

# 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 unintended happening, incident or series of incidents at work, which result 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.

## Reporting the accident to your employer

If you have an accident at work, you should 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. You should record the details of the accident in the book as soon as you can. If there is no accident book, you can tell your employer about the accident, verbally or by letter. 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, you should ask someone else to do it for you.

## What is an accident declaration?

An accident declaration is when you ask us to look at the details of your accident and decide whether it was an industrial accident. If we decide that your accident was an industrial accident, it may help if you later claim benefit because of your accident.

You can apply for a decision on whether your accident was an industrial accident at any time.

## Am I eligible?

You may be entitled to the benefit if you are disabled because of an accident at work while working for an employer. Industrial Injuries Disablement Benefit is not paid if you were self-employed when the accident happened.

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

**The amount you get depends on how serious your disablement is.** We usually need you to have a medical examination. The doctor will give us advice about how seriously you are disabled and how long your disablement is expected to last.

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 as the result of an accident, you should claim Industrial Injuries Disablement Benefit as soon as possible, but you cannot be entitled to benefit for the first 90 days after 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 monies for them. Someone accepted by the Department to act on someone's behalf is known as the appointee.

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

If someone applies to act on someone else's behalf we will

- arrange a visit to the person whose claim it is and the person making the application to act, **and**
- decide whether the person needs someone to act on their behalf for all social security matters, **and**
- explain the responsibilities that person would be taking on.

Any benefit due will not be paid until the process is complete.

If someone has power of attorney or any legal authority to act on behalf of the person making the claim, then that person should sign the claim form and enclose a copy of the authority with the claim form. The copy must be certified and signed by a solicitor as a true copy.

## About your claim for benefit or an accident declaration

### Claiming Industrial Injuries Disablement Benefit

If you wish to make a claim for 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.

### Declaring an accident

If you wish to apply for a declaration that your accident was an industrial accident 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 a decision on an accident declaration.

If the Department accepts your accident was an industrial accident and you then claim benefit, any benefit you may be entitled to will only be considered from the date of the new claim.

## **What happens after we get your accident declaration?**

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

To help the decision maker decide the accident declaration we may write to the employer that you have told us about in the form.

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 received your claim.

A decision maker will look at your claim and decide whether 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 or to make enquiries on your claim. For example, we may write to any employer, doctor or hospital that you have told us about in the form.

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

Please let us know of any times or dates, in the next 6 months, when you are not able to attend a medical examination. 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**

### **Analogous Industrial Injuries Scheme (AIIS)**

If you are a trainee who has had an accident or contracted a disease during the course of a work-based training programme you may be able to get help under this scheme. You cannot get Industrial Injuries Disablement Benefit. For further information contact:

Analogous Industrial Injuries Scheme  
Bridge House  
28, Wheldon Road  
Castleford  
WF10 2JG.  
Phone: **01977 464094**.

### **Reduced Earnings Allowance (REA)**

If you are unable to do your usual job or work with similar pay because of an accident before 1 October 1990 caused by work and you are suffering from an illness or disability, you may be entitled to claim REA.

### **Constant Attendance Allowance (CAA)**

If you get Industrial Injuries Disablement Benefit at the 100 per cent rate and need daily care and attention, you may get CAA. This is paid at four different rates. This allowance will be considered automatically. You do not have 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 constant care and attention, you may also get ESDA.

## Other money you may be able to get – continued

### **Additional payment for people whose employer has gone out of business – the Pneumoconiosis etc (Workers' Compensation) Act 1979**

The Pneumoconiosis etc (Workers' Compensation) Act 1979 provides payments to people, or dependants of people, who suffer from certain industrial diseases caused by certain dusts. You can make a claim if you are unable to get damages from the employers who caused or contributed to the disease.

The diseases covered 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 you are suffering from one of the above diseases and think you may be entitled to a payment, get in touch with Pneumoconiosis Workers' Compensation section:

Phoenix House  
Stephen Street  
Barrow in Furness  
Cumbria  
LA14 1ZA  
Freephone **0800 279 2322**

Do not wait for a decision on your claim under the industrial injuries 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

Phoenix House

Stephen Street

Barrow-in-Furness

Cumbria

LA14 1BY

Phone **01229 842841**

## **What if you live outside the UK?**

If you live outside the UK please contact the International Pension Centre for advice:

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 get in touch with your regional disablement benefit office. You can find the phone number and address on pages **11** and **12**, or visit our website at **[www.dwp.gov.uk](http://www.dwp.gov.uk)**

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, they are available in some libraries and Citizens Advice Bureau.

