

Industrial Injuries Disablement Benefit

Notes about claiming benefit for an accident at work and making an accident declaration

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What is Industrial Injuries Disablement Benefit?

Industrial Injuries Disablement Benefit is a payment for people who are ill or disabled as a result of an accident, disease or event that happened at work, or in connection with work.

We use accident to mean any incident or series of incidents at work which were not deliberate and which resulted in personal injury.

If you want to claim benefit for a disease, you will need to fill in form **BI100PD** *Industrial Injuries Disablement Benefit for a prescribed industrial disease*. You can get it from your regional disablement benefit office. You can find a list of offices on **pages 11** and **12** of these notes.

Reporting the accident to your employer

If you have an accident at work, tell your employer or someone else in authority at once, even if the accident does not seem serious at the time.

Most employers have an accident book. Record the details of the accident in the book as soon as you can. If there is no accident book, tell your employer about the accident

- by speaking to them, or
- by writing to them.

You must tell them:

- your name and address
- your job
- the cause and nature of your injury, and
- the date, time and place of the accident.

If you cannot report the accident yourself, ask someone else to do it for you.

What is an accident declaration?

When you ask us to look at the details of your accident and we decide it was an industrial accident, we call this an *accident declaration*. If we give you an accident declaration, it may help you in the future. For example, it may help you if you claim benefit because of your accident.

You can apply for an accident declaration at any time.

Am I entitled to Industrial Injuries Disablement Benefit?

You may be entitled to the benefit if you are disabled because of an accident at work.

The accident must have happened because of your work, and it must usually have happened in Great Britain.

We will not pay Industrial Injuries Disablement Benefit if you were self-employed when the accident happened.

The amount you get depends on how seriously you are disabled. We usually need you to go to a medical examination.

The doctor who examines you will tell us about how seriously you are disabled and how long you are expected to be disabled.

You can only get Industrial Injuries Disablement Benefit if you became disabled because of work done for an employer on or after 5 July 1948.

When to claim

If you become disabled because of an accident, claim Industrial Injuries Disablement Benefit straight away. But usually you will not be entitled to benefit for 90 days after the date of the accident. If you delay you may lose some benefit.

Signing the form for someone else

The claim form should only be signed by someone else if

- the person who is making the claim is not mentally able to act on their own behalf, **and**
- someone is willing to act on their behalf in all social security matters, including telling us about any change in their circumstances and collecting money for them.

Someone accepted by the Department to act on a person's behalf is known as the *appointee*.

A person who is physically disabled but mentally able will not normally need someone to act for them.

If someone applies to act on a person's behalf we will

- arrange a visit to
 - the person who is making the claim, and
 - the person who is applying to act on their behalf, **and**
- decide if the person needs someone to act on their behalf, **and**
- explain the responsibilities that the appointee would be taking on.

We will not pay any benefit until this process is complete.

If someone has power of attorney or legal authority to act on behalf of the person making the claim, then the person with power of attorney or legal authority must

- sign the claim form, **and**
- send us a copy of the legal authority with the claim form.

The copy of the legal authority must be certified and signed by a solicitor as a true copy.

About your accident declaration or claim for benefit

Applying for an accident declaration

To apply for a accident declaration, fill in **Parts 1 to 7** only and sign the form at **Part 7**.

This is not a claim for benefit.

If you want to claim benefit for your accident you should do this straight away. You do not have to wait for us to give you an accident declaration.

If we give you an accident declaration and you then claim benefit, any benefit you may be entitled to will only be considered from the date of the new claim.

Claiming Industrial Injuries Disablement Benefit

To claim Industrial Injuries Disablement Benefit you will need to answer **all questions** on the form and sign the form at **Part 12**.

If you have already applied for an accident declaration for this accident, you only need to fill in **Parts 1 to 4** and **Parts 8 to 12**.

Send this form back to us straight away. If you delay, you could lose money.

Any benefit you can get because of this claim can be paid more quickly if you answer all the questions on this form that apply to you and your partner, if you have one.

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

If you cannot do this, get in touch with us straight away.

What happens after we get your accident declaration?

A decision maker will look at your application for an accident declaration and decide whether the law says your accident is an industrial accident.

To help the decision maker decide on your application, we may write to the employer that you have told us about in the form.

Decision makers are people who decide

- if the law says your accident is an industrial accident
- if the law says you are entitled to benefit or not
- how much benefit the law says you are entitled to.

We will write and tell you if your accident is an industrial accident and what to do if you disagree with the decision.

What happens after we get your claim for benefit

We will write to you and tell you that we have got your claim.

