



# **Tips for Disability Living Allowance (DLA), Personal Independence Payment (PIP) and Attendance Allowance (AA) form filling for adults aged 16 and over**

**Anyone who is 16 - 64 who is claiming for the first time must now claim PIP instead of DLA. If you are requesting an increase in your DLA award, you may remain on DLA if you are not yet required to claim PIP. Go to [www.gov.uk/pip-checker](http://www.gov.uk/pip-checker) to see if you are required to claim PIP.**

**If you are 65 or over and claiming for the first time you should claim AA.**

Below are general tips to help you complete a DLA, PIP or AA form.

- When completing these forms include the help you need, not just what you receive. If you do something because there is no one to help you but it is dangerous or difficult for you, include this on the form and explain any risks you face.
- When explaining the difficulties you have on a day to day, ensure you give a complete picture including both good and bad days.
- It can be useful to keep a diary of some of the difficulties you are experiencing. In particular, for DLA and AA any difficulties you are having with your care needs at night. You can send your diary with the form as evidence.
- When completing the form be clear about the difficulties you have. Use bullet points or a list if this is easier.
- If you have mental health needs, these are just as important as physical health needs. If, for example you need someone with you to keep you safe, include this on the form and explain what could happen if you were left alone. If you need to be reminded or prompted to do something include this on the form.
- The form is designed to cover all disabilities and health conditions. Not every question will relate to you. For the questions that do apply, give some examples and details of the difficulties you experience.
- The decision will be based on your personal care/daily living needs and/or mobility needs. Everyone's circumstances are different and therefore, you may know other people who have a different award to you.
- The decision maker cannot take into account tasks such as shopping, gardening or cleaning your house.
- Once you have completed the form, it is important that you also send any evidence of the difficulties you experience with the form. This includes letters from your GP, hospital specialist or other professionals. Read through the letters before you send them. If it doesn't support your claim, don't send it.

- Always keep a copy of the form as well as any letters sent with it.

See our DLA, PIP and AA webpages for further information on these benefits.

If you need further advice on applying for DLA, PIP or AA, you can contact Nottinghamshire County Council for more information using the details provided below.

### **Contact information:**

Phone: 0300 500 80 80  
Monday to Friday: 8am to 8pm  
Saturday: 8am to 12 noon  
(Calls cost 3p a minute from a BT landline.  
Mobile costs may vary).

Email: [enquiries@nottscc.gov.uk](mailto:enquiries@nottscc.gov.uk)  
Website: [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)  
Minicom: 01623 434993

Phone 0300 500 80 80 if you need the information in a different language or format.