

Scotland's Redress Scheme

Legal fees payment request form

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Legal fees
payment
request
form

About this form

Use this form to request payment of fees related to applications for Scotland's Redress Scheme. This includes work done on behalf of next of kin applicants and nominated beneficiaries.

When completing this form, please refer to:

- the published [statutory guidance on payment of legal fees](#)
- the [Redress for Survivors \(Historical Child Abuse in Care\) \(Reconsideration and Review of Determinations\) \(Scotland\) Regulations 2022](#)

Timescales for making a legal fees payment request

You should not submit a fee request before your work with your client has finished.

After your client receives their determination letter

Once your client has received their determination letter, you must submit your fee payment request within **8 weeks** of the date the outcome of the determination was received by the applicant.

If your client decided to pause or withdraw their application

If your client decided to pause or withdraw their application, you must submit a fee payment request within **6 months** of the date the request to pause or withdraw was received by Scotland's Redress Scheme.

If your client decided not to submit their application or your client was unable to submit their application

If your client did not submit their application, you must submit a fee payment request within **6 months** of the date that your client decided not to submit or pursue an application.

Your details

Q1 | Name

Q2 | Your legal firm

Q3 | Work address

Q4 | Telephone number

Q5 | Email

Q6 | Would you like to receive communications in any of the following formats (please select)

BSL video call

Braille

Large print

Audio file

Your client

Please provide the details for the client who engaged you to help with their application for Scotland's Redress Scheme.

Q7 | Client name

Q8 | Client date of birth

Day Month Year

Q9 | Date you began work for your client

Day Month Year

Q10 | Date you completed work for your client

Day Month Year

Survivor applicants must have fully completed Part 1 AND either Part 2 or 3 of the application form for the application to be considered 'submitted'.

Next of kin applicants must have fully completed the next of kin application form for the application to be considered 'submitted'.

Q11 | Has your client submitted an application for Scotland's Redress Scheme?

No (go to Q12)

Yes (go to Q13 and Q14)

Q12 | When did your client decide not to submit an application? Please give the date you were notified by your client. This includes where an applicant dies before submitting an application.

Day Month Year

The standard fee for an application that was not submitted is £250.

If you selected any of these options, please use the figures in Column B of the fees table (on page 10).

To receive the fees set out in Column A of the fees table (on page 10), Redress Scotland must have made a determination on your client's application.

Q13 | If your client submitted an application, do any of these apply to the current status of that application

application is currently [paused](#)

application was [withdrawn](#)

applicant died after making an application but before Redress Scotland made a determination

Q14 | Has Redress Scotland made a determination about your client's application?

Yes

If yes, please give the date of receipt of the decision

Day

Month

Year

No (go to Q19)

Reconsideration fees

Q15 | Are you requesting fees for legal work in connection with a reconsideration of a determination due to possible material error?

Yes (go to Q19)

No

Review of a reconsideration

Q16 | Are you requesting fees for legal work in connection with a review of a determination that was reconsidered due to possible material error?

Yes

No (go to Q19)

Q17 | If 'Yes', was the request for a review withdrawn before a determination was made?

Yes

Date you were notified by your client

Day

Month

Year

No

Q18 | Did your client die after the request for a review was made but before the review was determined?

Yes

No

If the answer to either Q17 or Q18 is yes, a sum of £190 is applicable, see [Redress for Survivors \(Historical Child Abuse in Care\) \(Reconsideration and Review of Determinations\) \(Scotland\) Regulations 2022](#)

Work undertaken

Q19 | Please describe the work you undertook for your client, making reference to the fee schedule set out in Annex A of the published [statutory guidance on payment of legal fees](#) and the [Redress for Survivors \(Historical Child Abuse in Care\) \(Reconsideration and Review of Determinations\) \(Scotland\) Regulations 2022](#)

Submitting fee requests past the specified deadline

Q20 | Deadlines for submitting fee payment requests are set out in the [Payment of Legal Fees](#) guidance (paragraph 21)

Are you submitting a fee request after this period?

No (go to question 22)

Yes

Q21 | If you are submitting a fee request past this deadline, please provide reasons why you were unable to submit the request by the specified deadline.

Fees requested

Q22 | With reference to the fee schedule, please tick the fees you are requesting

Column A prescribes sums for all legal work where a redress application is submitted and a determination is made by Redress Scotland.

Column B prescribes sums where a redress application is submitted but has not been determined by Redress Scotland because it is paused or withdrawn, or because of the death of the applicant.