A decision maker will look at your claim. To help the decision maker decide on your claim, we may need to get more information. We may need to ask people about your claim. For example, we may write to any employer, doctor or hospital that you have told us about in this form.

If the decision maker decides that your accident was an industrial accident, we may ask you to go to a medical examination. We will write and tell you where and when to go for the examination. If you are not fit to travel or you are in hospital, we will ask the doctor to come to you.

Please tell us any date and times that you may not be able to go to a medical examination in the next 6 months. For example, holidays and hospital appointments.

If you can get Industrial Injuries Disablement Benefit, we will write and tell you

- how much money you can get
- more about the benefit.

If you cannot get Industrial Injuries Disablement Benefit, we will write and tell you the reason and what to do if you disagree.

Other money you may be able to get

Reduced Earnings Allowance (REA)

If you cannot do your usual job or other work with similar pay because of a disease caused by work and your illness or disability started before 1 October 1990, you may be able to claim Reduced Earnings Allowance.

Constant Attendance Allowance (CAA)

If you get Industrial Injuries Disablement Benefit at the 100% rate and need daily care and attention, you may be able to get Constant Attendance Allowance. CAA is paid at four different rates. You will be considered for CAA automatically. You do not need to make a separate claim.

Exceptionally Severe Disablement Allowance (ESDA)

If you get one of the two higher rates of CAA and you need permanent and constant care and attention, you may also get Exceptionally Severe Disablement Allowance.

Analogous Industrial Injuries Scheme (AIIS)

If you are a trainee and you have an accident or get a disease during a work-based training programme you cannot get Industrial Injuries Disablement Benefit. But, you may be able to get help under the Analogous Industrial Injuries Scheme. For more information contact:

Analogous Industrial Injuries Scheme
Jobcentre Plus
Castleford IIDB Centre
Leodis Way
Leeds
LS88 8AQ.

Phone: **01977 464094**.

Other money you may be able to get continued

Additional payment for people if their employer has gone out of business

People who suffer from some industrial diseases caused by specific dusts can get help under the Pneumoconiosis etc (Workers' Compensation) Act 1979. You can make a claim if you cannot get damages from the employers who caused or contributed to the disease.

The diseases you can claim for are

- diffuse mesothelioma
- pneumoconiosis (including asbestosis, silicosis and kaolinosis)
- diffuse pleural thickening
- primary carcinoma of the lung if accompanied by asbestosis or diffuse pleural thickening
- byssinosis

If a person has

- suffered from one of these diseases, **and**
- has died,

their dependants can make a claim.

If you think you may be entitled to a payment, contact the Pneumoconiosis Workers' Compensation section at

Jobcentre Plus
Barrow IIDB Centre
Pittman Way
Preston
PR11 2AB

Freephone **0800 279 2322**.

Do not wait for a decision on your claim under the Industrial Injuries Disablement Benefit scheme before you make a claim for this additional payment. If you delay, you could lose money.

What if the accident was caused by work before 5 July 1948?

If your accident was caused by work before 5 July 1948, contact
Pneumoconiosis and Workmen's Compensation
Section
Jobcentre Plus
Barrow IIDB Centre
Pittman Way
Preston
PR11 2AB
Phone **01229 842841**

What if you live outside the UK?

If you live outside the UK please contact the International Pension Centre for advice at
International Pension Centre 3
Industrial Injuries
Room TB014
Tyneview Park
Newcastle upon Tyne
NE98 1BA
Phone **0191 21 87650**

Where to get help and advice about industrial accidents

If you want general information about Industrial Injuries Disablement Benefit contact your regional disablement benefit office. You can find a list of offices on **pages 11** and **12** of these notes.

You can also contact an advice centre like the Citizens Advice Bureau.

Alternatively you can ring the Benefit Enquiry Line for people with disabilities. The number is **0800 88 22 00**.

If you have problems with hearing or speaking and use a textphone, you can ring **0800 24 33 55**. If you do not have your own textphone system, you may be able to find one in your local library or Citizens Advice Bureau.

If you live in England or Wales you can get free, independent and confidential advice about Industrial Injuries Disablement Benefit and other benefits. Call Community Legal Services Direct on **0845 345 4 345**. You can visit their website at **www.clsdirect.org.uk**

For more information about benefits and services visit our website at **www.dwp.gov.uk**

Help with filling in the form

If you want help filling in the claim form or any part of it, phone **0800 88 22 00**. The person you speak to will arrange for someone to phone you back. The person who calls you back is specially trained to help you fill in these forms. They will have a copy of the claim form and they will go through it with you over the phone. Or they can fill in a claim form for you.

If they fill in the claim form for you, they will send it to you. You can then check, sign and send it back to your regional disablement benefit office. They can send you a completed claim form in braille or large print.

