**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 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.**