



TROUBLES PERMANENT DISABLEMENT PAYMENT SCHEME

GUIDANCE TO COMPLETING THE APPLICATION FORM

The Troubles Permanent Disablement Payment Scheme (the Scheme) was established by the Victims' Payments Regulations 2020 (the Regulations). 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 to the beneficiaries of those who have since passed away. Incidents outside of these date parameters can be considered on a case by case basis.

To be eligible for this Scheme, the injury/injuries must have resulted in permanent physical and/or psychological injury/injuries, illness and/or condition(s). Confirmation will be required that the injury/injuries were sustained at a Troubles-related incident(s); in the immediate aftermath of a Troubles-related incident(s); or when responding, in the course of employment, to a Troubles-related incident(s).

Before you begin to complete the Application Form (the Form), please read the [Eligibility Checklist](#) to help you make an informed choice about whether to apply.

Should you decide to proceed with an application, you are encouraged to use the secure Online Portal as the preferred method of application.

However, should you wish to proceed using a paper application, the following Guidance has been produced to assist when completing the Form.

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

For the purpose of completing the Form, please note the following definitions:-

- Applicant:** the person making the application. This could be the victim or a person applying on behalf of a victim who has passed away.
- Victim:** the person who was permanently injured as a result of a Troubles-related incident.
- Nominee:** a person who the victim could or would have nominated to receive

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payments in the event of their death.

Appointee: a person who has the authority to act on behalf of or represent the applicant.

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.

BEFORE YOU APPLY

What you need to think about before you apply

To apply to the Scheme you will need to:

- ✓ Give personal information to us.
- ✓ Confirm your identity with us.
- ✓ Tell us about the Troubles-related incident(s) in which the injury/injuries were sustained.
- ✓ Sign the statutory Declaration at the back of the Form.

Before you apply, you may wish to know that:

- ✓ We may be able to help you obtain relevant supporting information.
- ✓ Free support services are available to assist with your application – see [Annex A](#).
- ✓ We can request further information from you, or other agencies, in writing or by telephone.
- ✓ We may arrange for a qualified health care professional to determine the degree of permanent disablement. This may require you to attend a face-to-face, or video or telephone conference with a health care professional.

By signing the Declaration at the end of the Form, you are indicating you understand the following

- ✓ In order to process your application, we may share your information with medical professionals, PSNI, relevant government departments/agencies and legal advisors.
- ✓ Your personal data may be obtained from medical professionals, PSNI, HMRC, the Department for Communities and any other sources relevant to the determination of your application.
- ✓ We may share your information with the PSNI, Department for Communities and HMRC for the prevention or detection of crime.
- ✓ In order to assess your entitlement to victims' payments, we may need to conduct a criminal record check. Please note, having a criminal record may not necessarily make you ineligible under this Scheme.
- ✓ We will check previous claims for compensation and/or ongoing awards with the appropriate authorities.

Quick Facts about applying

- It may be helpful to have a family member or friend to assist you in completing the Form.
- Free support services are available from a number of organisations to assist you with your

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application- see Annex A below.

- You have the option of downloading the Form and completing it electronically. Please ensure you save the completed Form prior to submission to the VPB.
- Alternatively, the Form may be printed and completed in hand written format. Please **ensure your handwriting is clear and legible** to avoid unnecessary delay in processing the application.
- You need only submit one Form, regardless of the number of injuries or incidents. If you are making an application in respect of **more than one incident**, please **use the Additional Incident Form/s as necessary**.
- Please provide as much relevant information as possible in support of your application. This should include the date and location of incident/s, and details of any injury/injuries, illness/illnesses or condition/s suffered, whether physical or psychological.
- You need only submit supporting evidence you currently have in your possession as VPB has arrangements in place with partner organisations to obtain, where possible, further information and evidence on your behalf. A list of partner organisations is provided at page 11.
- The burden of proof is on applicants and the standard of proof is the balance of probabilities.
- We will contact you to confirm your application has been received and what will happen next. You will be given a VPB reference number which will begin with VPB followed by a series of numbers. You will also receive updates at each stage of the application process.
- It is important for you to inform the VPB if your contact details change, as we can only use the contact details provided to us.
- You can withdraw your application at any time before a determination is made by writing to the Scheme Administration at PO Box 2305, Belfast BT1 9AX.
- If you have any questions, you can email us at vpb@justice-ni.gov.uk or call us on 0300 200 7808.
- The VPB will only ask for banking details once you have been notified of a decision to award victims' payments. At that stage, you will be asked to provide the VPB with details of the bank account into which you wish payments to be made.