Addresses of the Industrial Injuries Benefit Delivery Centres (IIBDC)

We deal with Industrial Injuries Disablement at 8 regional offices. If you have any questions about the benefit, please phone the office nearest to where you live.

Region	Office name	Phone number
East Midlands and West Midlands	Jobcentre Plus Sutton-in-Ashfield IIBD Centre Padge Road Nottingham NG80 8AX	0845 608 8779
North East	Jobcentre Plus Hartlepool IIBD Centre Hartlepool Jobcentre Earlsway Gateshead NE92 1AP	0845 600 1587
North West and East of England	Jobcentre Plus Barrow IIBD Centre Pittman Way Preston PR11 2AB	0845 603 1358
Scotland	Jobcentre Plus Ayr IIBD Centre Ayr Jobcentre Baird Street Glasgow G90 8AB	0845 608 8967

Continued on next page ►

Addresses of the Industrial Injuries Benefit Delivery Centres (IIBDC) continued

Region	Office name	Phone number
South East and London	Jobcentre Plus Broadstairs IIBD Centre Sandling Road Maidstone Kent ME99 2AB	0845 608 8913
Yorkshire and The Humber, South West and Wales	Jobcentre Plus Castleford IIBD Centre Leodis Way Leeds LS88 8AQ	0845 758 5433

Industrial Injuries Disablement Benefit for an accident at work



Part of the Department
for Work and Pensions

This form is for declaring an industrial accident and claiming Industrial Injuries Disablement Benefit for an accident at work

- **Before you fill in this form, please read the notes that came in this claim pack.**
- **Please answer all the questions that apply to you and your partner.**

If you need help to fill in any part of this form, phone your regional disablement benefit office. You can find their number in the **BI100A Notes** which we sent with this form.

How we collect and use information

The information we collect about you and how we use it depends mainly on the reason for your business with us. But we may use it for any of the Department's purposes, which include

- social security benefits and allowances
- child support
- employment and training
- private pensions policy, and
- retirement planning.

We may get information from others to check the information you give to us and to improve our services. We may give information to other organisations as the law allows, for example to protect against crime.

To find out more about how we use information, visit our website www.dwp.gov.uk/privacy.asp or contact any of our offices.

Part 1 About you

Everyone must fill in this part

Please tell us about yourself

Surname or family name

All other names – in full

All other surnames or family names you have been known by or are using now. Please include maiden name, all former married names and all changes of family name.

Address

Home phone number

Daytime phone number, if different

Mobile phone number

Date of birth

National Insurance (NI) number

You can find the number on your National Insurance (NI) numbercard, letters about your benefit or payslips.

Letters Numbers Letter

If you do not know your NI number, have you ever had one or used one at any time?

No
Yes

Please tell us about any other personal details you think we should know about in **Part 11 Other information**. For example, other names or any other addresses you have lived at in the last 3 years.

Part 2 Filling in the form and signing it for someone else

Please read page 4 of BI100A Notes.

Only complete this section if you have filled in the form for the customer because they are **unable** to do so.

Please tell us why the customer cannot fill in the form.

Tick the boxes that apply.

The customer cannot sign the form because their illness or disability makes it impossible to do so.

The Department for Work and Pensions has appointed me to get the customer's benefits and deal with social security matters on the customer's behalf.

The customer is unable to manage their affairs because of mental illness or mental disability

Any other reason – please explain

Please tell us about yourself

Your surname or family name

All your other names – in full

What is your relationship to the customer?

Your address

Your home phone number

Your daytime phone number, if different

Mobile phone number

National Insurance (NI) number

You can find the number on your National Insurance (NI) numbercard, letters about your benefit or payslips.

Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Part 4 About the accident

Everyone must fill in this part

Please tell us about the accident. Give as much information as you can.

Where did the accident happen?

Please tell us the exact place where it happened.

When did the accident happen?

Date

Time

Have you reported the accident to your employer?

No Please tell them about the accident now.

Yes Please tell us the name of the person you reported the accident to.

Did anyone else see the accident?

No

Yes Please tell us about them.

Witness 1

Witness 2

Their names

Their addresses

Postcode

Postcode

Have you ever claimed Industrial Injuries Disablement Benefit for this accident?

No

Yes Please tell us when Go to **Part 8** if you want to claim benefit

Have you applied for an accident declaration for this accident before?

When you ask us to look at the details of your accident and we decide it was an industrial accident, we call it an *accident declaration*.

No Go to **Part 5**.

Yes Please tell us when Go to **Part 8** if you want to claim benefit

Part 5 **Details of the accident**

Fill in to declare an industrial accident if you have not already done so.

