

TROUBLES PERMANENT DISABLEMENT PAYMENT SCHEME

ONLINE APPLICATION - GUIDANCE NOTES

APPLYING AS VICTIM

The Troubles Permanent Disablement Payment 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.

To be eligible for this Scheme, the injury/injuries must have resulted in permanent physical disablement or a permanent mental health condition. Confirmation will be required that the injury/injuries were sustained at a Troubles-related incident(s) or in the immediate aftermath of a Troubles-related incident(s).

This guidance has been produced to assist you in completing the Online Application if you are applying as the Victim.

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 application, 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 the Scheme you will need to:

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

Before you apply, you may wish to know that:

- ✓ We may be able to help you obtain supporting information.
- ✓ Support services are available to assist with your application – see **Annex A**.
- ✓ We can request further information from you in writing or by telephone.
- ✓ Where possible, this application will be decided on assessment of the supporting documentation / evidence. However, if there is not sufficient evidence, it may be necessary to attend a face to face assessment with a health care professional.
- ✓ We will arrange for a qualified health care professional to assess injuries sustained to determine the degree of permanent disablement.

When you apply, you acknowledge that:

- ✓ We will share some information relevant to your application in order to confirm details provided and to enable a full assessment of the application (see section 9, Declaration on page 18).
- ✓ We will conduct a criminal record check to confirm your eligibility to the Scheme. Having a criminal record may not automatically make you ineligible under this Scheme (This is explained further in paragraph 6 of the Regulations).
- ✓ We will check previous claims for compensation and / or ongoing awards with the appropriate authorities.

Quick Facts about applying

- Apply in your own time and at your own pace. You can apply online or you can download and complete the paper application form yourself or seek the services of a friend / relative or support organisation to complete the form on your behalf.
- You will be given a unique reference number as part of the application process. This will begin with **VPB** followed by a series of numbers.
- When completing your application form please remember that only one application form is required to be completed, regardless of the number of injuries or incidents – they can all be recorded (as appropriate) on a single application.
- You will need to provide as much relevant information as possible to help consideration of your application. Decisions by the Victims' Payments Board will be made on the balance of probabilities i.e. the injury is more likely than not to have resulted from the incident, however the burden of proof rests with the applicant (i.e. it is your responsibility to ensure that sufficient, relevant information is provided to support an award under this Scheme).
- We will contact you to confirm that your application has been received and to confirm what will happen next. You will receive updates at each stage of the application process.

- It is important that you let us know if you have changed your contact details. We can only use the contact details you provide to us.
- You can withdraw your application at any time up to when a determination has been made by writing to the Scheme Administration at PO Box 2305, Belfast BT1 9AX.
- If you are uncertain about a question you can email us at vpb@justice-ni.gov.uk or call us on 0300 200 7808 or contact a support organisation to help you.
- We will only ask for banking details once you have been notified of a decision to award payments. Only at this stage will you be asked to provide the Victims' Payments Board with details of the bank account into which you wish payments to be made.

Completing the Application Form

The rest of this guidance aims to help you complete each part of the online application. 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 application.

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.

You will be asked to provide (upload) copies of ID documents and other evidence in support of the application (see section 2, page 8). We recommend that you have scanned these documents and saved them to your computer or device before commencing the application. You will then be able to attach them to the application as you complete it.

Account Creation

All online applications must be created from a NIDA account. NIDA is a personal account used to access a number of government services on the NIDirect website - you can view further details of this at [NIDA Identity Assurance](#).

On selecting the online application link from the web page you will be presented with the NIDA logon page.

Do you have an nidirect account?

I have an account

★ Indicates a required field

★ Email address

★ Password

Sign in

[I've forgotten my password](#)

[Manage my account details](#)

I need an account

Create account

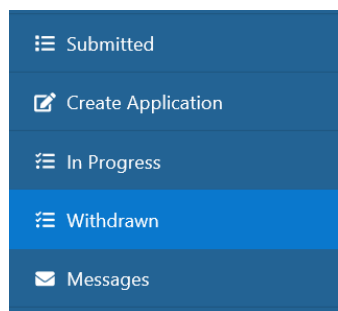
If you have used other NIDirect services (for example for applications to Compensation Services or AccessNI) you may already have a NIDA account, in which case you can simply log on using your existing details. If not, creating an account is similar to the process for other online services, as per the following steps:-

- a) Select **Create account**
- b) Complete the account details requested and submit.
- c) You will receive an email with a link to activate your account.
- d) Upon selecting the link, your account will have been activated.
- e) Return to the e-application on the website and proceed to log on with your email address and chosen password. Make sure you remember your log on details so that you can log on to the system at any time you require – this might include to access secure messages on the portal (see page 18).

