

## PROTECTING PROPERTY OF ADULTS BEING CARED FOR AWAY FROM HOME: POLICY AND PROCEDURE

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Author(s) Camilla Freeth, Matthew Cardoza, Cheryl Wood.

Owner (s): Tony Bartlett — Head of Business, Finance and Pensions  
Helen Wakeling — Deputy Safeguarding Lead - Adults and Quality Assurance

Document Sign-Off

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## PROTECTING PROPERTY OF ADULTS BEING CARED FOR AWAY FROM HOME

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## 1. INTRODUCTION

The purpose of this document is to set out Bath and North East Somerset Council's policy and procedure for the protection of property as prescribed by the Care Act 2014. It provides a framework that is to be adhered to by social care managers and social care practitioners, who in partnership with the Client Finance Team deputyship officers, are responsible for carrying out the protection of property as a delegated duty on the Council's behalf.

Our starting assumption is that Bath and North East Somerset residents are expert in understanding their own needs and how best to achieve the health and social care support they need — both within their own homes and/or within the wider local community. We will therefore seek wherever possible to support adults to make their own arrangements to protect their property whilst also having a system in place if a person has no other suitable arrangements to protect their property.

It is the expectation that when applying this framework, managers, practitioners and deputyship officers will operate within the decision-making arrangements of the [Mental Capacity Act 2005](#) and the [B&NES Multi-Agency Safeguarding Adults at Risk of Abuse Procedures](#).

## 2. LEGAL CONTEXT

### *2.1 Duty to Protect a Property*

Section 47 of the Care Act 2014 places a duty on local authorities to take reasonable steps to prevent or mitigate the loss or damage to an adult's property where:

:

- The adult is being cared for in hospital or in accommodation such as a care home and
- It appears to a local authority that there is a danger of loss or damage to moveable property (including pets) of the adult's in the authority's area because:
  - (i) The adult is unable (whether permanently or temporarily) to protect or deal with the property and
  - (ii) No suitable arrangements have been or are being made.

Where it is identified that the local authority has a duty to protect a person's property, section 47 of the Care Act 2014 gives statutory powers to local authorities (and those it delegates this function to), who may:

- At all reasonable times and on reasonable notice enter any premises which the adult was living in immediately before being provided with accommodation or admitted to hospital, and

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- Deal with any of the adult's movable property in any way which is reasonably necessary for preventing or mitigating loss or damage.

The duty to protect a property lasts until the adult in question returns home or makes their own arrangements for the protection of property or until there is no other danger of loss or damage to property; whichever happens first.

### 2.2 Consent and Mental Capacity

The Care Act has introduced an additional legal requirement whereby consent must be obtained from the adult concerned when the local authority (or an organisation acting on its behalf) intends to exercise its powers under section 47 of the Act. Where the adult lacks capacity to give that consent, this must be obtained from a person authorised under the Mental Capacity Act 2005 to give it on the adult's behalf. An authorised person may be:

- An Attorney (also known as a donee with lasting power of attorney) — that is, someone appointed under the Mental Capacity Act 2005 who has the legal right to make decisions (e.g. decisions about their property and affairs) within the scope of their authority on behalf of the person (the donor) who made the power of attorney; or
- A Deputy (also known as a Court-Appointed Deputy) — that is, a person appointed by the Court of Protection under the Mental Capacity Act 2005 to take specified decisions on behalf of someone who lacks capacity to take those decisions themselves; or
- The Court of Protection - Where the adult lacks the mental capacity to give consent for the protection of their property, and there is no person authorised to give consent on their behalf, a best interest decision must be made by the practitioner as to whether the protection of property should proceed.

### 2.3 Formal Identification and Authorisation

Professionals dealing with the protection of a person's property, have the power at all reasonable times to enter the premises to protect that property but must if requested be able to produce formal and valid identification showing their authority to exercise this power.

When undertaking a protection of property the practitioner/deputyship officer must carry with them a written authorisation letter (on their organisation's headed paper). The letter should be authorised by a team manager (or above) who has the delegated authority to carry out the council's social care duties. A standard authorisation letter can be found in Appendix 2 of this document.

#### 2.4 Obstruction of a Protection of Property

Under Section 47 of the Care Act, if a third party tries to stop an authorised entry into the home they will be committing an offence, unless they can give a good reason for why they are obstructing the protection of property. Committing such an offence could, on conviction by a Magistrates' Court, lead to the person being fined a maximum of £2,500.

