



City of London Corporation

# Short Breaks Application Form

**CONFIDENTIAL**

**Children and young people in the City of London who have Special Educational Needs or Disabilities (SEND) may be entitled to support via the City of London's Short Breaks offer.**

Short Breaks is an umbrella term used to describe social, leisure daytime activities for children and young people with, disabilities. It enables children with disabilities to participate in social/leisure activities and can provide a break from caring for their parents/carers.

In order to enable the City of London to decide whether a child or young person is entitled to receive Short Breaks we need to understand the level of support required by the child/young person and their wider family. As part of that process, we will consider this application form and meet with you to discuss any existing support in place and the type of support you and your family may wish to receive through the provision of Short Breaks.

## Child or young person's details:

Forename(s)	
Surname(s)	
DOB	
Gender	
Ethnicity	
Address	
Telephone Number (if applicable)	
Email (if applicable)	

## Parent(s)/carer(s) details:

Parent/Carer Name	
DOB	
Address	
Telephone Number	
Email	

Parent/Carer Name	
DOB	
Address	
Telephone Number	
Email	

**Brief summary of needs, impairments or disabilities:**

**Eligibility for benefits (please mark appropriate box with a 'X')**

In receipt of DLA care component?

<input type="checkbox"/>	Lower
<input type="checkbox"/>	Middle
<input type="checkbox"/>	Highest

In receipt of DLA mobility component?

<input type="checkbox"/>	Lower
<input type="checkbox"/>	Higher

Application for DLA in progress?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

In receipt of Personal Independence Payments (PIP) Daily Living Component?

<input type="checkbox"/>	Standard
<input type="checkbox"/>	Enhanced

In receipt of Personal Independence Payments (PIP) Mobility component?

<input type="checkbox"/>	Standard
<input type="checkbox"/>	Enhanced

Application for Personal Independence Payments (PIP) in progress?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Do you receive Carers Allowance?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**All applications should have the original documentation included to confirm eligibility attached to the form. All original documents will be copied for our records and returned securely to the applicant. Please see the appendix for a checklist of what to include.**

**About the child/young person:**

Please mark with an 'X' the box which best describes the support required to meet/achieve each of the statements below

Objectives	Level of Support Required			
	No additional support required	Moderate additional support required	Extensive additional support required	Please provide details and/or examples:
To improve physical health				
To improve emotional & mental wellbeing				
To improve communication abilities				
Participation in activities with other children my age				
To develop confidence and independence				
To participate in education				
To be safe in the home environment				
To feel safe in the local community				
To use public transport and travel safely				

**About the wider family:**

Please mark with an 'X' the box which best describes the impact of the child/young person's needs on the wider family

Questions	Impact of Needs			
	YES	SOMETIMES	RARELY	NEVER
Is there time for everyone in my family to enjoy life and pursue things that matter to them?				
Do parents/carers and siblings usually get a good night's sleep				
Do parents/carers and siblings have support in place and are they able to have a break from the caring role?				

**Declaration:**

I, \_\_\_\_\_ as the applicant, declare that I have read and understood the application form and have provided all the correct documentation required for consideration.

I declare that the information given in this application is true and accurate to the best of my knowledge and belief. If a professional or agency acting on my behalf has completed this application or submitted documents in support of the application, I can confirm that I have checked the information provided in the application form and its supporting documents and I am satisfied that it is true and accurate to the best of my knowledge and belief.

I understand that all Short Breaks awards are discretionary and there is no automatic entitlement to any funds. I know of no reason why I should not be granted Short Breaks funding.

I undertake to inform the City of London in writing of any change in circumstances which may affect the accuracy of the information given whilst this application is being considered by the Short Breaks Team. I understand that providing fraudulent information could result in legal action that may include prosecution.

I understand funding may be withheld or any paid monies recovered if it is found to have been obtained by the provision of false, untrue, or inaccurate information, was not used for the purpose for which it was granted or if any condition of the Short Breaks funding was not complied with.

I understand that the information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, other agencies, local authorities and the police, for the purposes of assessing my eligibility for Short Breaks funding or for the purposes of the prevention and detection of crime.

I authorise the Department for Work and Pensions to provide the City of London with any information relevant to this application, and with any information needed to check the information I have provided if necessary. I understand that any information provided to the Department for Work and Pensions in connection with this application may be used by them for the purpose of their statutory functions.

I confirm that if I am granted Short Breaks Funding and accept the money from the City of London, I understand and accept that:

1. I will be required to comply with the above terms and conditions of agreed funds, and
2. I will be liable for any penalty or sanction applied if I fail to comply with these terms and conditions

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed, please email a copy of this form to [short.breaks@cityoflondon.gov.uk](mailto:short.breaks@cityoflondon.gov.uk)

Alternatively, please print and post to:

Short Breaks Application

Department of Community & Children's Services

City of London

PO Box 270

London EC2P 2EJ

If you require help completing this form, please contact the Children and Families Team on 0207 332 3621

All applications should have the original documentation to confirm eligibility attached to this form. All original documents will be copied for our records and returned securely to the applicant. The Children and Families Team will acknowledge receipt of all short breaks' application forms within 5 working days.

#### Appendix:

#### Document Checklist

	Full Award Letter from Department for Work and Pensions stating DLA Care component (if applicable)
	Full Award Letter from Department for Work and Pensions stating DLA Mobility Component (if applicable)
	Full Award Letter from Department for Work and Pensions stating PIP Daily Living Component (if applicable)
	Full Award Letter from Department for Work and Pensions PIP Mobility component (if applicable)
	Full Award Letter from Department for Work and Pensions stating Carer Allowance (if applicable)

★ If the required documents are not provided, your application will not be considered and returned to you

The City of London Corporation is a data controller, and processes personal and special category data in accordance with the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. For full details of how and why the City of London Corporation processes personal data, please refer to the full privacy notice at [www.cityoflondon.gov.uk/privacy](http://www.cityoflondon.gov.uk/privacy). Alternatively, you can request a hard copy. Please direct all data protection queries to the Information Compliance Team at [information.officer@cityoflondon.gov.uk](mailto:information.officer@cityoflondon.gov.uk).