Please call 0300 200 7868 or go to [NIDA Contacts](#) if you are having any problems creating or logging in to your NIDA account.

Using the online application

The online application incorporates a menu bar on the left-hand margin that allows the authenticated account holder to:-



- View an application that has been submitted to the Scheme
- Create a new application
- View and continue applications that have been saved
- View Withdrawn applications
- Read and respond to messages (see page 18)

Mandatory Fields

Throughout the online application you should note that any field that is pre-fixed with a red asterisk (*) is a mandatory field and you will not be able to proceed from a screen until this field has been completed.

Save and Continue

On each page of the application there is a **Save and Exit** button on the top right-hand side of the screen which allows you to save the application and return to it for completion at another time of your choosing. This is particularly useful if you need to obtain additional supporting documents that you might wish to upload and attach to your application.

To continue a saved application, select **In Progress** from the left-hand menu bar and you will be presented with application to be continued. You can click on **Continue** to pick up where you left off:-

In Progress

[< Back](#)
[1-1 of 1](#)
[Next >](#)

[View all rows](#)
50
20
10

Reference	First Name	Last Name	Age	Date Of Birth	Terminal Illness	Date Received	
VPB/inprogress	Name	Surname	61	20/07/1959	Yes	13/02/2021	Continue

Free Text Fields

Throughout the application you will be able to add information in a range of free-text boxes. You are encouraged to be as succinct as possible when completing these boxes.

The boxes will have defined space limits (ranging from 250 to 3,000 characters) and you will see a character counter once you commence inputting information.

If you run out of space in any of these free-text boxes, please consider including the information as a separate document upload.

File Upload Limits

To ensure optimum system performance is maintained, limits have been placed around the maximum file sizes for upload. These are as follows:-

- Maximum size for any single file is 6MB
- Maximum combined size for multiple upload sections is 30MB

If you have a single file larger than 6MB, we would suggest that you break this down and upload in smaller parts. In so doing, please ensure clear labelling of the separate file parts to aid processing in the Scheme administration team.

If you are uploading a number of files (for example supporting documentation you hold in relation to presence at a Troubles-related incident – see Section 3 on page 9) you can upload documents up to a maximum of 6MB each, but the combined total for documents in the section is 30MB. This same position is the case when uploading supporting documents for Section 4 – permanent injuries sustained.

Upload File Types

The following file types are acceptable for upload on the e-application:-

.jpg	.doc	.pptx	.xls
.jpeg	.gif	.pps	.xlsx
.png	.docx	.ppsx	.txt
.pdf	.ppt	.odt	.csv

You should note that some of the above file formats are quite old (for example .doc) and may therefore take slightly longer to upload than the newer versions of the files - this is because the older file formats are not as well compressed as the newer versions.

Supported Devices and Browsers

The online application has been tested against the most recent versions of Mozilla Firefox, Microsoft Edge and Google Chrome, using a Windows 10 desktop PC. As the application is dynamic, there is the expectation that it should be usable on other common device types, browsers and operating systems, however this has not been extensively tested.

Timeout

You should note that an application will 'Timeout' after 30 minutes of inactivity. To avoid losing the updates on an application you should save and continue at regular intervals as you work through the application.

Application Home Page

The Application Home Page shows the three main options for making an application. Below we describe the steps for applying for the **As the victim** where you are applying because you sustained injuries that have resulted in permanent disablement as a result of a Troubles-related incident.

In selecting this option you will create your own NIDA account, complete and submit the application yourself. If you wish, you could have support from a trusted 3rd party sitting alongside you to assist in working through the application and uploading files (etc). This could be a family member, welfare support officer, etc. However, you (as the applicant) will retain control of managing the application, and will receive emails (using the email address per the NIDA registered account) should there be any e-messaging activity relating to the application.

Create Application

Welcome to the Online Application for the Troubles Permanent Disablement Payment (TPDP) Scheme.