The local authority has no power to apply for a warrant to carry out their duties to protect property. The enforcement power is prosecution for unreasonable obstruction. However, if the Court decides the obstruction is reasonable then the local authority would have no further power to force entry.

If an obstruction occurs and this does not appear to be in the interests of the person whose property requires protecting, the Multi-Agency Safeguarding Procedures must be followed and the relevant Council Commissioner informed. Legal advice will also be sought in order to ensure that the council upholds its duty to protect the person's property as required.

#### 2.5 Recovering Reasonable Expenses

The council can recover any reasonable expenses it incurs when protecting property from the adult whose property they are protecting. The following list is not exhaustive but provides examples of costs that may be recovered:

- Gaining access to the property (if forced entry required)
- Securing the property — e.g., changing locks if required
- Storing any valuable items
- Insurance to protect the property
- Arrangements to care for pets

### 3. PROTECTING A PROPERTY

#### 3.1 Deciding when a Protection of Property is Required

Whenever an individual is admitted to hospital or to accommodation such as a care home, the practitioner involved should always enquire whether or not the person has made arrangements, or is able to make arrangements, for the protection of their property.

If there appears that these arrangements have not and cannot be made, then the practitioner should ask whether the person wishes the local authority to provide this service. If so, the person should be invited to sign form IF1 (see Appendix 3) to give consent and to indemnify the council for any subsequent claims for loss or damage.

If they do not wish to receive this service then the person should be invited to sign form IF2 (see Appendix 3) that indemnifies the council against any subsequent claims for loss or damage.

If the adult lacks the capacity to give consent for the protection of their property then the practitioner must seek to establish if there is an identified person who is authorised under the Mental Capacity Act (such as a lasting power of attorney or deputy) who can carry out the protection of property on the person's behalf.

There may be exceptional circumstances where there is an authorised person but they are unable to undertake the protection of property, for example if they are unwell, or are abroad. In these circumstances the protection of property should not be delayed and form IF3 (see Appendix 3) should be emailed/faxed or given to the authorised person to enable them to give consent and to indemnify the council for any subsequent loss or damage.

If the adult in question lacks capacity and no other person has been authorised to act on their behalf, then a best interest decision must be made by the practitioner as to whether a protection of property should proceed.

If a person with the necessary authorisation under the Mental Capacity Act 2005 subsequently comes forward to take over the responsibility for the protection of the property then they should be asked to sign an indemnity form IF4 (see Appendix 3).

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### 3.2. Referring to the Client Finance Team

If there are no arrangements in place to protect the person's property, then the practitioner should contact the Client Finance Team on 01225 396487 as soon as possible to initiate a referral, supplying as much of the following information as is available:

- The name, address, date of birth and marital status of the person.
- The address, telephone number and name of the person making the referral.
- Whether entry to the premises has been forced.
- Whether there is a pet on the premises.
- The nature of the accommodation.
- The name, address and telephone number of the landlord (if relevant).
- The name, address and telephone number of any current keyholder.
- The name, address and telephone number of any person who can legally be held responsible for the property.
- If there is any insurance for the property and/or contents
- If any other persons are visiting the property
- The relevant indemnity form as per Appendix 3, if applicable

### 3.3 Securing a property in urgent circumstances

There will be situations where urgent action will be required to protect the person's property; especially their valuables or pets. Reasonable notice should be given to the person or their attorney/deputy, and the length of the notice is likely to depend on the level of risk presented to the person's property and moveable objects. Urgent actions may include:

- Ensuring the safety and welfare of any pets.
- Checks that all appliances are left in a safe condition
- Checks whether utilities need to be switched off
- Securing all windows and doors
- If the property is rented then the landlord should be informed as soon as possible.
- Request that the local police keep an eye on the premises until it can be adequately secured.

If tradespersons are required to secure or make a property safe in an emergency, and there is no alternative method of doing this, the Council's "Buy with Confidence" scheme may be used to source a tradesperson. This action must be authorised by a Team Manager (or higher) in the relevant delegated organisation. The scheme's pamphlet can be found by clicking on the link below:

[http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Trading-Standards/BuywithConfidence/bwc\\_dir\\_2014\\_v3.pdf](http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Trading-Standards/BuywithConfidence/bwc_dir_2014_v3.pdf)

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If the Client Finance team are, or will be, dealing with the protection of property, Invoices should be sent to:

Deputyship Officer, Adult Social Services Finance, PO Box 3343, Bath BA1 2ZH.

