

TROUBLES PERMANENT DISABLEMENT PAYMENT SCHEME

APPLICATION FOR FURTHER ASSESSMENT WHERE DISABLEMENT WORSENS - GUIDANCE NOTES

The Troubles Permanent Disablement Payment (TPDP) Scheme (the 'Scheme') is legislated for in the Victims' Payments Regulations 2020. The purposes of the Scheme are to:-

- a) Acknowledge the harm suffered by those injured in the Troubles, and
- b) Promote reconciliation between people in connection with Northern Ireland's troubled past.

The Scheme deals with applications for payments to people living with permanent injuries sustained in Troubles-related incidents between 1 January 1966 and 12 April 2010, or the beneficiaries of those who have since passed away. Incidents outside of these date parameters can be considered on a case by case basis.

The **application for further assessment where disablement worsens** is the only means by which the determination of the Victims' Payments Board can be revisited if the disablement condition as a result of a Troubles-related incident worsens. Once completed, the form should be forwarded to the Scheme administration team as soon as possible.

It is important that you read all this guidance **IN FULL** before completing your application.

If you are in distress and need to speak to someone urgently you can call Lifeline for free on 0808 808 8000 from UK landlines and mobiles, 24 hours a day, 7 days a week.

For the purposes of completing this form, please note the following:

Victim :	the person who was permanently injured as a result of a Troubles-related incident.
Beneficiary :	the person who may benefit if an award is made under the Troubles Permanent Disablement Payment Scheme.

Before you apply

What you need to think about before you apply

To apply for a further assessment you will need to:

- ✓ Give personal information to us
- ✓ Provide details about how your permanent disablement has worsened
- ✓ Sign the statutory declaration at the back of the application form.

Before you apply, you may wish to know that:

- ✓ **An application for further assessment can be made only once**
- ✓ An application for further assessment cannot be made if you have received a lump sum payment in respect of your initial application
- ✓ Support services are available to assist you in your application - see [Annex A](#).
- ✓ We can request further information from you in writing or by telephone.
- ✓ Where possible, this further assessment will be determined on the basis of paper based supporting information that demonstrates a worsening of your disablement, otherwise we may request that you attend a face to face assessment with a healthcare professional to reassess your degree of permanent disablement.

When you apply, you acknowledge that:

- ✓ We will share some information relevant to your application
- ✓ We will check if you have previously requested a further assessment.

When you submit your application, you understand that the information provided may be shared with relevant departments / agencies for the purpose of processing the application. You can read the Victims' Payments Board Privacy Notice on the Scheme website.

Completed application form, along with supporting documentation, should be forwarded to:

**PO Box 2305
BELFAST
BT1 9AX**

COMPLETING THE APPLICATION FORM

The rest of this guidance aims to help you complete the relevant parts of the form. We have tried to set out at each part a brief explanation of the information asked for. It may be helpful to have this guidance at hand when completing the form.

This guidance provides general information only. Every effort has been made to ensure that the information is accurate, but it is not a full and authoritative statement of the law. The scheme regulations are the authoritative document.

Section 1 - Personal Details

A – Beneficiary Details

This section of the form **must always be completed**. In this section you are asked to provide the personal details of the person whose injuries were previously assessed under this Scheme, and who benefitted from an award, and is now applying for a further assessment of their permanent disablement.

You are asked to provide your name, address and contact details. These should already be held on the VPB case file so can be verified as part of this application.

We also ask you to provide your Victims' Payments Reference Number. This number is unique to you. It helps us identify you correctly and match your details to your original application. You should be able to find your **Victims' Payments Number** on any letter or document you have received from the Victims' Payments Board. This number will commence with VPB, followed by a series of numbers.

B – Acting on behalf of the Beneficiary

You only need to complete this part if:

- You are completing this application form on behalf of someone, whose details have been provided in section 1A, and they are a minor or they lack capacity to adequately progress the application themselves. Lacks capacity means someone unable to make their own decisions because of an illness or disability such as a mental health problem, dementia or a learning disability. This could be the parent of a minor or someone with enduring power of attorney.
- You are a friend or relative managing an application on behalf of a beneficiary and have been appointed by the beneficiary to submit and manage the application on their behalf. This could include, for example, a son representing his mother, who is the beneficiary and suffered permanent injuries as a result of a Troubles-related incident.
- You work (for example) with a support service or solicitor's office, and have been appointed by the beneficiary to submit and manage the application on their behalf.

