

Special Circumstances Application Aid

Criteria 1 – Primary Carer of someone with a disability

Written statement confirming your role as primary carer	
<p>The letter submitted to the panel must confirm the applicant's role as primary carer. The examples below are taken from real special circumstances applications.</p> <p>In addition, the letter should contain details of the condition being cared for to allow the panel to assess whether this is defined as a disability in the Equality Act 2010</p>	
Examples of acceptable evidence	Examples of rejected evidence
<p>is registered with [redacted] as a primary carer for her husband</p> <p>is the designated primary carer for her mother</p> <p>[redacted] is her only carer.</p> <p>the only carer she has.</p>	<p>Dr [redacted] is a registered carer for her son</p> <p>Dr [redacted] provides substantial care for her mother,</p> <p>involved in supporting and caring for her sister.</p> <p>he and his mother are the main carers for his father,</p> <p>acts as a supporting carer</p>
Care Plan	
<p>This would normally be provided on headed paper from either a General Practice or Social Worker who is familiar with the case and caring responsibilities.</p> <p>The examples below are provided to help applicants understand the requirements of a care plan, based on evidence submitted by applicants in previous recruitment rounds.</p> <p>Applicants applying as a primary carer who do not provide a care plan will be rejected.</p>	
Examples of acceptable evidence	Examples of rejected evidence
<p>Council produced Education, Health and Care Plan</p> <p>Description of care duties required e.g. cleaning, shopping, personal hygiene, administering medication. Provided on headed paper by a General Practitioner or Social Worker who has known you for at least 6 months</p> <p>Description of care duties required e.g. cleaning, shopping, personal hygiene, administering medication. Written by the applicant but attested as accurate by a General Practitioner or Social Worker who has known you for at least 6 months. Signature and organisation stamp required to confirm authenticity</p>	<p>Care plan written by the applicant but caring duties not attested by General Practitioner or Social Worker.</p>

Criteria 2 – Medical Condition or Disability

Report written by the current medical specialist treating your condition or Occupational Health physician

Report must be provided on headed paper and must be current i.e. written for the purpose of this application. Older medical evidence will not be accepted as there is no way of the panel confirming that this is still the current situation.

The written report must contain **all** of the following information:

- **Current medical condition or disability**
- **Ongoing treatment and frequency** – What treatment is required? Where is this delivered? How often is the applicant required to attend hospital?
- **Follow up care** – Detail why the follow up treatment and/or care **must** be delivered in the current location, including an explanation of why the same treatment could not be received elsewhere in the UK.

If any of this information is missing, the special circumstances application will be rejected.