If the person is likely to be in hospital for a short period then the above measures should be adequate. The decision on this should be made by the practitioner/deputyship officer, in consultation with the person or anybody who holds the necessary authority to make these decisions on the person's behalf, bearing in mind such factors as the location of the premises, the value of the contents and the standard of security measures (locks etc.). The practitioner and deputyship officer should liaise regularly to agree that measures to protect the property are adequate.

### 3.4 Inspection and Inventory

Where it has been identified that there is a further need to protect the contents of the adult's property, an inspection should be made of the premises. The practitioner and deputyship officer should at all times avoid being inside the property unaccompanied. Further protective actions may include:

- Disposal of perishable foods.
- Turning off gas supply
- Cancellation of milk/papers etc.
- Searching for documents, cash, jewellery and other valuables.
- Safeguarding valuables by secure storage
- Arranging, where necessary, the removal of property to secure storage (the person is liable for relevant expenses).
- Ensuring the ongoing security of the premises.
- Ensuring that the person's financial affairs are dealt with in accordance with the law and referrals are made to the appropriate agencies.
- Arranging where necessary, the fumigation of the premises and/or making the property safe and habitable.

The search of a person's property may reveal facets of their life that would not otherwise be known. The privacy of the person must be respected and this information should not be shared with anyone unless it has implications for the safety of the person or other people, or if it is believed that a serious crime is being perpetrated (e.g., evidence of drug dealing). (Please also see section 4 below).

A fully itemised room-by-room inventory should be made and, where appropriate, photographs taken. A separate itemised inventory should be taken of all valuables and documents removed for safekeeping. Copies of the inspection report and inventories should be kept on the person's file and placed in the property file held by the relevant deputyship officer.

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Whilst conducting the inventory a thorough search must be made of all drawers, cupboards, etc., to locate valuables, cash, documents, insurance policies, wills and other relevant financial paperwork. If the search reveals the name of an EPA, LPA or Deputy who has the necessary authority to take on responsibility for the property, then they should be contacted as soon as possible by the practitioner.

The property should be inspected regularly while the person is absent. This will usually be carried out by the Client Finance Deputyship Team on a six-weekly basis. If the location is particularly vulnerable then inspection should be fortnightly by the deputyship officer.

If the person has house contents insurance, then the insurers should be informed by the deputyship officer that the local authority has undertaken the protection of the property.

### 3.5 Removal and Return of Valuables

If high-value assets are identified in the property, the deputyship officer will consider insuring the items and/or putting them into storage.

Any cash found should be paid into the Voluntary account. In order to pay cash into the Voluntary account please contact the Finance Officer, People and Communities Finance Department, on 01225 396257

When valuables are returned, to the person or anyone acting on their behalf should be asked to sign a receipt/indemnity form IF4/5 (see Appendix 3).

Please note that when completing IF4 and IF5 a photocopy of the Power of Attorney/Deputyship paperwork and identification must be obtained (as detailed on the forms).

### 3.6 Pets

The practitioner should try to find a relative, friend or neighbour who can look after any pets. If this is not possible then alternative arrangements will need to be made:

#### Dogs

- Wherever possible, the person should be asked by the practitioner if they will sign an authorisation for the dog warden to take the dog to kennels of their choice or to the RSPCA [Bath Cats and Dogs Home](#) at Claverton, contact 01225 466129. (Private kennels will not usually accept dogs without an up-to-date inoculation certificate.) The RSPCA can only accept animals for a limited amount of time.

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- The person should be advised that the local authority does not usually meet the cost of kennels, although where this is likely to cause hardship because the person is on a very low income, the practitioner can consider applying for money from the relevant department and/or organisation.
- The [Dog Warden](#) can be contacted in office hours on 01225 394041 or out of hours on 01225 477477. They will collect the dog from the house but will need to be accompanied as they will not be allowed to enter empty premises on their own.

