

SCHEDULE 2

Regulation 5(1)

Claim Form for compensation

## Surrender and Compensation Scheme Claim Form

SG Logo

**For Police Scotland use only**

**Unique reference number:**

### **SURRENDER AND COMPENSATION SCHEME CLAIM FORM**

If you want to claim financial compensation for the item(s) you are surrendering to Police Scotland please complete Parts A, B, C and D.

**(Please ensure that you have read the accompanying Guidance and Privacy Information Notice before completing this form.)**

**PLEASE COMPLETE IN BLOCK CAPITALS**

#### **PART A – Your details**

**Title**

**Forename(s)**

**Surname**

**Date of Birth**

Day

Month

Year

**Your address**

House number

Street

Village, Town or City

County

Postcode

**Contact number**

1

**Email**

**PART B – Your bank/building society account**

*Compensation payments can be made by BACS payment (i.e. a secure electronic system of making payments directly to your bank or building society account) or by cheque if it is determined that compensation is payable. Please note, payment by cheque will mean it will take longer for you to receive payment.*

***Only complete this section if you wish to receive a BACS payment instead of payment by cheque.***

**Name of account holder**

**Name of Bank/Building Society**

**Bank/BS Address**

**Bank/BS Town/City**

**Bank/BS Post Code**

**Account number**

**Sort code**

**PART C – Declaration and signature:**

I declare that I have read the guidance and the Privacy Information Notice for the scheme.

I declare that I am the legal owner of the weapon(s) that I am surrendering to Police Scotland and it was/they were lawfully acquired by me.

I confirm that I understand that in surrendering the item(s) described in Part D of this form to Police Scotland, I have relinquished any entitlement to the ownership or use of the item(s).

I confirm that I owned the weapon(s) on the relevant date or contracted to acquire it/them on or before that date in order to be eligible to make a claim. These dates are as follows:

I confirm I owned or contracted to acquire the weapon on or before 20 June 2018 (unless this is a cyclone knife, see below; in the case of a cyclone knife owned or contracted to acquire the weapon on or before 22 January 2019 and in the case of a zombie knife owned or contracted to acquire the weapon on or before 29 April 2022.

If seeking compensation: I will accept the listed value in relation to the items for which I am making a claim. Tick which box applies.

**Yes**

**No**

**Some**

To the best of my knowledge and belief all the items surrendered are listed in Part D of this application and are eligible for payment under the published terms of this scheme.

By signing this declaration, I authorise Police Scotland to pass on the information contained in this form to the Scottish Government for the purposes of processing any claim that I am making for financial compensation.

Signature of legal owner .....

Date.....

**Draft Legislation:** This is a draft item of legislation. This draft has since been made as a Scottish Statutory Instrument: *The Surrender of Offensive Weapons (Compensation) (Scotland) Regulations 2022 No. 219*

<b>OFFENSIVE WEAPONS</b>						
<b>THE PROPERTY BEING SURRENDERED (TO BE COMPLETED BY THE CLAIMANT)</b>						
<b>Item</b>	<b>How many?</b>	<b>Seeking compensation? Enter Y or N</b>	<b>If Y, do you accept standard value? Enter Y or N</b>	<b>If N and claiming individual value, enter value (£)</b>	<b>Has evidence to support individual value been provided? Enter Y or N</b>	<b>Total claim for item(s) (£)</b>
Flick knife (or flick gun) <sup>4</sup>			Standard Value £20			
Gravity knife			£40			
Zombie knife			£10			
Knuckleduster			£2			
Swordstick			£12			
Handclaw			£9			
Belt buckle knife			£5			
Push dagger			£2			
Hollow kubotan			£3			
Footclaw			£7			
Shuriken (aka Shaken or Death star)			£5			
Balisong (aka Butterfly knife)			£9			
Telescopic truncheon			£20			

wpipe (aka Blow	£14
ari gama	£35
ketsu shoge	£20
rikigusari (aka ari)	£10
guised knife	£5
lth knife	£3
ight, Side	£10
lled or Friction	
truncheon	
ometimes known	
Baton) <sup>5</sup>	
lone knife or	£30
al knife	

## ANNEX A

### Guidance for completing the Surrender and Compensation Scheme Claim Form

This section provides guidance for individuals completing this form. Further information can be found in the ‘A surrender and compensation scheme in Scotland for certain offensive weapons - Guidance for surrender and claiming compensation’. This is available online. The Scottish Government Privacy Impact Notice is also available alongside this information.

Alternatively you can ask for assistance from the Scottish Government by emailing any questions to [OWACompensationSchemeEnquiries@gov.scot](mailto:OWACompensationSchemeEnquiries@gov.scot)

The Police Scotland Privacy Impact Notice can be found at:

<https://www.scotland.police.uk/access-to-information/data-protection/privacy-notice>

#### **PART A – Your details**

Please use this Part to provide the relevant details in the correct boxes. Police Scotland will need to verify your identity and it is important to provide correct contact details so you can be contacted regarding your claim(s) for compensation. Your phone number can be a landline or mobile.

