**Partner Referral Form – Energy Voucher Scheme**

***Please refer to the FAQ document for details on how to complete the form and additional information on the scheme.***

If the client does not have a prepayment meter, **they will not be eligible for the scheme**. You can refer to our energy advice scheme by emailing [energy@lancashirebmenetwork.org.uk](mailto:energy@lancashirebmenetwork.org.uk) or calling 01254 392974.

**Section 1) Referral Partner Details**

|  |  |
| --- | --- |
| **Name of Referring Person** |  |
| **Referring Organisation** |  |
| **Date of Referral** |  |
| **Referrer’s Email Address** |  |
| **Referrer’s Contact Number** |  |
| **How long have you known the client, and in what capacity?** |  |
| **Client Background**  **Please provide a brief summary of the client’s background and need.** |  |

**Section 2) Client information**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First Name** | |  | | | **Surname** | | | | |  |
| **Date of Birth** *(Format dd/mm/yyyy)* | |  | | Age | | | |  | | |
| **Ethnicity**  *(Ethnic group categories taken from GOV.UK)* | | **White**  English, Welsh, Scottish, Northern Irish or British  Irish  Gypsy or Irish Traveller  Any other White background  **Mixed or Multiple ethnic groups**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed or Multiple ethnic background | | | | **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background  **Black, African, Caribbean or Black British**  African  Caribbean  Any other Black, African or Caribbean background  **Other ethnic group**  Arab  Any other ethnic group (if other, please state the ethnicity) | | | | |
| **Address** | |  | | | | | | | **Postcode** | |
|  | |
| **Email Address** | |  | | | | | | | | |
| **Landline Number** | |  | | | | | | | | |
| **Mobile Number** | |  | | | | | | | | |
| **Preferred Method of Contact** | | **Email**  **Landline**  **Mobile** | | | | | | | | |
| **Does the client have a prepayment meter?** | | **Yes** *please complete application* | | | | **No** *please refer to Energy Advice Scheme* | | | | |
| **Who is your gas supplier?** |  | | **Who is your electricity supplier?** | | | |  | | | |
| **GDPR Consent - By signing this form you are consenting** for your details to be passed on to Lancashire BME Network and voucher scheme providers so they are able to contact you and keep you informed of other services. | | | | | | **Signature of Client** | | | | |

**Section 3) Property details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Property** | |  | | | | | |
| **Number of Rooms** |  | | **Is the property owned or rented?** | | | Owned  Rented | |
| **Number of Residents** | | **Adults 18+** | | **Elderly 55+** | | | **Children under 18** |
| **Family or Individual?** | | **Family** | | | **Individual** | | |
| **Details of Vulnerabilities**  **(ie older people, disabilities, complex needs and long term conditions)** | |  | | | | | |

**Section 4) Need**

|  |  |
| --- | --- |
| **Do you currently have any financial and/or fuel debt?**  *If yes please provide brief details* |  |
| **Do you currently claim any income related benefits?** *please list benefits* |  |
| **Are you currently struggling to pay your fuel bills?**  *If yes please provide brief detail of why* |  |

**Section 5) Eligibility & Identification**

*Please provide the following evidence*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Types of ID** | **How many** | **If not provided, please state why.** |
| Photo ID | Passport, driving license | 1 |  |
| Address ID | Utility bills, council tax, bank or benefit statement/letter | 2 |  |
| Pre-paymentmeter ID | Photo of prepayment meter(s) | 1 |  |

**If you are unable to provide any of the above, please provide reasons as to why and submit the application. Each claim is handled on a case by case basis. The completed application and ID should be sent to energy@lancashirebmenetwork.org.uk with the subject title – Voucher Scheme Application.**