### Cats and Other Pets

- The [Bath Cats and Dogs Home](#) (RSPCA at Claverton Down) will accommodate other animals on a short-term basis but is not able to collect them. It is therefore the responsibility of the practitioner to arrange the animal's safe transport to the RSPCA.
- [Cats Protection](#) may be able to assist with transporting and re-homing a cat (although they do not provide a temporary homing service). The RSPCA may be able to loan a cat basket.
- The [Cinnamon Trust](#) (0736 757900) is a national charity which may provide a "fostering service" for pets (including dogs) for older and/or terminally ill people who are in hospital: volunteers take pets into their own home. The Cinnamon Trust may also provide long-term care for pets whose owners have died or moved to residential accommodation that will not accept pets.

The situation in regards to pets should be reviewed after a month if the person continues to be unable to care for their pet or pets. Where it is apparent that a person will not be able to care for their animal again, a more permanent solution will need to be found. If the person has capacity to make the decision they can sign the animal over to a relative or friend, or an appropriate animal charity, who can make arrangements to find another home, if appropriate. The local authority cannot undertake to provide for the long-term boarding of animals unless there are exceptional circumstances.

#### 4. UNINHABITABLE OR UNSAFE CONDITIONS

There may be occasions when it is identified that the person has been living in unsanitary, infested/verminous or otherwise unsafe conditions. In these circumstances, the practitioner must seek to gain consent from the person as to how to make the property safe and habitable. Depending on the nature of the problem, the practitioner should then alert relevant individuals or organisations who may have a legal duty to make the property safe and habitable or to carry out enforcement action if required. This could include alerting:

- A Power of Attorney or Deputy for the person
- The person's allocated social care worker (or a referral made for a Care and Support Assessment)
- The landlord of the property (if rented)
- Bath and North East Somerset Housing Standards and Improvement Team (if the property is rented): 01225 396444
- Bath and North East Somerset Environmental Health Services: 01225 477508

If it appears that the person's decision-making is impaired in relation to making their property safe and habitable, the provisions of the Mental Capacity Act must be followed and if the person lacks capacity, a best interest decision will be required as to whether the property should be cleaned, repaired or de-infested.

There may be occasions when a person who has the capacity to make decisions about the upkeep and safety of their property withholds consent for action to be taken. In these circumstances all efforts should be made to identify with the person any potential risks to themselves (or to others) and to reach an agreement with them about how the problems may be resolved.

If consent cannot be obtained but there remains concern that the person and/or others could be at a serious risk of harm then the practitioner must follow the [Bath and North East Somerset Multi-Agency Information Sharing Protocol](#) when deciding if information should be shared without the person's consent. Where it appears that the condition of the property has been caused by self-neglect and/or by the neglect of others the practitioner/deputyship officer must raise a safeguarding alert and the multiagency safeguarding and [self-neglect](#) procedures followed. Legal advice should also be sought.

## 5. LONG-TERM ARRANGEMENTS

The person's situation and the requirement for the continuing protection of their property should be reviewed on an ongoing basis. If it becomes apparent, following a social care assessment or review, that the person is likely to require long-term residential or nursing care, or extra care, or will not be able to return home for some time, then the practitioner should take the following steps:

- Establish, as far as is possible, what the person's wishes are and the arrangements they wish to make in regards to their property and valuables.
- Provide information to the person about arranging a [Benefit Appointee](#), [Power of Attorney or Deputy](#) and/or instructing a solicitor if required.
- If the person lacks the capacity to manage their property and financial affairs, and a suitable person (e.g., a relative) wishes to become their financial Deputy, offer information on how to apply to the [Office of the Public Guardian](#). They should also be advised to seek legal advice.
- If the person lacks the mental capacity to manage their property and financial affairs and there is no other person suitable to take on this role, then the Team Leader, Deputyship & Residential, for Bath and North East Somerset Council should be consulted about the possibility of applying for a Deputyship order for property and affairs.

The Bath and North East Somerset Clients Finance Team will assess if any official legal appointment is already in place before they apply to become Deputy. Where the person has property and/or substantial assets the deputyship officer may request that the Court of Protection instructs a Panel Deputy to manage their property and affairs.

## 6. RELINQUISHING A TENANCY

### *6.1 Housing Benefit*

Housing benefit ceases to be paid as soon as somebody becomes a permanent resident in residential or nursing care. This includes the standard four-week trial period. It can be paid for up to 52 weeks when a claimant is in hospital and it is intended that they will be returning home.

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### 6.2 When the Person has mental capacity

If the person wishes to relinquish their tenancy, and the local authority is responsible for the protection of their property, the practitioner should invite the person to sign form IF6 (see Appendix 3) and then send this to the Client Finance Deputyship Team, who will make the necessary arrangements to terminate the tenancy.