Before you start, you should read the guidance at [Online Application Submission Guidance](#).

There are three options for submitting an Online Application as set out below - each of these has been designed to cover a specific type of application. The Online Guidance will assist you in deciding which option best suits your needs.

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

- **Victim** – the person who was permanently injured (as a result of a troubles-related incident, or by being present in the immediate aftermath of a troubles-related incident).
- **Beneficiary** – the person who may benefit if an award is made under the Troubles Permanent Disablement Payment Scheme.

* Indicates a required field

* Are you applying:

☐ As the victim

☐ On behalf of the victim as their representative

☐ On behalf of a deceased victim (and you are the beneficiary)

Section 1 of 9 - Beneficiary Details

In this part you are asked to provide your details, as you are the person who is intended to benefit from the award.

Section 1 of 9

Save and Exit

Beneficiary Details

This should be the details of the person who may benefit if an award is made under the Troubles Permanent Disablement Scheme.

* First Name(s)

* Last Name

Other given name(s)

Any former name(s) by which the beneficiary was known (if applicable)

* Date Of Birth

Day Month Year

Please select an option Please select an option Please select an option

National Insurance Number (if applicable)

You are asked to provide your name, current address, date of birth and preferred contact number. If you are a UK resident or UK citizen and have a National Insurance Number, you are also asked to provide this. This information helps the Victims' Payments Board to confirm your identity.

We ask that you provide any other given names (eg a middle name) and any former names by which you were known previously. This may include the name you were known by at the time of the incident, if it's different to your current name.

If you are suffering from a terminal illness, the Victims' Payments Board will **prioritise** your application. You must attach a copy of a letter from a GP or hospital which documents your ill health.

Entering Addresses

To enter your address, click on the **Select** button beside the address field and you will be presented with the **Find Address** screen. For an address in Northern Ireland, you can search by postcode. For addresses outside Northern Ireland, please enter the address details by typing into the boxes provided, as per the example below:-

Find Address

Search for an address

Search by postcode

Find address

We cannot find any address with that postcode. Please try searching again or enter the address manually!

Enter an address

Postcode

Enter a postcode.

* Address line 1

High Street

Enter address line 1.

Building name/number

28

Enter the building name/number.

Address line 2

Enter address line 2.

* Town or city

Any Town

Enter the town or city.

County

Enter the county.

* Country

ENGLAND

Cancel

Save

Section 2 of 9 – Current Proofs of ID and ill health

This part sets out the forms of identification (ID) that must be provided in support of your application. Where date defined, these documents must be **current** and will enable the Victims' Payments Board to confirm the identity of the applicant. The Victims' Payments Board will accept copies of birth and death certificates that have been certified by notary public, a solicitor or by the General Register Office of Northern Ireland (GRONI). Other documents used to verify identity can be certified by notary public, a solicitor or by the Court of Judicature of Northern Ireland. Other roles / professions that can certify identify documents are councillors, MLAs, MPs, doctors, dentists, teachers, civil servants and clergy.

It has been agreed, for the purposes of this Scheme, that Welfare Support Officers working for the four organisations listed in **Annex A** of these Guidance Notes will also be able to certify identity documentation.

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.

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

- ☐ Certified copy of beneficiary's birth certificate
- ☐ Certified copy of photographic identity of beneficiary (see below)
- ☐ Proof of any name change since the incident / injury occurred (if appropriate)

If you have previously indicated that you are suffering from a terminal illness, you will also need to upload documentary evidence of this on this screen.

Uploading Attachments

Evidence documents that you wish to upload should already have been scanned and saved to your computer / device. To upload these on to your application, you should click on the **Add File** button and select the appropriate document from your device's document list. It is important that your documents are clearly named so that these can be easily identified by the Scheme administration team once uploaded.

Current Proofs of ID and Ill Health	
To validate the application, it must be supported by the relevant forms of ID.	
Please provide the following documentation	File Information
A certified copy of the beneficiary's birth certificate	Add File 20210315114549701_Birth Certificate.docx 100%
Certified copy of photographic identity of beneficiary	Add File
Proof of the beneficiary's ill health, to support prioritisation of the application.	Add File

Photographic identify documents

Any of the following documents is acceptable as evidence of photographic ID:-

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

The photograph must be of a sufficient likeness to allow the Victims' Payments Board to confirm your identity. It doesn't matter if the identity document has a different address to your address on the application form. If you do not have any of these documents, or are resident outside the UK/EEA, please contact the Scheme administration team for further advice on acceptable forms of ID.