COMPLETING THE APPLICATION FORM

The guidance is provided to help you complete the relevant sections of the Form. For each section, it gives a brief explanation of the information required. It may be helpful to have this guidance to hand when completing the Form.

This guidance provides general information only. Every effort has been made to ensure the information is accurate, but it is not intended to be a full and authoritative statement of the law. The underpinning law can be found in the Scheme Regulations and the Northern Ireland (Executive Formation Etc) Act 2019.

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PART 1: APPLICANT'S PERSONAL DETAILS

Section A – Applicant Details

This section of the Form **must always be completed**. In this section you are asked to provide the applicant's personal details.

You are required to provide the applicant's name, current address, date of birth and preferred contact number. If the applicant has a UK National Insurance Number, this must be provided. This information helps the Victims' Payments Board (VPB) to confirm the applicant's identity.

We ask that you provide any other given names (e.g. a middle name) and any former names by which the applicant was known. It is particularly important to include the name by which the applicant was known at the time of the incident, if different to the applicant's current name.

If the applicant is suffering from a terminal illness, the application will be prioritised. A copy of a letter from a GP or hospital doctor/consultant which documents the applicant's ill health must be attached. For the purposes of the Regulations, a person is "terminally ill" at any time if at that time the person suffers from a progressive disease and the person's death in consequence of that disease can reasonably be expected within 12 months. For further information, please see [VPB Guidance Note \(05/22\): Prioritisation of Applications](#).

Section B - Acting on behalf of the Applicant

You only need to complete this part if you are completing the Form on someone else's behalf and whose details have been provided in Part 1, section A. This may include:

- a person acting for a minor and/or for an applicant who lacks capacity to adequately progress the application themselves. A person may lack capacity if they are unable to make their own decisions (due to a mental illness or a learning disability). This could be the parent of a minor or someone with enduring power of attorney;
- a friend or relative appointed by the applicant to submit and manage the application on their behalf;
- a support worker or legal representative appointed by the applicant to submit and manage the application on their behalf.

In the above instances, you are acting on behalf of the applicant and would be the point of contact for the VPB. You are asked to provide your name and contact details to enable Scheme administrators to request further information if necessary, and to keep you updated on the progress of the application.

If you have assisted the applicant in completing the Form but you are not to act as the point of contact, this section should be left blank, in which case all communications from

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the VPB will be forwarded to the applicant as identified in Part 1 section A.

You are also required to provide proof of your authority to act on behalf of the applicant. This could include (for example) a document proving parentage of a minor applicant, a letter confirming power of attorney or a letter signed by the applicant (such as a form of authority for a legal representative to act).

Please note, applicants do not require a paid legal representative to make an application. If you choose to appoint a paid representative, the VPB will not reimburse these costs (see [Procedural Guidance Note 16/23](#)).

Section C – Posthumous Application

Applying on behalf of someone who passed away on or after 23 December 2004

You need only complete Section C if you are applying in respect of a person who was injured as a result of a Troubles-related incident(s), and who has passed away on or after 23 December 2004.

You are asked to provide details in respect of the deceased, including their names, date of birth and National Insurance number, if known/applicable. It is particularly important to include the name by which the deceased was known at the time of the incident, if different. You are also asked to provide the date this person died. The information you provide will allow the VPB to confirm the deceased's identity and their relationship to the applicant.

