Here4Wills

FREE PRINTABLE PLANNER

LPA people and signing planner

A calm, practical workbook to help you organise the people, choices and signing steps for a lasting power of attorney in England and Wales.

Important

You do not need this planner to make an LPA. GOV.UK provides the official service and free guidance. This workbook is general information, not personal legal advice, and is not an official Office of the Public Guardian document.

Complete this privately. Do not send this workbook to Here4Wills. Nothing you write here is collected or transmitted by us.

PART 1

Before you start

Use this page to confirm the basics before you choose people or begin the official application.

The donor	The two types
The person making the LPA is called the donor. They must be 18 or over and have the mental capacity to make the LPA.	A property and financial affairs LPA and a health and welfare LPA are separate documents. You can make either one or both.

My starting checklist

- ☐ I understand that this planner is not the LPA form.
- ☐ The donor can understand, weigh and communicate the decision to make an LPA.
- ☐ I have opened the current official GOV.UK guidance before starting.
- ☐ I know which LPA type, or types, I want to consider.
- ☐ I will use current official forms or the official online service.

What matters most to the donor?

Examples: staying at home, help with bills, family involvement, medical wishes.

Current official fee and timing

GOV.UK currently says registration costs GBP 92 for each LPA and usually takes 8 to 10 weeks if there are no mistakes. A reduction or exemption may apply. Check the official service for the latest position before paying.

Official starting point

https://www.gov.uk/power-of-attorney/make-lasting-power

PART 2

Your people planner

Write names here only if you want a private working note. Copy final details carefully into the official application.

Donor - full name and the name they normally use

Attorney 1 - name, relationship and why they are trusted

Attorney 2 - name, relationship and why they are trusted

Replacement attorney or attorneys

Certificate provider - how they know the donor or their relevant professional role

People to notify, if any

Witnesses who may be available

Pause before choosing

Attorneys should be trustworthy, willing and able to act. Check the official eligibility rules, including restrictions affecting a property and financial affairs attorney who is bankrupt or subject to a debt relief order.

PART 3

Decisions to think through

These prompts help you prepare for the official questions. They do not tell you which choice is right for you.

How should multiple attorneys act?

- ☐ Jointly - every decision covered by the appointment must be made together.
- ☐ Jointly and severally - attorneys may make decisions together or individually.
- ☐ Jointly for some decisions and jointly and severally for others - get advice if the wording is not completely clear.

Questions or concerns about how attorneys should act

Replacement attorneys

- ☐ I have considered when a replacement should step in.
- ☐ I have checked how the replacement arrangement works with the way attorneys are appointed.

Choices for each LPA type

Property and financial affairs	Health and welfare
Consider whether attorneys may act after registration while the donor still has capacity, but only with the donor's permission, or only after the donor loses capacity.	The donor must choose whether attorneys may give or refuse consent to life-sustaining treatment. This LPA is used only when the donor cannot make the particular decision.

Preferences the donor may want attorneys to consider

Instructions the donor may be considering

Instructions are binding. Personal legal advice can help avoid wording that is unclear, unworkable or invalid.

PART 4

Signing order tracker

Use the current LP12 guide while signing. Dates in the wrong order, missing signatures and ineligible witnesses can delay registration.

1	**The donor signs first** The donor signs their section in front of a witness. The witness signs after seeing the donor sign.
2	**The certificate provider signs next** They confirm that the donor understands the LPA, is not under pressure and that there is no other reason the LPA should not be made.
3	**Attorneys sign after the certificate provider** Each attorney and replacement attorney signs their section in front of a witness.

My signing checklist

- ☐ Everyone is using the same original LPA document.
- ☐ Names and details match throughout the document.
- ☐ The donor's witness is not an attorney or replacement attorney in this LPA.
- ☐ No person is witnessing their own signature.
- ☐ Every signature and witness section has been completed and dated.
- ☐ The dates follow the required order: donor, certificate provider, then attorneys.
- ☐ We have not used digital signatures or photocopied signature pages.

Planned donor signing date, place and witness

Planned certificate provider signing date and place

Planned attorney signing dates, places and witnesses

Do not rely on memory

Open the current LP12 guide and follow its signing instructions exactly. If the people cannot sign in the required order, stop and plan the sequence again.

PART 5

Registration and final checks

An LPA cannot be used until it is registered. Review the whole document before it is submitted.

Document review

- ☐ All names, addresses and dates of birth are accurate and consistent.
- ☐ All choices about attorneys, replacements and how they act are clear.
- ☐ Every required signature, date and witness detail is present.
- ☐ The signing dates are in the correct order.
- ☐ Any people to notify have been dealt with as the official process requires.

Fee and submission

- ☐ I have checked the current registration fee on GOV.UK.
- ☐ I have checked whether the donor qualifies for a fee reduction or exemption.
- ☐ Any required evidence for a reduction or exemption is ready.
- ☐ I have noted how and where the official application will be submitted.

After registration

- ☐ The registered LPA will be kept somewhere safe.
- ☐ The donor and attorneys will know where it is kept and how it may be used.
- ☐ Important organisations will be told about the LPA when it is appropriate to do so.

Where the registered LPA will be kept

____

____

Who needs to know, and when

____

____

____

Keep this planner private

It may contain names and personal notes. Store it securely, destroy it when it is no longer needed, and do not send it to Here4Wills.

PART 6

When to get personal advice

Many people can make an LPA using the official service. Individual advice may be sensible when the choices or circumstances are not straightforward.

- ☐ The donor or an attorney lives abroad, or foreign assets may be involved.
- ☐ An attorney has bankruptcy, debt relief or other eligibility concerns.
- ☐ There is uncertainty about appointing attorneys jointly, jointly and severally, or in different ways for different decisions.
- ☐ The donor wants detailed preferences or binding instructions.
- ☐ There are concerns about pressure, conflict, understanding or mental capacity.
- ☐ The donor has complex business, trust, family or care arrangements.

Getting advice does not mean something is wrong

It is a way to check that the document will work as intended and that the donor's choices are understood and protected.

Official sources

Make a lasting power of attorney
https://www.gov.uk/power-of-attorney/make-lasting-power

LP12: Make and register your lasting power of attorney - a guide
https://www.gov.uk/government/publications/lasting-power-of-attorney-forms/lp12-make-and-register-your-lasting-power-of-attorney-a-guide-web-version

Register an LPA, including current fees
https://www.gov.uk/power-of-attorney/register

Here4Wills plain-English LPA guide
https://here4wills.uk/lasting-power-of-attorney/

About this workbook

Published by Here4Wills, created and operated by LATITUDE60 LTD. This is a free, static planning companion. It does not collect answers, create an LPA, replace official forms or provide personal legal advice.

Version 1.0 - information and official links checked 18 August 2026. Always check GOV.UK for the latest forms, fees, instructions and processing times.