If you have already filled in an accident declaration for this accident, go to **Part 8.**

What were you doing when the accident happened?

What was the accident and how did it happen?

Please give as much information as you can.

Please describe the injuries caused by the accident.

Please give as much detail as you can. For example, if you injured an arm, tell us if it was your left or right arm.

In what way has the accident affected you?

Part 6 About earlier claims for Industrial Injuries Disablement Benefit

Have you ever claimed Industrial Injuries Disablement Benefit for any other industrial accident or for an industrial disease?

- No** Go to **Part 7**.
Yes Please tell about these claims below.

Did you claim for an industrial disease?

- Claim 1**
No
Yes What is the name of the disease?

Did you claim for an industrial accident?

- No**
Yes What was the date of the accident?

/ /

- Claim 2**
No
Yes What is the name of the disease?

- No**
Yes What was the date of the accident?

/ /

Part 6 About earlier claims for Industrial Injuries Disablement Benefit continued

When did you claim?

If you are not sure, give an approximate date.

/ /

/ /

If you were living at a different address when you claimed, **please tell us the address**.

Tell us even if you lived abroad.

If you need to tell us about more than 1 address, or more than 2 claims, tell us about them in **Part 11 Other information**.

Postcode

Postcode

Part 7 Accident declaration

Your application for a declaration

- I **apply** for a declaration that this accident was an industrial accident.
- I **understand** that this application **is not** a claim for benefit.

Signature

--

Date

/ /

What to do now

Please make sure that you have answered all the questions in **Parts 1 to 7** of this form.

To claim benefit for this accident please also fill in Parts 8 to 12.

Send this form to your regional disablement benefit office as soon as you can. You can find the list of offices in the **BI100A Notes** which we sent you with this form.

Part 8 About medical details

Please fill in parts 8 to 12 if you want to claim benefit for your accident

Please tell us the name and address of your GP

If you have a medical report about your condition, for example, a report from a specialist you have already seen, **please send a copy with this form.**

Postcode

Phone number of your GP, if you know it

Code	Number
------	--------

We may ask you to go to a medical examination with a doctor or specialist.

If you have any problems with going to a medical examination, please tell us about them.

Also tell us any date and times that you may not be able to go to a medical examination in the next 6 months.

Have you been to a hospital or clinic for treatment because of the accident?

No Go to **Part 9**.

Yes Please tell us about the hospital or clinic you have been to because of the accident. If you need to tell us about more than one hospital or clinic, use the space in **Part 11 Other information**.

Name and address of hospital or clinic

Postcode

Department or ward

Reference number or admission number

Name of specialist, if you know it

Dates of treatment

From	To
<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
From	To
<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
From	To
<input type="text" value="/ /"/>	<input type="text" value="/ /"/>

Did you have an x-ray?

No

Yes

Part 9 About other benefits and entitlements

Are you, or your partner if you have one, getting any of the benefits, allowances or pensions listed below?

Tick **Yes** if you or your partner have claimed one of these and are waiting to hear about it.

We use *partner* to mean

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.

No

Yes Please tick the boxes that apply to you or your partner.

	You	Your partner
Income Support	<input type="checkbox"/>	<input type="checkbox"/>
Income-based Jobseekers Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Income-related Employment and Support Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Pension Credit	<input type="checkbox"/>	<input type="checkbox"/>
Any other state benefit, allowance or pension	<input type="checkbox"/>	<input type="checkbox"/>

Are you getting or are you claiming

War Disablement Pension? Nature of the injury or disease Percentage disablement %

Armed Forces Compensation Scheme? Nature of the injury or disease Tariff of disablement

If you have ticked any boxes above, please tell us about the benefits, allowances or pensions below.

	You	Your partner
Name of benefit, allowance or pension	<input type="text"/>	<input type="text"/>
Reference number, if applicable	<input type="text"/>	<input type="text"/>
Date of claim or application	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
Address of the office dealing with your claim or application	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>

Continue on the next page.

Part 9 About other benefits and entitlements continued

	You	Your partner
Name of benefit, allowance or pension	<input type="text"/>	<input type="text"/>
Reference number, if applicable	<input type="text"/>	<input type="text"/>
Date of claim or application	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Address of the office dealing with your claim or application	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode

If you have told us about a benefit, allowance or pension which your partner is getting, tell us about your partner.

Their surname or family name

Their other names

Their National Insurance (NI) number, if you know it.

Letters	Numbers	Letter
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

Date of birth

Part 10 How we pay you

We can pay your Industrial Injuries Disablement Benefit every 4 weeks, every 13 weeks or every week.