## 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 regional disablement benefit offices

Industrial Injuries Disablement Benefit is processed by 10 regional offices. If you have any questions about the benefit, please contact your regional office.

<b>Region</b>	<b>Office name, location</b>	<b>Phone number</b>
East Midlands	Sutton in Ashfield Social Security Office 70/78 High Pavement Sutton in Ashfield Notts, NG17 4FY	01623 492300
East of England	Lowestoft Marina Social Security Office Rishton House Clapham Road Lowestoft Suffolk NR32 1RW	01502 504000
North East	Sunderland Social Security Office Wear View House Eden Street West Sunderland SR1 3EY	0191 554 6300
North West	Barrow Social Security Office Phoenix House Stephen Street Barrow-in-Furness Cumbria LA14 1BY	0845 603 1358
Scotland	Ayr Social Security Office Wallacetoun House John Street Ayr KA8 OBX	01292 666000

Continued on next page

## Addresses of the regional disablement benefit offices – continued

<b>Region</b>	<b>Office name, location</b>	<b>Phone number</b>
South East and London	Broadstairs Social Security Office 2-4 St Peters Park Road Broadstairs Kent CT10 2BP	01843 873000
South West	Yeovil Jobcentre Plus Federated House 29 - 31Hendford Yeovil BA20 1UU	01823 349100
Wales	Merthyr Tydfil Jobcentre Plus Ty Bethesda Avenue De Clichy Merthyr Tydfil CF11 8ZH	01685 306500
West Midlands	Longton Jobcentre Plus Office 83-87 The Strand Longton Stoke on Trent ST3 2PF	01782 216600
Yorkshire and The Humber	Castleford Social Security Office Bridge House 28 Wheldon Road Castleford WF10 2JG	01977 464111

# Industrial Injuries Disablement Benefit for an accident at work

**jobcentreplus**

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 Department for Work and Pensions collects information for the purposes of dealing with social security, child support, vaccine-damage issues, employment and training, private pensions policy, retirement planning and the Financial Assistance Scheme. The information we collect about you depends on the reason for your business with us, but we may use the information for any of these purposes.

We may check information about you with other information we have. We may get information about you from other people and certain other organisations. We may give information to certain other organisations, as the law allows, to:

- check the accuracy of information
- prevent or detect crime
- protect public funds in other ways, and
- use in research or statistics.

These other organisations include other government departments, local authorities, and private-sector bodies such as banks and organisations that may lend you money. We will not give information about you to anyone outside our department unless the law allows us to.

The Department for Work and Pensions is the data controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use your information, please contact us. You can contact any of our offices and ask for leaflet **GL33** *Data Protection Act 1998 – It affects you*. Or you can find a copy of the leaflet on our website. The address is **[www.dwp.gov.uk](http://www.dwp.gov.uk)**

**Everyone must fill in this part**

**Please tell us about yourself**

**Surname or family name**

Mr/Mrs/Miss/Ms/Dr/Rev

**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**

Postcode

**Home phone number**

Code                      Number

**Daytime phone number**, if different

Code                      Number

**Mobile phone number**

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 recent previous addresses.

● **Remember**, if you need help filling in this form, or any part of it, phone **0800 88 22 00**, or your regional disablement benefit office.

# 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 3 About your work**

**Everyone must fill in this part**

**Please tell us about your job at the time of the accident**

**Name and address of your employer at the time of the accident**

Postcode

**Employer's phone number, if you know it**

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

**Workplace**

--

**Your job**

--

**Department**

--

**Payroll, staff or other reference number**

--

If your employer has changed name or address since your accident, please give details

Postcode

**In which industry or business area is this company involved?**

--

**Is this employer still in business?**

No

Yes

# 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 location.

**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 a declaration for this accident before?**

**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, say which arm – left or right.

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 us about your earlier claims.

What is the name of the industrial disease or the date of the industrial accident you claimed for?

**Claim 1**

**Claim 2**

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 or addresses. Include addresses abroad.

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. For your nearest office that can process this declaration please see 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

**Doctor's phone number**, if you know it

Code	Number
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**We may have to ask you to attend a medical examination by a doctor or specialist.**

If you have any problems attending a medical examination, please tell us about them.