In all the above instances, you are applying on behalf of the beneficiary, as their representative. You would be effectively managing the application on their behalf, and would be the contact point for the Scheme administration team. If you do not think you should be receiving routine communications from the Scheme administrators, or managing the application on the beneficiary's behalf, then this section should be left blank – in which case all communications from the Scheme administrators will be forwarded to the person named in section 1A.

Please note, you do not need a paid representative such as a solicitor or claims management company to apply to this Scheme. If you choose paid representation, the

Victim's Payments Board cannot meet the cost of this and you will have to pay these costs yourself.

If you have previously provided these details in the original application, and they have not changed, you are asked to confirm this.

If not, and you are now applying on a person's behalf, you are asked to provide a name and contact details so that the Scheme administrators can progress requests for any further information, and keep you updated on the progress of the application. You are also required to provide proof of your authority to act on behalf of the beneficiary – this could include (for example) a document proving parentage to a beneficiary who is a minor, a letter confirming of power of attorney or letter signed by the beneficiary.

SECTION 2 – GROUNDS FOR FURTHER ASSESSMENT

This section of the form asks you to provide the reasons why you think a further assessment of the degree of disablement is required. This can be because:

- Your permanent disablement, as a result of a Troubles-related incident, has become worse, and
- You reasonably believe that the assessed degree of permanent disablement (the original assessment) does not provide a reasonable assessment of the degree of permanent disablement resulting from the relevant incident.

As an application for further assessment can only be made once, you are asked to confirm that this is the first time you have applied for a further assessment.

You are asked to provide details of the date (or approximate date) on which the worsening began, how your permanent disablement has become worse and details of any changes to treatment you are receiving for your condition since the original assessment was made.

You must also enclose medical documentation to support your application for further assessment. Supporting documentation should include confirmation of the approximate date at which your condition worsened.

A table is provided for you to record the supporting documentation you are forwarding with your application. You are asked to list the supporting documents in the table.

Please do not send original documents as these cannot be returned

SECTION 3 – DECLARATION

You must carefully read this section of the form before confirming that you have read and understood that the information you have provided is true and may be shared with others. By signing the declaration within the form you are indicating that you understand that, in order to confirm the details provided on the form, and to enable a full assessment to be undertaken, the Victims' Payments Board may request information in line with Article 6(1)(e) of UK GDPR:

- From any medical practitioner attended by the applicant, medical records, notes and reports, which are relevant to this application (This may include GP and Counselling Notes and records, if required).
- From the police all relevant information, including copies of the applicant's criminal record (if any) and any statements made in connection with this application.
- From any other source, any information which is relevant to this application.

Once you have read and confirmed, you must date and sign the form. Un-signed forms received by the Victims' Payments Board will not be accepted and may delay processing of your application. Once signed, please forward the application form, along with any attaching documents (in support of your application) to the Victims' Payments Board as soon as possible.

WAVE Trauma Centre

WAVE Trauma Centre is a regional NGO that works from five centres across Northern Ireland providing a holistic range of therapeutic, welfare and support services to anyone bereaved or injured as a result of the Troubles regardless of religious, cultural or political beliefs. WAVE has a team of specialist welfare officers for the Troubles Permanent Disabled Payment Scheme making applications for individuals and supporting them through the process.

WAVE works across N. Ireland, Ireland, GB and with clients living in other areas of the world who have been affected by the NI Troubles/ Conflict. All services delivered by WAVE are trauma informed. WAVE is an accredited service provider with the British Association of Counselling and Psychotherapy (BACP)

To access assistance with the Troubles Permanent Disabled Payment Scheme or to find out more about the range of services that are available please contact:

	Address	Telephone Number	Email Address	Website/ Social Media
WAVE	Belfast Office:	028 90779922	adminhq@wavetrauma.org	Website: www.wavetraumacentre.org.uk
	Armagh Office:	028 37511599	adminarmagh@wavetrauma.org	
	Ballymoney Office:	028 27669900	adminballymoney@wavetrauma.org	
	Derry/ Londonderry Office:	028 7126 6655	adminderry@wavetrauma.org	Facebook: https://www.facebook.com/WaveTraumaCentre/
	Omagh Office:	028 8225 2522	adminomagh@wavetrauma.org	

Relatives for Justice (RFJ)

Relatives for Justice is a non-governmental organisation supporting persons bereaved and/or injured as a result of conflict. Providing support across the region and with offices in Belfast, Dungannon and Mid-Ulster, Relatives for Justice (RFJ) is a non-sectarian, non-judgmental organisation operating with core values of confidentiality, inclusion and equality. Offering a holistic wrap around service RFJ provides support programmes, advice, advocacy and fully accredited therapeutic services all designed to professionally support families and individuals with the impact of trauma.