Table A - Applications	Column A	Column B
Part 1 – First applications		
1. For all work in connection with an application for a fixed rate payment under section 29(1)(c)(i) of the Act.	£450	£340
2. For all work in connection with an application for an individually assessed payment under section 29(1)(c)(ii) of the Act.	£2,000	£1,500
3. For all work in connection with any application for a next of kin payment under section 29(1)(c)(iii) of the Act.	£450	£340
Part 2 – Subsequent applications		
4. Where a person has made a previous application for a fixed rate payment, for all work in connection with an application for an individually assessed payment under section 30(2) of the Act by that person.	£1,550	£1,160
5. Where a person has made a previous application for an individually assessed payment, for all work in connection with a further application for an individually assessed payment under section 30(3) of the Act by that person.	£250	£190
6. Where a person has made and withdrawn a previous application for an individually assessed payment, for all work in connection with a new application for an individually assessed payment under section 30(6) of the Act by that person.	£500	£375
7. Where a person has made a previous application for an individually assessed payment, for all work in connection with a further application for an individually assessed payment under section 30(8) of the Act by that person.	£250	£190
8. Where a previous application for an individually assessed payment resulted in a determination under section 60(4) of the Act that the person was precluded from being offered a payment and as a result of an appeal in respect of a conviction or sentence, section 60 will no longer apply, for all work in connection with a further application for an individually assessed payment under 30(7) of the Act by that person.	£250	£190

Table A continues on the next page

Fees requested continued

Q22 continued | Please tick the fees you are requesting

Column A prescribes sums for all legal work where a redress application is submitted and a determination is made by Redress Scotland.

Column B prescribes sums where a redress application is submitted but has not been determined by Redress Scotland because it is paused or withdrawn, or because of the death of the applicant.

Part 2 continued	Column A	Column B
9. Where a previous application for a fixed rate payment resulted in a determination under section 60(4) of the Act that the person was precluded from being offered a payment and as a result of an appeal in respect of a conviction or sentence, section 60 will no longer apply, for all work in connection with an application for an individually assessed payment under section 30(7) of the Act by that person.	£1,550	£1,160
10. Where a previous application for a fixed rate payment has been made and withdrawn by an applicant, for all work in connection with a new application for a fixed rate payment under section 30(6) of the Act by that person.	£110	£80
11. Where a previous application for a fixed rate payment has been made, for all work in connection with a further application for a fixed rate payment under section 30(8) of the Act by that person.	£250	£190
12. Where a previous application for a fixed rate payment resulted in a determination under section 60(4) of the Act that the person was precluded from being offered a payment and as a result of an appeal in respect of a conviction or sentence, section 60 will no longer apply, for all work in connection with a further application for a fixed rate payment under section 30(7) of the Act by that person.	£250	£190
13. Where a previous application for a next of kin payment has been made and withdrawn by a person, for all work in connection with a further application for a next of kin payment under section 30(6) of the Act by that person.	£110	£80
14. Where a previous application for a next of kin payment resulted in a determination under section 60(4) of the Act that the person was precluded from being offered a payment and as a result of an appeal in respect of a conviction or sentence, section 60 will no longer apply, for all work in connection with a further application for a next of kin payment under section 30(7) of the Act by that person.	£250	£190
15. Where a previous application for a next of kin payment has been made, for all work in connection with a further application for a next of kin payment under section 30(8) of the Act by that person.	£250	£190

Table A continues on the next page

Fees requested continued

Q22 continued | Please select the fees you are requesting

Column A prescribes sums for all legal work where a redress application is submitted and a determination is made by Redress Scotland.

Column B prescribes sums where a redress application is submitted but has not been determined by Redress Scotland because it is paused or withdrawn, or because of the death of the applicant.

Table A - continued	Column A	Column B
Part 3 - Reviews		
16. For all work in connection with a review of a determination made under section 25 of the Act (eligibility to apply for a next of kin payment: exceptional circumstances) under section 26 of the Act.	£250	£190
17. For all work in connection with a review of a direction under section 51 of the Act (payments to children) under section 52 of the Act	£250	£190
18. For all work in connection with a review of a redress payment determination under section 54 of the Act.	£250	£190
19. For all work in connection with a review of a determination made under section 60(4) of the Act (applicants etc. with convictions for serious offences) under section 62 of the Act.	£250	£190
20. For all work in connection with a review of a determination made under section 66(3) of the Act (applicant's death while application ongoing) as to whether a nominated beneficiary is to be invited to take over the application under section 68 of the Act.	£250	£190
Part 4 - Nominated beneficiaries		
21. For all work in connection with an application for a redress payment by a nominated beneficiary where the nominated beneficiary has been invited to take over the application under section 66 of the Act.	£500	£375

Fees requested continued

Q22 continued | Please select the fees you are requesting

Column A prescribes sums for all legal work where a redress application is submitted and a determination is made by Redress Scotland.

Column B prescribes sums where a redress application is submitted but has not been determined by Redress Scotland because it is paused or withdrawn, or because of the death of the applicant.