Please tell us how often you want us to pay your benefit

Every 4 weeks

Every 13 weeks

Every week

If you want more information, get in touch with your Industrial Injuries Benefit Delivery Centre. You can find the list of offices in the **BI100A Notes** which we sent you with this form.

We normally pay your money into an account.

Many banks and building societies will let you collect your money at the post office.

We will tell you when we will make the first payment and how much it will be for. We will tell you if the amount we pay into the account is going to change.

Finding out how much we have paid into the account

You can check your payments on account statements. The statements may show your National Insurance (NI) number next to any payments we have made. If you think a payment is wrong, get in touch with the office that pays you straight away.

If we pay you too much money

We have the right to take back any money we pay that you are not entitled to. This may be because of the way the system works for payments into an account.

For example, you may give us some information, which means you are entitled to less money. Sometimes we may not be able to change the amount we have already paid you. This means we will have paid you money that you are not entitled to.

We will contact you before we take back any money.

What to do now

- Tell us about the account you want to use on the next page. By giving us your account details you:
 - agree that we will pay you into an account, and
 - understand what we have told you above in the section **If we pay you too much money.**
- If you are going to open an account, please tell us your account details as soon as you get them.
- If you do not have an account, please contact us and we will give you more information.

Fill in the rest of this form. You do not have to wait until you have opened an account or contacted us.

About the account you want to use

- You can use an **account in your name**, or a **joint account**.
- You can use **someone else's account** if:
 - the terms and conditions of their account allow this, and
 - they agree to let you use their account, and
 - you are sure they will use your money in the way you tell them.
- You can use a **credit union account**. You must tell us the credit union's account details. Your credit union will be able to help you with this.
- If you are an **appointee** or a **legal representative** acting on behalf of the customer, the account should be in your name only.

Please tell us your account details below.

It is very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you do not know the account details, ask the bank or building society.

Name of the account holder

Please write the name of the account holder exactly as it is shown on the chequebook or statement.

Full name of bank or building society

Sort code

Please tell us all six numbers for example, 12-34-56

 - -

Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

Building society roll or reference number

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letters and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

You may get other benefits and entitlements we do not pay into an account. If you want us to pay them into the account above, please tick this box.

Part 11 Other information

Use this space to tell us anything else you think we might need to know.

If there is not enough space, please use a separate sheet of paper. Make sure you put your full name and National Insurance (NI) number on each sheet of paper, and sign and date each sheet that you use.

Please give us the address of your local post office.

Postcode

Part 12 Declaration

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I understand** that I must promptly tell the office that pays my benefit of anything that may affect my entitlement to, or the amount of, that benefit.
- **I agree** that
 - the Department for Work and Pensions
 - any doctor advising the Department
 - any organisation with which the Department has a contract for the provision of medical servicesmay ask any of the people or organisations mentioned on this form for any information which is needed to deal with
 - this claim for benefit
 - any request for this claim to be looked at againand that the information may be given to that doctor or organisation or to the Department.
- **I also understand** that the Department may use the information which it has now or may get in the future to decide whether I am entitled to
 - the benefit I am claiming
 - any other benefit or entitlement I have claimed
 - any other benefit or entitlement I may claim in the future.

This is my claim for Industrial Injuries Disablement Benefit.

Signature

Date

Part 13 What to do now

Check that you have

- answered all the questions that apply to you
- signed this form
- included your medical report, if you already have one.

Do not get a new medical report especially for this claim.

Remember

Send this claim form to your regional disablement benefit office as soon as possible. If you delay, you could lose money. You can find the list of offices in the **BI100A Notes** which we sent you with this form.

Part 14 What happens next

- Benefit you can get because of this claim may be paid more quickly if you answer all the questions on this form that apply to you and your partner, if you have one. If you cannot do this, get in touch with us, but benefit you can get because of this claim may be delayed.
- We will write to you and tell you that we have got your claim.
- A decision maker will look at your claim.
Decision makers are people who decide if the law says you are entitled to benefit or not. They also decide how much benefit the law says you are entitled to.
- To help the decision maker decide on your claim, we may need to get more information. We may need to ask people about your claim. For example, we may write to any employer, doctor or hospital that you have told us about in this form.
- If the decision maker decides that your accident was an industrial accident, we may ask you to go to a medical examination. We will write and tell you where and when to go for the examination. If you are not fit to travel or you are in hospital, we will ask the doctor to come to you.
- If you can get Industrial Injuries Disablement Benefit, we will write and tell you
 - how much money you can get
 - more about the benefit.
- If you cannot get Industrial Injuries Disablement Benefit, we will write and tell you the reason and what to do if you disagree.