Part A should include an email contact address. At the present time, some Scottish Government staff may still be working from home, and contact by email rather than by post will avoid any delays in considering claims or paying compensation.

#### **PART B – Your bank account**

Under the Surrender and Compensation Scheme, **only** legitimate and eligible owners of offensive weapons are entitled to financial compensation to cover the value of any item surrendered.

The Scottish Government has published a values list containing the standard amount of compensation that will be paid to the lawful owners of items that are surrendered to Police Scotland under this scheme.

If you consider that your item is worth more than the standard amount of compensation published, it is open to you to make a claim for the higher amount and if you wish to do so you must provide acceptable supporting evidence of this value. This evidence, which must be submitted at the time of surrendering the item to Police Scotland, will be forwarded to the Scottish Government for consideration alongside a copy of your compensation claim. The amount of compensation due to you will be decided by the Scottish Government. If your claim is for over £250 for any single item it is recommended that you provide a photograph of the item along with the evidence of its value.

Further information on your potential entitlement and how to claim compensation can

If you would rather be paid by cheque you do not need to complete Part B of this form and payment will be made using the details provided in Part A of this this form.

### **PART C – Declaration**

You are required to complete this Part to confirm that you are the legal owner of the item(s) that you are surrendering, that it was lawfully acquired and that you are eligible to claim compensation, if applicable.

You should have also read and ensured that you understood the guidance for the scheme and the Privacy Information Notice before signing. Signing this Part also signals that you understand that in surrendering the item(s) you relinquish your ownership of the item(s) you are surrendering.

If you are claiming financial compensation, you are also required to use this Part to confirm whether:

- you will accept the compensation value listed in this document for your item(s) under Part D;
- you will not accept the compensation value listed in this document for your item(s) under Part D and are seeking a higher amount;
- you will accept the compensation value listed in this document for some of your item(s) but will not accept the compensation value listed for other item(s) under Part D.

You must tick which box applies to your application.

If you are claiming compensation for an offensive weapon, you must have been the lawful owner on 20 June 2018 (or otherwise lawfully contracted to acquire the weapon on or before that date) unless the item is a cyclone knife or a zombie knife. In the case of a cyclone knife, you must have been the lawful owner on 22 January 2019 (or otherwise lawfully contracted to acquire the weapon on or before that date). In the case of a zombie knife, you must have been the lawful owner on 29 April 2022 (or otherwise lawfully contracted to acquire the weapon on or before that date).

If you acquired any of the above items after the relevant dates, you will still need to safely dispose of the items and should do so by surrendering them to Police Scotland at a designated police station during the 3 month period when the scheme is open. You will not, however, be eligible to claim compensation under this scheme.

Signing the declaration also confirms that you agree that Police Scotland can send on the information contained in this form to the Scottish Government for the purposes of processing any claim that you are making for financial compensation.

Further information on your potential entitlement and how to claim compensation can be found in ‘A surrender and compensation scheme in Scotland for certain offensive weapons’ which is available online.

It is important that you accurately complete these parts to ensure we know how many items you are surrendering, which of these items you are seeking compensation for, and what you consider the value of each individual item to be.

If you are seeking more than the standard value compensation, you must complete these Parts to state the value you believe the item to be worth and to confirm that you have provided evidence to support this value. If you are claiming more than £250 for any offensive weapon, it is recommended that the supporting evidence you provide includes a photograph of the weapon.

Further information on your potential entitlement and how to evidence your valuation if you are claiming an amount higher than the standard value can be found in ‘A surrender and compensation scheme - Guidance for surrender and claiming compensation’ which is available online.

## **ANNEX B**

This section is to be completed by Police Scotland

Once completed, a copy of the receipt will be provided to the claimant.

Application unique reference number:

Name of receiving officer or staff (please print)

Receiving station name

Date received

Identity of claimant confirmed? (Y/N)

Ownership by claimant confirmed? (Y/N)

All surrendered items correctly detailed in Part D? (Y/N) If no, use box below for details

Is the value of the claim £30 or over? (Y/N)

Valuation of relevant items provided and attached? (Y/N)



Declarations completed and signed by applicant (Y/N)

Additional comments: This space is for Police Scotland to record any other information not provided elsewhere in this form. If required, further detail can be recorded on another page.

For police use: Once completed a copy of the entire form with all supporting documents should then be sent to [OWACompensationSchemeEnquiries@gov.scot](mailto:OWACompensationSchemeEnquiries@gov.scot) with the compensation claim's unique reference number added to the subject line.

The Scottish Government will review the claim and respond directly to the claimant to confirm progress and next steps in due course.

A copy of the completed receipt at Annex B should be given to the claimant.