Also give any date and times that you may not be able to attend in the next 6 months.

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**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.

Income Support

**You**

**Your partner**

Income-based Jobseekers Allowance



Pension Credit



Any other state benefit, allowance or pension



**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 give details below.**

Name of benefit, allowance or pension

**You**

**Your partner**

Reference number, if applicable



Date of claim or application

 / /

 / /

Office dealing with your claim or application

  
  
 Postcode

  
  
 Postcode

**Continue on the next page.**

**Part 9 About other benefits and entitlements – continued**

	<b>You</b>	<b>Your partner</b>
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="/ /"/>
Office dealing with your claim or application	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text" value="Postcode"/>	<input type="text" value="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

**We normally pay Industrial Injuries Disablement Benefit directly into an account.** This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank, building society or other account provider. Most accounts allow you to make savings on some of your bills by paying them by Direct Debit. You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. Most of these machines can be used for free, but some of them will charge you to take your money out. If so, you will be warned by a message on the screen. This will give you the opportunity to cancel your transaction without being charged. There are arrangements with some banks and building societies to let you collect cash from many of their accounts over the counter at post offices.

## **A – Payment direct into an account**

### **How you will be paid**

Your benefit will be paid into the account every 4 weeks, every 13 weeks or every week.

### **Finding out how much is paid into the account**

We will tell you when the first payment will be made and how much it is for. Each payment, after the first one, should be for the same amount unless there is a change in your circumstances. We will tell you whenever we know there is going to be a change in the amount we pay into your account.

You can check your benefit payments on your account statements. Your statements will usually show your National Insurance (NI) number next to payments that are from us. If you think your payment is wrong, get in touch with the office that pays you.

### **Getting someone to collect your benefit**

You may be able to get someone else to collect your benefit for you regularly if you wish. For help with this please contact your bank, building society or other account provider such as the Post Office® or a Credit Union.

### **If not enough money is paid into the account**

If we do not pay enough money into the account, we will make another payment or add the money we owe you onto your next payment. We will contact you to tell you what we are going to do.

### **Sometimes too much money may be paid into your account and you may be overpaid**

If this is because of the way the system works for payments directly into an account, we have the right to recover any money you are not entitled to. For example, you may give us information which means you are entitled to less money but we may not be able to change the amount already sent out. We will contact you first if we propose to recover any money.

### **What to do now**

To tell us about the account you want to use for your Industrial Injuries Disablement Benefit, **go to Part B**

**or**

if you do not already have a suitable account, **go to Part D.**



### **C – How often can I be paid**

Having your payment into an account will not affect how often you are paid.

**How often do you want your benefit to be paid?**

Every 4 weeks

Every 13 weeks

Every week

If you want more information, get in touch with your regional disablement benefit office.

## D – If you did not complete section B

Please read the notes below then tick Box 1 or Box 2.

If you have an account but you do not wish to use it, for example a joint account, any bank or building society will help you open an account that suits you better. Remember to ask whether their accounts allow you to get your money from the Post Office®, if this is important to you.

- **Basic bank account**

If you have had problems opening a current account, or if you are worried about being overdrawn, you could ask any bank or building society about opening a basic bank account. These are available from all major banks and offer free banking with no overdraft facility. You can use these accounts to pay money in, pay bills automatically and get cash out. Many basic bank accounts also allow you to get cash from post offices.

- **Other accounts**

Alternatively, you can be paid into some Credit Union accounts or a Post Office® card account. These accounts may have restrictions on the services provided.

### What to do now

Tick the box that applies to you.

**Box 1**

I intend to open an account.

Any bank, building society or other account provider will help you open an account. If you want to get your money at the Post Office®, check that the account allows you to do this. **If you want us to pay into an account, tell us your account details as soon as you have them.**

**Box 2**

I would like information about how I can be paid by other means.

We will contact you about your payment. If, in the meantime, you want more information about opening an account, please contact us.

**Complete the claim form and send it to us now.  
Do not wait until you have opened an account.**

**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 and sign and date each sheet 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
- have signed this form
- have included your medical report. Remember, 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 their address in the **BI100A Notes** which we sent with this form.

## Part 14 What happens next

- 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. 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 received your claim.
- A decision maker will look at your claim.  
*Decision makers* are people who decide whether 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 or to make enquiries on 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 come for a medical examination. If that happens, we will write and tell you where and when the examination will take place. 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.