If clearing a property is required, the wishes of the person should be established by the practitioner about the disposal of possessions. A written authorisation from the person should be obtained on form IF6 by the practitioner and sent to the Client Finance Deputyship Team, who will make the necessary arrangements to clear the property.

### 6.3 When the Person does not have mental capacity

If the person is subject to a deputyship order with the Local Authority, the practitioner will verify the person's wishes with regards to their possessions and will communicate this to the local authority deputyship officer. The clearing of the property and termination of the tenancy will be managed by the deputyship officer.

Where there is not a local authority deputyship officer the practitioner should make checks to establish if there is a Deputy or whether the person has appointed someone else to act on their behalf (i.e., registered Enduring Power of Attorney or Registered Lasting Power of Attorney (property and affairs)).

It is important to note that where there is not a Deputy, EPA or LPA, anyone intending to sign a termination of tenancy on a person's behalf can only do so if this is authorised by the Court of Protection. If no-one has the necessary legal authority then the practitioner must follow the provisions of the Mental Capacity Act and complete a capacity assessment of the person's ability to make decisions about their tenancy. If the person lacks capacity then then a best interest decision must be made as to whether to relinquish the tenancy and, if so, who should make the application to the Court of Protection.

If the sole purpose of the application is to terminate a tenancy, then the application to the Court of Protection should be for an order that specifically deals with the tenancy matter. If however the adult lacks capacity to manage other aspects of their property and affairs and they have assets and income other than social security benefits, and these cannot be managed through a Department of Work and Pensions Appointeeship, then it will usually be necessary for the Court to appoint a Deputy to deal with all these decisions.

## Appendix 1

### Clarification on Authorisation Letter and Indemnity Forms

Appendix 2 Authorisation Letter	Letter to be signed by a team manager or above and for the practitioner and/or deputyship officer to carry on their person when undertaking a protection of property.
Appendix 3: Indemnity Forms:	
IF1	For when the person has capacity and has asked the local authority to undertake the protection of their property. The practitioner should ask the person to complete this form before the protection of property is carried out.
IF2	For when the person has capacity but states they do not want the local authority to protect their property. The practitioner should ask the person to complete this form.
IF3	For when the person does not have capacity but they have an authorised person acting on their behalf (Power of Attorney or Deputy) The practitioner should ask the authorised person to complete this form before the protection of property is carried out.  This form should only be used in exceptional circumstances, as the authorised person is normally responsible for the protection of property. An exceptional situation may be where the authorised person is unwell, is abroad or is living a long distance away and the protection of property should not be delayed. In these circumstances (and if possible) the form should be emailed/faxed or given to the authorised person to complete and return.
IF4	For when the person does not have capacity and initially no authorised person can be located to act on their behalf, but at a later date an authorised person (Power of Attorney or Deputy) comes forward. The practitioner officer should ask the authorised person to complete this form and transfer the protection of property responsibilities.
IF5	For when the person does not have capacity and at a later date an authorised person (Power of Attorney or Deputy) comes forward to act on their behalf. The practitioner officer should ask the authorised person to complete this form and transfer the person's valuables to them.
IF6	For when the person has capacity the practitioner should ask them to complete this form if they wish to relinquish their tenancy. This form also should be used if the practitioner/officer has to dispose of or sell any contents from the property.

Practitioners and Deputyship Officers may be asked to explain what indemnity means. In its legal sense this is an exemption from liability for damages, thus protecting an individual or organisation from legal responsibility.

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## APPENDIX 2 Authorisation Letter

To whom it may concern:

The bearer(s) of this letter are: *Name of Practitioner and/ or Local Authority  
Deputyship Officer.*

The above person(s) have been authorised by Bath and North East Somerset  
Council to secure/enter the property of:

Name of Person:

Address:

This visit is being made under a legal duty of the Care Act 2014 (Section 47) which  
requires the local authority to take all reasonable steps to protect the moveable  
property of an adult who is unable to make arrangements to protect the property  
themselves.

The purpose of this visit is to ensure that the property is secured, moveable are  
objects protected and any pets made safe.

If you should have any queries regarding the above please do not hesitate to contact  
me on the number below.