You are asked to confirm the applicant's relationship to the deceased. In accordance with the Regulations, this relationship is confined to a spouse, civil partner, co-habiting partner or carer. For further information, please see [VPB Guidance Note 11 Posthumous Applicants Supporting Identification](#).

On receipt of an application, the Regulations require the Board, in so far as reasonably practicable, to consider whether any other person/s may be eligible to make a posthumous application, and to notify such person/s of their right to do so. . In the event more than one person makes an application, a panel will determine which of the applicants it considers the deceased would have nominated and which application may proceed. In order to assist the Board, the Form, therefore, asks applicants to identify anyone else falling within the relationships referred to above who may be eligible to lodge an application on behalf of the deceased.

Section D - Proof of Identification

This section sets out the documentary forms of identification (ID) which must be provided in support of an application. Where applicable, these documents must be valid and current. The VPB will only accept copies of birth and death certificates if they have been certified by a notary public, a solicitor or by the General Register Office for Northern Ireland (GRONI). Other documents used to verify identity can be certified by:

- notary public or solicitor,
- MLA, MP or local councillor,

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- doctor or dentist,
- teacher, civil servant, or a member of the clergy; or
- Welfare Support Officer working for the five organisations listed at Annex A of the Guidance.

The certifier should write on the copy document 'Certified to be a true copy of the original seen by me', and should sign and date this, print their name and add their occupation, address and telephone number.

Each application **must** be supported by **ALL** of the following attachments:

- certified copy of applicant's birth certificate;
- certified copy of photographic identity of applicant (see below);
- proof of any name change since the incident / injury occurred (if appropriate).

If you are acting on behalf of the applicant (Part 1, Section B), you **must also** provide the following:

- Evidence of authority to act on behalf of the applicant.

If you are making a posthumous application (Part 1, Section C), you **must also** provide the following:

- certified copy of deceased's birth certificate;
- certified copy of deceased's death certificate;
- certified copy of the will, if one was made;
- certified copy of Grant of Probate, or Letters of Administration (if applicable);
- certified copy of any proof of relationship with the deceased – this might include a marriage certificate, civil partnership certificate or a letter from a solicitor or minister of religion.

Photographic identity can include any of the following:

- UK, Irish or EEA driving licence (photographic part) (provisional accepted);
- UK, Irish or EU passport;
- Electoral Identity Card;
- Translink Senior SmartPass;
- Translink 60+ SmartPass;
- Translink War Disabled SmartPass;
- Translink Bline Person's SmartPass

The photograph must be of a sufficient likeness to allow the VPB to confirm the applicant's identity. It does not matter if the identity document has a different address to the address provided by the applicant on the Form. If you do not have any of these documents, or are resident outside the UK, please contact the Scheme administration team for further advice on acceptable forms of ID.

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PART 2: INCIDENT DETAILS

Section A - Incident Details

This section of the Form seeks to establish details of the incident/s in respect of which the application is made and to provide the information required for VPB to assess eligibility for victims' payments.

If you are making an application in respect of more than one incident, please use the Additional Incident Form/s as necessary.

We ask for this information as we need to be able to confirm the victim's injury/injuries were caused by a Troubles-related incident/s.

The **eligibility criteria for the Scheme** are summarised as follows:

- there must have been a Troubles-related incident;
- the incident must have occurred between 1/1/1966 – 12/04/2010 (discretion may be applied if the incident took place outside of these dates);
- the incident must have occurred in the UK, or (subject to certain conditions) in Europe;
- the victim must suffer from permanent physical and/or psychological injury/injuries, illness and/or condition(s) caused by the incident.

Please note, there may be an assessment by a health care professional during the application process to determine the degree of disablement. For applicants to be eligible for victims' payments, the assessed degree of disablement must be not less than 14%.

For an incident to be a Troubles-related incident, the following must apply:

- there must have been an act of violence or force carried out, and
- that act of violence or force must have been carried out for a reason related to the constitutional status of NI, or political or sectarian hostility between people in NI.