Section 3 of 9 – Presence at a Troubles-related incident

This part of the application seeks the details of at least one Troubles-related incident at which you were present, or present in the immediate aftermath, when the injury/injuries were sustained.

We ask for this information as we need to be able to confirm you were present at the scene of a Troubles-related incident or in the immediate aftermath. A person's injury/ injuries may only be considered to be caused by a Troubles-related incident if suffered by that person when:

- directly present at a Troubles-related incident; or
- 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 their employment, to an incident in which they reasonably believed a loved one had died or suffered significant injury.

To add the details of an incident, please click on the **+Add Incident** button. You can add as many incidents as you need to in support of the injury / injuries sustained.

Presence at a Troubles-related incident

To support this application we must be able to identify at least one Troubles-related incident at which the victim sustained permanent injury/injuries. We need to be able to confirm that the victim was present at, or in the immediate aftermath of, the incident(s).

+ Add Incident

Location	Date	Supporting Documents	
High Street, Any Town	10/06/1972	✓	+ Add Supporting Documents Edit Remove

< Back

Save and Continue >

You are asked to provide details of the date and location of the incident to help confirm the incident occurred. If the exact date of the incident is unknown, please provide as much detail as you can e.g. the approximate date, month and year. This may help us if we need to ask the police or other authorities to verify the incident.

A brief description of what happened is also required to help confirm your presence at the scene or in the immediate aftermath. Your address at the time of the incident is also requested as this may help us to confirm details.

You are asked to provide details of any reporting of the incident to the police. Please note, it is not a requirement to have reported the incident to police in order that your application to the Scheme can be progressed. The information provided here might include (if known):-

- Details of the Police Station the matter was reported to.
- Date and time reported.

10 | Page

- Confirmation whether a police statement was made.
- Name of officer / number to whom statement or report of incidence was made
- Police occurrence number.

We ask for this as it may help us confirm the incident occurred and your presence at the scene, or in the immediate aftermath. It is not a legislative requirement of the Scheme to have reported an incident to police.

Please also provide details here of your attendance at any hospital, GP, private clinic or consultant following the incident. Any information provided here may help confirm presence at the incident from medical notes or records of attendance recorded following the incident. This should include details of attendance and approximate timing of attendance i.e. immediately following, that evening, next day, following week, etc.

Decisions by the Victims' Payments Board will be made on the balance of probabilities i.e. more likely than not to have happened. It is your responsibility to provide sufficient information to support an award under this Scheme.

Types of supporting information

You may have kept details of the incident in which the injury/injuries were sustained and which will help confirm presence at the incident and/or the level of permanent injury/injuries incurred. This might include copies of information that you have retained and used for the purposes of applying for other compensation and support schemes, for example Criminal Injuries compensation or support from the Victims and Survivors organisations. This could 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 – this may include (for example):-
 - consultation reports from consultants
 - surgical / discharge notes in relation to exact procedures carried out following trauma
 - clinic follow-up notes in relation to recovery from injury
 - evidence pertaining to injury permanence
- GP, consultant or hospital notes or referral letters.

All of the above could hold information that could be used to evidence your presence at a Troubles-related incident, or in the immediate aftermath of an incident. The above list is not definitive and you should include any other relevant documentation that you hold that might be helpful. You should note the guidance on page 4 regarding [File Upload Limits](#).

If you have additional information, that comes to hand after you submit your application, and you feel that this would be useful in support of your application, you can still forward this to the Scheme administration team for inclusion with your case papers. You should forward to PO Box 2305, Belfast BT1 9AX, or email us at vpb@justice-ni.gov.uk. Please

ensure you provide your VPB reference number so that the papers can be associated to your case.

You can still apply without any supporting documentation. The Scheme administration team will endeavour to obtain relevant information from the appropriate authorities. Requests for supporting information may be issued to authorities such as:-

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

By signing the declaration within this application you are indicating that you understand that the Victims' Payments Board, in processing this application, may request information from other organisations in line with Article 6(1)(e) of UK GDPR.