Yours faithfully

## INDEMNITY FORM IF1

### Protection of Property Care Act 2014

### Authorisation for the Protection of Property

I,.....  
(Person)

Of.....  
(Address)

Authorise Bath & North East Somerset Council to carry out Protection of Property duties at the above address and remove money and valuables to an appropriate and secure storage facility for safekeeping, and agree to indemnify Bath & North East Somerset Council and its officers in respect of any consequential loss or damage to the property.

You will be supplied with an inventory of all money, valuables and documents for safekeeping.

Signed.....

Witnessed.....  
(On behalf of Bath & North East Somerset Council)

Date.....

**Signatories should retain a copy of this form**

## INDEMNITY FORM IF2

### Protection of Property Care Act 2014

### Declining Protection of Property

I,.....  
(Person)

Of.....  
.....

(Address)

Confirm that I do not wish Bath & North East Somerset Council to carry out Protection of Property duties at the above address, and agree to indemnify Bath & North East Somerset Council and its officers in respect of any consequential loss or damage to the property.

Signed.....

Witnessed.....  
(On behalf of Bath & North East Somerset Council)

Date.....

**Signatories should retain a copy of this form**

## **INDEMNITY FORM IF3**

### **Protection of Property Care Act 2014**

#### **Authorisation for the Protection of Property**

I,....., hereby declare that I am acting in  
my capacity as.....on behalf of  
.....(Name of Person)

Of.....  
.....  
(Address)

I authorise Bath & North East Somerset Council to carry out Protection of Property duties at the above address and remove money and valuables to an appropriate and secure storage facility for safekeeping, and agree to indemnify Bath & North East Somerset Council and its officers in respect of any consequential loss or damage to the property.

(You will be supplied with an inventory of all money, valuables and documents for safekeeping).

Signed.....

Witnessed.....  
(On behalf of Bath & North East Somerset Council)

Date.....

**All signatories should retain a copy of this form**

**INDEMNITY FORM IF4**

**Protection of Property Care Act 2014**

**Transfer of Protection of Property Responsibilities**

**Authorisation for the Protection of Property**

I,....., hereby declare that I am acting in

my capacity as.....on behalf of

.....(Name of service-user)

Of.....

.....  
(Address)

I am authorised to act under the Metal Capacity Act 2005 for the above named. I authorise Bath & North East Somerset Council to release all money and valuables (listed in the attached inventory) to me for safe custody, and indemnify its officers in respect of all claims, costs and actions which may arise out of the said release.

Signed.....

Witnessed.....  
(On behalf of Bath & North East Somerset Council)

Date.....

Official LPA/Deputy documents seen and photocopy taken   
Passport / driving licence seen and photocopy taken   
(Transfer of responsibilities cannot take place until the above documents have been seen and photocopies taken)

**All signatories should retain a copy of this form**

**INDEMNITY FORM IF5**

**Protection of Property Care Act 2014**

**Retrieval of Valuables**

I,....., hereby declare that I am acting in  
my capacity as..... on behalf of  
.....(Name of Person)

In consideration of Bath & North East Somerset Council releasing to me the items specified on the attached inventory, I agree to indemnify Bath & North East Somerset Council and its officers in respect of all claims, costs and actions which may arise out of the said release.

Signed.....

Address.....

Date.....

Witnessed by.....  
(On behalf of Bath & North East Somerset Council)

Date.....

Official LPA/Deputy documents seen and photocopy taken   
Passport / driving licence seen and photocopy taken   
(Transfer of responsibilities cannot take place until the above documents have been seen and photocopies taken)

**All signatories should retain a copy of this form**

INDEMNITY FORM IF6

Protection of Property Care Act 2014

Termination of Tenancy/Disposal of Contents

I,.....(Name of Person)

Authorise:

.....  
(Officer of Bath & North East Somerset Council)

To terminate the tenancy of:

.....  
.....(Address)

Signed.....

Witnessed by.....

(On behalf of Bath & North East Somerset Council)

Date.....

Furthermore, I authorise the above-named person to dispose of the contents, which I declare is my own property, either by sale or gift. The proceeds of any sale together with monies held on my behalf, can be used to discharge my liabilities and any balance credited to my account. I fully understand that any of the contents not sold or otherwise disposed of will be destroyed.

Signed.....

Witnessed by.....  
(On behalf of Bath & North East Somerset Council)

Date.....

**All signatories should retain a copy of this form.**