A person's injury/injuries may only be considered to be caused by a Troubles-related incident if suffered by that person when:

- present at a Troubles-related incident;
- present in the immediate aftermath of a Troubles-related incident in which a loved one died or suffered an injury; or
- responding, in the course of employment, to a Troubles-related incident, in which the person reasonably believed a loved one had died or suffered significant injury.

You are asked to provide the date and location of the incident. To enable the VPB to confirm details of the incident, it is important for you to provide a specific date and location of the incident, if known. If you do not know the exact location and/or date of the incident, please provide as much detail as you can e.g. approximate location, date, month and year.

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The victim's address at the time of the incident is also requested as this too may assist in confirming details of the incident.

When completing the "Description of Incident" text box, it is important for you to provide a detailed account of the incident and to address the above eligibility criteria.

You should pay particular attention to the helpful and important information at page 9 of the Form, which will assist you when completing this section. You should carefully consider the relevant questions as to whether you were present at the incident or in the immediate aftermath, or responding in the course of employment to the incident.

If you need additional space, please use a separate sheet and attach it to the Form – you should label this separate sheet **Part 2, Section A- Incident Details**.

You can attach copies of any documentation you may have in support of this aspect of the application.

Section B - Reporting of Incident

Where it is applicable, this section asks you to provide details of reporting the incident to the police. Please note, it is not essential for you to have reported the incident to enable your application to be progressed. However, if reported, the information may assist in confirming details of the incident, presence at the scene or in the immediate aftermath.

Such information may include:

- details of the police station where the matter was reported ;
- date and time reported;
- whether a police statement/s was made;
- name/number of officer to whom statement or report was made;
- police reference/occurrence number.

To support this part of the application, you can attach copies of any documentation you may have in your possession in relation to reporting the incident; this might include copies of any statements which may have been made to the police by you, the victim or by someone else who was present at the incident.

Please note, if there is sufficient supporting documentation already provided, you can reference this.

Section C - Evidence from doctors and other health and social care professionals

This section seeks details of the victim's attendance at A&E, a GP, a consultant, a private clinic or any other health care facilities following the incident. Information from medical notes or attendance records following the incident, may help confirm presence at the incident. This may include details and timing of attendance, for instance, immediately following the incident, that evening, the next day, or the following week.

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You can attach copies of any documentation that you may have in support of this aspect of the application. Please note, if there is sufficient supporting documentation already provided, you can reference this.

Section D - Any other relevant information in respect of presence at the incident

This section of the application seeks any relevant information from other sources which has not already been provided in Part 2, Section A, B or C above. Such information may help confirm the victim's presence at the Troubles-related incident.

Sources of such information may include media reports, newspaper articles, publications, witness statements, archive materials, legal documents or court judgments.

PART 3: PERMANENT INJURIES SUSTAINED

In this part, details of the permanent physical and/or psychological injuries sustained by the victim as a result of a Troubles-related incident(s) should be provided.

Where you are making an application in respect of more than one incident, you should provide as much information as possible regarding the specific injuries caused by each incident.

Such information may be sufficient to allow the degree of disablement to be assessed solely on the written information provided. Where the supporting information alone is not sufficient to enable a paper-based assessment, it may be necessary to conduct a face-to-face assessment with a health care professional. These assessments are for the purpose of gathering as much relevant information as possible and making a full assessment of the degree of your disablement.

It is important to note should a face-to-face assessment be declined this may inevitably limit the information which can be taken into account in the assessment of your disablement.

You may wish to refer to relevant medical reports or documentation in your possession to assist you to answer the questions in this Part.

You should detail all physical and/or psychological injuries sustained by the victim as a result of the Troubles-related incident/s to enable a full assessment to be made.

We ask that you provide specific details of:-

- the injuries caused by each incident noted at **Part 2, Section A** of the application;
- any scarring sustained, indicating the location, nature, prominence and size of the scarring, and providing photographs where available;
- diagnoses made in respect of the injuries, including by whom and when;
- medications currently taken in respect of the injuries sustained;
- current symptoms arising from the injuries, how these may have improved or deteriorated over time and how they impact on the victim's activities of daily life;

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- medical or other treatment, therapy or care received.

