

12. Annex D – Claim Form

Surrender and Compensation Scheme Claim Form

For Police Scotland use only

Unique reference number

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

12.1 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	
Email	

12.2 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	

12.3 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	
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If "Yes" is ticked, I accept that the police may dispose of the item(s) concerned straightaway.

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.....

12.4 Part D – Offensive Weapons

Details of the Weapon(s) being Surrendered (To be Completed by the Claimant)

Ref. Official Use Only	Item	How many ?	Seeking compensation? Enter Y or N	If Y, do you accept standard value? Enter Y or N	If N and claiming individual value, enter value (£)	Has evidence to support individual value been provided? Enter Y or N	Total claim for item(s) (£)
				Standard Value			
	Flick knife (or flick gun)			£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			
	Blowpipe (aka Blow gun)			£14			
	Kusari gama			£35			
	Kyoketsu shoge			£20			
	Manrikigusari (aka Kusari)			£10			
	Disguised knife			£5			
	Stealth knife			£3			
	Straight, Side handled or Friction lock truncheon (sometimes known as a Baton)			£10			
	Cyclone knife or Spiral knife			£30			
Total Value of Claim							

12.5 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.

The Police Scotland Privacy Impact Notice can be found at: <https://www.scotland.police.uk/access-to-information/data-protection/privacy-notice>

12.5.1 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.

12.5.2 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 be found in 'A Surrender and compensation scheme in Scotland for certain offensive weapons - Guidance for surrender and claiming compensation' which is available online.

If it is determined that compensation is payable, we will make a BACS payment or issue a cheque for that amount.

If you wish to receive payment by BACS you must complete Part B of this form in order to receive payment.

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 form.

12.5.3 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 - Guidance for surrender and claiming compensation' which is available online.

12.5.4 Part D – Offensive Weapons

In these Parts you will find the list of all the offensive weapons that are subject to surrender, as well as the standard value of compensation that is payable for each item if you are seeking compensation.

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 in Scotland for certain offensive weapons - Guidance for surrender and claiming compensation' which is available online.

12.6 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 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.