Section 4 of 9 – Permanent injuries sustained

This part of the application seeks details of the permanent injury / injuries you sustained as a result of a Troubles-related incident(s). Please provide as much detail as you can to support your application; this may help in assessing the degree of disablement in reference to the written information only.

i Permanent Injuries Sustained

What permanent injuries did the victim sustain as a direct result of the Troubles-related incident(s). Please provide detail of physical and/or psychological trauma/distress.

+ Add Injury

Type	Injury	Supporting Documents	
Physical	Loss of index finger on right hand	✓	+ Add Supporting Documents Edit Remove
Physical	Deafness in right ear	✓	+ Add Supporting Documents Edit Remove

< Back

Save and Continue >

To add the details of an injury, please click on the **+Add Injury** button. In repeating this process you can add the details of a number of injuries if you feel it is appropriate to do so.

We ask that you provide specific details of:-

- the injuries caused by the incident(s) noted earlier in your application;
- any diagnosis received in respect of the injuries as well as details of any ongoing treatment being received (if appropriate);
- symptoms arising from the injuries, how these might have improved or deteriorated over time and how they impacted on your day to day life.

Please note, where there is not enough supporting information, a face-to-face assessment may be required with a health care professional. If a face-to-face assessment is declined this may impact decisions on your application by the Victims' Payments Board.

If you have already attached medical documentation when providing details of the incident, please refer to this here – you do not need to attach this documentation a second time.

For applications in respect of physical injuries which have also resulted in psychological injuries please provide details of both to allow for a full assessment to be made.

This information will help to assess the degree of permanent disablement.

Section 5 of 9 – Other potential sources of supporting documentation

In this part of the application, the details are sought of any further information sources which may also hold supporting documentation to help confirm eligibility for the Scheme.

i
Other Potential Sources Of Supporting Documentation

The following sources may also hold supporting documentation, which might help with this application.

Please provide the following information, in relation to the victim:

GP Name

GP Practice

GP Address

Select

GP Telephone (if you know it)

Please provide names and contact details of key clinicians who supported the victim through the injury attributable to the Troubles-related incident.

+ Add Key Clinician

By signing the declaration at the end of the application, you are indicating that you understand that the Victims' Payments Board may request information in line with Article 6(1)(e) of UK GDPR from the appropriate sources on your behalf. You can provide the details in this section, or include them at Section 8: Any Other Relevant Information.

This may include:

- The names and contact details of the key clinicians who supported you through the injury attributable to the Troubles-related incident. This could include professionals such as therapists, consultants, counsellors, prosthetists and anyone else providing care in any other setting. This is to ensure the Scheme can seek the best possible medical evidence if required, in support of your application.
- The Victims and Survivors Service (if you are registered with them) may hold details of your injuries, referral details for support and services or details of the incident in which the injury/injuries were sustained.
- Details of current GP or private health care provider who may hold details of the injuries and help us to assess the level of disablement.
- Details of previous or current employer(s) who may hold details of the injuries within their HR records (for example details of work place adjustment as a result of injuries sustained), or have provided support to you in relation to the injury / injuries, such as a work-based pension, a public sector injury award, war pension, or an injury on duty award.
- Any community or voluntary organisation or support group that may hold details in respect of your injury/injuries, the incident in which the injury/injuries were sustained or details of support provided such as psychological therapies or physiotherapy.

Other sources may include any previous or current claims for disability benefits such as Employment and Support Allowance (ESA) or Industrial Injuries Disablement Benefit, or court awards / compensation claims. These sources may hold helpful information if benefit / compensation is being received, or has been received, for the injury/injuries to which this application relates.

In all the above, please provide details of any organisational case reference numbers, if you know them.

Section 6 of 9 – Any other prior and / or ongoing payments

In this part of the application, you are asked to provide details of any prior or ongoing payments that have been made in respect of the injuries applied for in this application.

To add the details of a payment, please click on the **+Add Payment** button. In repeating this process you can add the details of a number of payments as appropriate.

Any Other Prior and/or Ongoing Payments

Please provide information about any other prior or ongoing payments that have been made to the victim (or beneficiary, if applicable), in respect of the permanent injury/injuries applied for within this application. A list of relevant payments required is noted within the guidance notes.