If you need additional space, please use a separate sheet and attach it to the Form – you should label it **Part 3 Permanent Injuries Sustained**.

PART 4 - SUPPORTING INFORMATION

Section A: Supporting evidence currently in your possession

In this Section, you are asked to provide all relevant supporting evidence and information you have in your possession.

Decisions by the VPB are made on the balance of probabilities and the burden of proof is on the applicant. Therefore, it is your responsibility to provide sufficient information to support an award under this Scheme.

You may have kept evidence which could help confirm occurrence of the incident; your presence at the incident; the extent or degree of the injury/injuries sustained. This may include copies of information you have retained and used for the purposes of applying for other compensation and support schemes, for example, Criminal Injuries compensation or support from Victims and Survivors organisations. Such information may include:

- police reports or witness statements;
- media / newspaper clippings;
- previous compensation awards;
- court awards / settlements;
- evidence submitted in support of benefit claims;
- employment records;
- medical records related to the injury/injuries such as:
 - consultant reports;
 - surgical/discharge notes regarding procedures carried out;
 - notes of follow up clinics in relation to the injury;
 - evidence pertaining to permanence of injury;
 - GP, consultant or hospital reports, referral letters, notes.

A table is provided on the Form for you to list and number the supporting documentation you are submitting. Please also number the corresponding copy documents accordingly. If you need to extend the table, please use a separate sheet and attach it to the Form - you should label this additional sheet **Part 4 Section A - Supporting evidence currently in your possession**.

Should additional relevant and useful information come to hand after you submit your application, you should forward this to the Scheme administration team for inclusion with your case papers. Please forward this to PO Box 2305, Belfast BT1 9AX, or email us at vpb@justice-ni.gov.uk ensuring you provide your VPB reference number.

If you do not have any supporting documentation, you are asked to confirm this by ticking the relevant box on the Form.

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If you do not hold such documentation, you may nonetheless proceed with your application. VPB has arrangements in place with partner organisations to obtain, where possible, further information and evidence on your behalf. This may include requests for supporting information being sent by the VPB to partner organisations such as:-

- Police Service of Northern Ireland;
- Health service providers, including GPs and hospitals;
- Public Records Office NI;
- Victims and Survivors Service (VSS);
- Compensation Services;
- Ministry of Defence;
- Department for Communities;
- The National Archives.

Section B: Other potential sources of supporting documentation

In this section, you are asked to provide details of other potential sources of information or documentation which may support your application, such as:

- the victim's GP;
- clinicians who provided treatment, therapy or care to the victim, including private health care providers, consultants, therapists, counsellors and prosthetists;
- the Victims and Survivors Service who may hold information about the victim's injuries, referrals for support and services, and/or the incident in which the injury/injuries were sustained;
- previous or current employer(s) who may hold information in HR records about the injuries, including associated workplace adjustments, or may have provided support to the victim, including a work-based pension or award related to the injury/injuries;
- community or voluntary organisations or support groups which may hold information regarding the victim's injury/injuries, the incident in which the injury/injuries were sustained or support provided such as psychological therapies, physiotherapy or counselling services.

For all of the above, please provide details of organisational case reference numbers, if known.

PART 5: OTHER PAYMENTS AND PAST COMPENSATION

Section A: Other payments in respect of the same disablement

In this section, you are asked to provide details of prior or continuing payments made to you or the victim (in the case of a posthumous application) in relation to the injury/injuries/illness/ condition(s) sustained. This may include a public sector injury award, war pension, injury on duty award, or industrial injuries disablement benefit.