Table B – Reconsiderations and reviews due to potential material error	Column A	Column B
Part 1 – Reconsiderations		
1. For all work in connection with the reconsideration of a determination under section 36 of the Act (determination of applications).	£250	
2. For all work in connection with the reconsideration of a determination under section 57 of the Act (outcome of a section 54 review).	£250	
3. For all work in connection with the reconsideration of a determination under section 60 of the Act (applicants etc. with convictions for serious offences).	£250	
4. For all work in connection with the reconsideration of a determination under section 63 of the Act (outcome of a section 62 review).	£250	
5. For all work in connection with the reconsideration of a determination under section 66(3) of the Act (determination of whether a nominated beneficiary is to be invited to take over an application).	£250	
6. For all work in connection with the reconsideration of a determination under section 69 of the Act (outcome of a section 68 review).	£250	
7. For all work in connection with the reconsideration of a determination under section 75(5) of the Act (reconsideration of determination where possible material error).	£250	
8. For all work in connection with the reconsideration of a determination under section 77 of the Act (outcome of a section 76 review).	£250	
Part 2 – Review		
11. For all work in connection with a review insofar as it relates to a determination made following a reconsideration as mentioned in any of paragraphs 1 to 8 of Part 1 this schedule, so far as applicable.	£250	£190

Fees requested continued

Q23 | Total fees requested (excluding VAT)

Q24 | Total VAT (if applicable)

Additional fees

In exceptional or unexpected circumstances, additional fees may be requested. These should be approved by Redress Scotland prior to undertaking the work. However, Redress Scotland has the discretion to pay an additional sum where they are satisfied that there is a good reason for not having obtained prior approval.

Please complete this section if you have requested, or are requesting, additional fees.

Q25 | Did you request prior approval from Redress Scotland to undertake additional work?

Yes

Reference Number:

No

Q26 | If 'No', why did you not request prior approval?

Additional fees continued

Q27 | Please confirm that the costs of your legal work and any incidental expenses exceeded the prescribed fee and explain why that is the case.

Q28 | If possible, please provide details of your firm's standard fee schedule:

Q29 | Please state the exceptional or unexpected circumstances for the work undertaken. For example, the complexity of the case, any digital connectivity barriers, etc. Please provide evidence, where possible, to substantiate your request.

Q30 | Please also include details of all alternatives explored before incurring additional costs, for example, video conferencing or online or telephone communications.

Additional fees continued

Q31 | Please state if work was carried out by a specialist or expert and explain why this was needed.

You must provide an invoice or receipt with your application

Q32 | Please explain the process for selecting any specialist or expert services and the reason why you selected the chosen service provider.

Q33 | Additional fee amount that you are claiming (excluding VAT)

Q34 | Please add VAT (if applicable)

Bank account details

Q35 | Name on account

Q36 | Sort code

Q37 | Account number

Q38 | Building society or credit union reference number
(if applicable)

International only

Q39 | Bank Identifier Code (BIC) or SWIFT code

International only, if your
account has one.

Q40 | Clearing code

International only

Q41 | International Bank Account Number (IBAN)

International applicants only

If your fees are in another currency, please convert them into
pounds sterling using the Post Office Travel Money Converter tool:
<https://www.postoffice.co.uk/travel-money/currency-converter>

Original currency

Date of currency conversion

Day

Month

Year

Exchange rate on that date

Declaration

I confirm that the details and information I have given in this form are true and accurate to the best of my knowledge and belief.

I confirm that this request relates wholly to the work to be undertaken on behalf of the named client.

I confirm that any documents I have provided are genuine and any copy is a true copy of the original. I understand that if I provide a document which is not genuine, I may be subject to court proceedings.

I understand that if I give false or misleading information I may:

- be subject to court proceedings
- have to re-pay any money I was not entitled to

I confirm I have read and understood the Privacy Notice for Scotland's Redress Scheme which explains how the information I provide will be lawfully used and stored.

Your signature

Date

Day

Month

Year

Legal fees payment request form

Submitting your form

Once you have completed and signed your form you can submit it. Your completed form will be sent to Redress Scotland for review.

You can choose whether to submit your form by post or email.

If your client is a survivor

By post

Please submit your completed request form to:

Redress
PO Box 24209
EDINBURGH
EH7 9GT

By email

Please submit your completed request form to:

apply@redress-scheme.scot

If you have any questions, you can also contact a case worker:

- **Telephone:** 0808 175 0808 (freephone)
- **International:** +44 131 297 6500

Lines are open Monday to Thursday, from 10am to 4pm (except Scottish public holidays). There is an answering machine at other times, and if you leave a message a case worker will get back to you as soon as they can

If your client is a next of kin

By post

Please submit your completed request form to:

Redress
PO Box 24210
EDINBURGH
EH7 9GT

By email

Please submit your completed request form to:

nextofkinteam@gov.scot

If you have any questions, you can also contact a case worker:

- **Telephone:** 0808 281 7777(freephone)
- **International:** + 44 131 244 2542

Lines are open Monday to Thursday, from 10am to 4pm (except Scottish public holidays). There is an answering machine at other times, and if you leave a message a case worker will get back to you as soon as they can.