	Address	Telephone Number	Email Address	Website/ Social Media
RFJ	Ardoyne Office: 2-4 Brompton Park Belfast BT14 7LD	028 90716122	injuredscheme@relativesforjustice.com	www.relativesforjustice.com

The Ely Centre

The Ely Centre, a Charity established in the aftermath of 1987 Enniskillen Remembrance Day Bomb, provides multi-disciplinary support services for civilians, security force & HM Forces personnel and their families, who have experienced bereavement and injury as a result of the “Troubles” through the provision of evidenced based treatment and support services that address issues of declining physical and psychological health, social and financial difficulties which have arisen as a result of the “Troubles”

The Ely Centre currently provide support in the following areas.

- Fermanagh and Omagh District Council Area
- Armagh, Banbridge & Craigavon Council Area
- Newry and Mourne Council Area
- Mid Ulster Council Area
- Co Monaghan

	Address	Telephone Number	Email Address	Website/ Social Media
ELY	Enniskillen Office: 52-60 Forthill Street BT74 6AJ	028 66320977	enquiriesvps@elycentre.co.uk	www.elycentre.com
	7 Fairgreen Road Markethill Co Armagh BT60 1PW	028 37552447		

South East Fermanagh Foundation (SEFF)

South East Fermanagh Foundation (SEFF) provides support to innocent victims and survivors of terrorism and other 'Troubles related' criminal violence. We have offices located in Lisnaskea, County Fermanagh, Bessbrook, south Armagh, Rathfriland, County Down, Lisburn, County Antrim and we are the sole Northern Ireland formed group to have a base in Great Britain (London) from which we direct outreach support to GB-based victims and survivors. We are open for referrals irrespective of geography, and where we can work collaboratively with other organisations we do, in best meeting the needs of individual victims/survivors.

SEFF provides a holistic service for victims/survivors providing services spanning, health and wellbeing, advocacy, befriending, youth/transgenerational and wider practical support services including social support interventions. We strive to facilitate and support an individual's transition from victim to survivor as part of a process of healing.

	Address	Telephone Number	Email Address	Website/ Social Media
SEFF	Main office: Unit 1 Manderwood Park 1 Nutfield Road Lisnaskea Co Fermanagh BT92 0FP	028 67723884	welfare@seff.org.uk	Website: www.seff.org.uk
	South Down Gateway Service: 16A Downpatrick Street Rathfriland Newry Co Down BT34 5DG			Twitter: @SEFFLisnaskea
	South Armagh Gateway Service: College Square East Bessbrook Newry Co Down BT35 7DR			Facebook: SEFF Victims and Survivors and SEFF Lisnaskea (Community)

	<p>East Region Gateway Service: 19/21 Graham Gardens Lisburn Co Antrim BT28 1XJ</p>			
<p>SEFF GB</p>	<p>LIVES Project LG16 Lower Ground 25 Finsbury Circus London EC2M 7EE</p>			

Ashton

Bridge of Hope is a project within Ashton's Health & Wellbeing Department engaging with over 30,000 people since 2001.

They deliver services from three wellbeing centres working from North Belfast – McSweeney Centre close to Carlisle Circus, Alliance Avenue, and Churchill Street.

Their mission is "To empower and promote positive change for victims and survivors through the delivery of quality health and wellbeing services". Support includes –

- Complementary Therapies;
- Life Coaching;
- Counselling and Psychological Services;
- Accredited VTCT Training;
- Personal Development courses in stress management,
- Resilience, and mindfulness
- Health and Wellbeing Caseworkers
- Troubles Permanent Disablement Pension Scheme application support

Ashton's services are person-centred and based on the theory that no single approach will suit everyone. All services are designed to help manage and reduce stress whilst encouraging the development of positive, healthy, and resilient lives.

	Address	Telephone Number	Email Address	Website/ Social Media
Ashton	Ashton Centre 5 Churchill Street Belfast BT15 2BP	028 90742255	bohension@ashtoncentre.com	https://www.ashtoncentre.com