the situation.

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SECTION FOUR – DETAILS OF MATTER FOR WHICH LEGAL ASSISTANCE IS REQUIRED

Please give full details and attach relevant documents to this form. Continue on a separate sheet if necessary.

SECTION FIVE – DECLARATION

I apply to the FBU for legal assistance in connection with the matter set out on this form. I confirm that there is no solicitor acting for me. I understand that the Union will decide whether to provide legal assistance according to the Rules. If legal assistance is granted, I authorise the Union to nominate a solicitor to act on my behalf. I also understand that I will be formally liable for legal costs although I may have protection in respect of that liability provided by the Union as set out in Union rules. I am familiar with the Union rules and in particular with Rule F1 in relation to assistance to members. I am aware of the conditions of legal assistance as follows:

- 1 I am and was a member of the FBU on the date of the matters stated above, and must remain a member of the Union and continue to pay my contributions during the course of my case.
- 2 I must accept and act on the advice of the solicitor or representative acting for me.
- 3 I must co-operate with the solicitor or other representative, in particular reply to correspondence, attend arranged appointments, provide them as far as I can with all relevant information and inform them of any changes.
- 4 I will provide true and accurate information to the Union and the solicitor or other representative nominated to act for me and to any doctor, engineer or other expert concerned with the case.
- 5 I understand the serious consequences of failure to comply with the conditions of legal assistance, as set out in Union rules.
- 6 I understand the details of my case may be published by the Union during and upon the conclusion of the case.

I agree I have complied with the Union's Conditions of Legal Assistance and will continue to do so.

SECTION SIX – USING YOUR PERSONAL INFORMATION

The Fire Brigades Union uses the information you provide on this application for legal assistance FBU Members to comply with our rule book and to provide you with the benefits and services of membership. We use the information to organise and carry out our activities as a trade union. For more information read the privacy statement for members www.fbu.org.uk/privacy

The Fire Brigades Union's data protection officer can be contacted at DPO@fbu.org.uk for further information or to raise any concerns.

I would like to receive:

Firefighter magazine

This magazine gives you news and information that might affect you as a member. If you decide you do not want Firefighter magazine we will not send it to you. It will not affect your membership but you might find it more difficult to know what is going on.

Yes

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No

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Rollcall (electronic magazine)

This is another way of getting news and information of interest to firefighters. If you decide you do not want Rollcall we will not send it to you. It will not affect your membership but you might find it more difficult to know what is going on.

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Third party marketing

Agreeing to third party marketing allows the Fire Brigades Union to provide your name and address to third parties who will mail you with information about products and services. If you decide that you do not want third party marketing information it will not affect your membership or activity within the Fire Brigades Union. You can tell us that you do not want to have any third party marketing at any time by contacting membership@fbu.org.uk and we will make sure that you are not sent further marketing material.

☐☐

Signature



Date

D	D	M	M	Y	Y	Y	Y
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SECTION SEVEN – ENDORSEMENT OF APPLICATION BY UNION OFFICIAL (REGIONAL OFFICIAL OR HIGHER)

Name

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Title/Position

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Contact Phone No

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Signature

Date

D	D	M	M	Y	Y	Y	Y
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SECTION EIGHT – HEAD OFFICE AUTHORISATION OF APPLICATION

Name

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Signature

Date

D	D	M	M	Y	Y	Y	Y
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