You are required to provide a list of all relevant payments in respect of the same disablement including:

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- Social Security Disablement Pension i.e. industrial injuries disablement benefit;
- retired pay, pension, allowance or other continuing benefit awarded under the Naval, Military and Air Forces Etc. (Disablement and Death) Service Pensions i.e. War Pension;
- payment received through the Armed Forces or Reserve Forces Compensation Scheme;
- pension, award or allowance or other continuing benefit awarded under the Police Service of Northern Ireland or Police Service of Northern Ireland Reserve in respect of injury received in the execution of duty;
- ill-health pension, disablement pension or ill-health retirement award under a Firefighters' Pension Scheme;
- pension, allowance, gratuity or other payment awarded under a Civil Service Compensation Scheme or Civil Service Injury Benefit Scheme;
- payment under the National Health Service (Injury Benefits) Regulations;
- any benefit that is equivalent or substantially similar to those listed above (including benefits awarded under the legislation of another country or dependent territory).

If you need additional space, please use a separate sheet and attach it to the Form – you should label it **Part 5 – Section A: Other payments in respect of the same disablement.**

As set out in regulation 19, the VPB requires this information in order to consider and take account of the payments you or the victim have received or are receiving in respect of the same disablement. If you are eligible under the Scheme, the amount of your victims' payments will be reduced by the amount of relevant payments (as set out above) received by you for the same injury/injuries.

It is important to note that payments made through the Scheme will not affect income tax or any entitlement to income-related benefits, i.e. it will not be treated as income for the purposes of means-testing for benefits such as Employment Support Allowance, Housing Benefit and Universal Credit.

Section B: Past Compensation

In this section, you are asked to provide details of past compensation that has been paid to you or the victim (in the case of a posthumous application) in relation to the injury/injuries/ illness/ condition(s) sustained. This includes compensation paid under the criminal injuries compensation scheme; or arising from court proceedings or settlement in respect of a claim; or under any other statutory scheme.

Where known, please provide relevant reference number(s), amount(s), date(s) and particulars, including the name(s) of legal representative(s) who acted on your behalf.

The VPB requires this information in order to consider and take account of past compensation received by you or the victim in respect of the same disablement. If you are eligible under the Scheme, the VPB has a discretion under regulation 20 to adjust the

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amount of your victims' payments where the past compensation exceeds a particular threshold (known as the exempted amount).

In considering any adjustment to payments, the VPB will consider the amount of previous compensation received above the applicable threshold, the period of time since the compensation was paid and any other relevant factor.

When considering adjustments for past compensation relating to the same disablement, the VPB will exercise discretion as to whether, and to what extent, to adjust payments on a case-by-case basis, taking account of individual circumstances. In doing so, the VPB will take particular account of the current level of disablement and needs arising from the harm suffered as a result of the incident(s). Other factors which may be relevant are outlined in further detail in the [VPB Guidance Note on Adjustment in Respect of Past Compensation](#).

You are asked to provide details of factors which you consider relevant, and which should be taken into account, when VPB is deciding if previous compensation may have the effect of reducing your victims' payments.

PART 6: NOMINATION FOR TRANSFER OF ENTITLEMENT ON DEATH

In this part, you are asked to provide details of a nominee to whom you would wish any payments awarded under the Scheme to be transferred upon the victim's death. Please note this part is not applicable if you are making a posthumous application.

In accordance with the Regulations, you may nominate a spouse, civil partner, cohabiting partner or carer. For further information, please see [VPB Guidance Note 10/22 Nominee Supporting Identification Material](#).

We ask for this information in the event of the victim's death prior to a decision being made by the VPB, or after a decision has been made and monthly payments have commenced. Should this circumstance arise, the nomination will allow decisions on the transfer of payments to be processed more efficiently.

You are asked to attach a copy of supporting documentation to evidence your relationship with the nominee. Detailed information on the documents required is provided in Guidance Note 10/22 as referenced above.

When nominating a carer, it should be noted the carer must be regularly and substantially engaged in caring for the victim. The nature and extent of this care and engagement will be presumed in the case of a nominee who is entitled to carer's allowance, or a nominee who would have been entitled to carer's allowance but for the fact their earnings exceeded the prescribed limit for that allowance. Where neither of these apply, the VPB has discretion to determine the nominee as having regularly and substantially engaged in caring for the victim.

A person cannot be considered as regularly and substantially engaged in caring for a victim if that person derives earned income from those caring responsibilities.

It is important to note you may, at any time, change the nomination you have made and

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nominate a different person to receive victims' payments should there be a change of circumstances or preference in the future. This should be done in a written submission, signed by the victim or their appointed representative, and submitted to the Scheme administration team.

When making a posthumous application, **please note** it is not possible under the Regulations to appoint a nominee. Further, there is no provision to transfer payments to subsequent nominees.

PART 7: INFORMATION REGARDING CONVICTIONS

In this part, you are required to provide information regarding the victim's convictions, including details of the offence(s), date committed, court venue, sentence imposed and the country of conviction.

Under regulation 6, a person is not entitled to victims' payments in respect of a Troubles-related incident if:

- a) the victim has a conviction (whether spent or not) in respect of conduct which caused, wholly or in part, that incident: or
- b) the Board considers the person's "relevant conviction" makes entitlement inappropriate.

A conviction is deemed relevant if the sentence received is excluded from rehabilitation. Convictions excluded from rehabilitation are generally those which have been the subject of sentences exceeding 30 months, and are indicative of the most serious crimes.

It is also important to note a person is not entitled to victims' payments where the President of the Board considers that the exceptional circumstances of the case, having regard to material evidence, make entitlement to victims' payments inappropriate. The exceptional circumstances are set out in the Secretary of State's Guidance (see reference below) as follows:

- a) recent terrorist activity, as evidenced by the applicant having a terrorism-related conviction which has not been spent (but which is not a conviction excluded from rehabilitation);
- b) if the person caused, wholly or in part, the incident in which they were injured, as evidenced by a case or action proven to a civil standard

Where the victim has a relevant conviction, you may request further information to be taken into account, for instance, age at the time of commission of the offence, passage of time since the offence, nature of the offence and any other mitigating circumstances, including behaviour since the date of conviction.

Please refer to Guidance regarding serious convictions and exceptional circumstances issued by the Secretary of State for Northern Ireland, which can be found [here](#).

PART 8: ADDITIONAL INFORMATION

In this part, you have the opportunity to provide additional information or evidence you consider relevant to your application. For instance, sources of information over and above

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what is requested in Part 4 which may further support your application.

PART 9: HOW DID YOU HEAR ABOUT THE SCHEME

You are asked to indicate how you heard about the Scheme as this information will assist the VPB identify the most effective means of promoting the Scheme as widely as possible.

PART 10: DECLARATION

You must read this Part carefully before confirming the information you have provided is true and accurate.

In order to confirm the details you have provided on the Form, and to enable a full assessment to be undertaken, the VPB, or those acting on behalf of the Board, may request the following:

- relevant medical records, notes and reports from medical practitioner/s attended by the applicant or victim (in the case of a posthumous application), including GP records and counselling notes;
- copies of the victim's criminal record (if any), and any relevant police records including witness statements;
- information which is relevant to your application from any other source relevant to the determination of your application, such as the Compensation Agency in respect of previous compensation, or the Department for Communities in respect of relevant payments.

You should note the information you have provided may be given to relevant departments/agencies for the purposes set out in the Declaration. In certain instances, information may also be provided to the police, Department for Communities and HMRC for the prevention or detection of crime.

For further information regarding the lawful basis for processing your information, please refer to the VPB Privacy Notice at the end of the Form.

By signing the Declaration, you are confirming you understand all aspects of the Declaration.

When you have completed the Declaration, please date and sign the Application. Applications will not be accepted without a signed Declaration. Once signed, please forward the Form, along with any supporting documents, to the VPB as soon as possible.

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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	bohnpension@ashtoncentre.com	https://www.ashtoncentre.com

Please do not send original documents as these cannot be returned.

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

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SEFF

SEFF (Supporting, Empowering, Fair, Focused) provides support to innocent victims and survivors of terrorism and other 'Troubles related' criminal violence. We have offices located Northern Ireland wide with outreach also available in the Republic of Ireland and Great Britain. 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)

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

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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		

Please do not send original documents as these cannot be returned.

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	