+ Add Payment

Type	Details	
Ongoing Payment	Disability Pension from Social Security - £XX per month	Edit Remove

< Back

Save and Continue >

Prior and ongoing payments you must tell us about include:

- Any previous compensation received for your injury, for example, criminal injury compensation, civil claims or court awards.
- Any current or outstanding claims for compensation, civil claims or court awards.
- Any payments which you are currently receiving from the Victims and Survivors Service (VSS), for example, self-directed payments.
- Any ongoing payment in respect of the same injury, such as a work based pension related to the injury e.g. public sector injury award, war pension, injured on duty award, or industrial injuries disablement benefit.
- A list of all relevant ongoing payments you need to tell us about is noted below:
 - Any Social Security Disablement Pension i.e. industrial injuries disablement benefit in respect of the same injury.
 - Any 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 in respect of the same injury.
 - Any payment received through the Armed Forces or Reserve Forces Compensation Scheme in respect of the same injury.
 - Any 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 the same injury
 - An ill health or disablement pension under a Firefighters' Pension Scheme in respect of the same injury.
 - Any pension, allowance, gratuity or other payment awarded under a Civil Service Compensation Scheme or Civil Service Injury Benefit Scheme in respect of the same injury.
 - Any payment under a National Health Service Injury Benefit in respect of the same injury.
 - Any benefit equivalent to those above including benefits awarded under the legislation of another country or dependent territory in respect of the same injury.

We ask this because if you are eligible for the Scheme, the Victims' Payments Board may need to reduce your level of payment in respect of historical compensation paid for the same injury over certain thresholds, or if you have any ongoing payments for the same injury.

Within the free-text box you can also provide details of any factors the Victims' Payments Board should consider when deciding if any previous compensation awards should affect any payments to you under this Scheme. This could include factors such as how you have used the compensation you received, for example, to clear a house mortgage or other debt, any financial hardship and when this compensation payment ran out.

We appreciate that some of this may have occurred some time ago; please endeavour to complete the relevant sections to the best of your recollection.

Please note: Payments made through the Scheme will not affect any entitlement you have, or may have in future, 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. It will also not affect tax.

Section 7 of 9 - Nomination for transfer of entitlement on death

In this section of the application, you are asked to provide details of a nominee (this could be a spouse, civil partner, cohabiting partner or carer) to whom you would wish any payments awarded under this Scheme to be transferred upon your death.

We are asking for this information in the unfortunate event of your death either prior to a decision being made by the Victims' Payments Board, or after a decision has been made and you have commenced receipt of ongoing monthly payments. Should this unfortunately arise, this will make decisions on the transfer of payments much quicker to process.

The screenshot shows a web form titled "Nomination for transfer of entitlement on death". It includes an introductory paragraph explaining the purpose of the nomination. The form contains several input fields: "Nominee First Name(s)", "Nominee Last Name", and a dropdown menu for "Nominee's Relationship to the beneficiary (this can be a spouse, civil partner, co-habiting partner or carer)". There is also a "Select" button next to the address field. A note below the fields states: "If a nominee has been provided above, please attach a copy of any supporting documentation to evidence the relationship of the nominee to the beneficiary. If a carer has been nominated, evidence of regular and substantial care must be provided." Below this note is a section for uploading supporting documentation, with an "Add Files" button and a list of accepted file extensions: .jpg, .jpeg, .png, .pdf, .doc, .gif, .docx, .ppt, .pptx, .pps, .ppsx, .odt, .xls, .xlsx, .txt, .csv. At the bottom of the form are two buttons: "< Back" and "Save and Continue >".

If you do decide to provide a nominee within your application, we ask that you provide supporting documentation to evidence their relationship to you. You can do this by clicking on the **Add Files** button.

If you decide to nominate your spouse, civil partner or co-habiting partner, evidence of their relationship could include:

- A marriage certificate, or
- Confirmation that you have lived in the same household for a sustained period.

If you have decided to nominate your carer, supporting information of the regular and substantial care provided will be required. This could include:

- A carers allowance award letter,
- Confirmation that they would have been entitled to carers allowance but for the fact their earnings exceeded the limit to be entitled to carer's allowance.
- Other information which may help the Victims' Payments Board confirm the regular and substantial care provided*

* The Victims' Payments Board will have discretion to consider applications to nominate a carer where it is considered equitable, in all circumstances, to treat the person as having regularly and substantially engaged in caring for the beneficiary. A person cannot be treated as regularly and substantially engaged in caring for a beneficiary if that person derived earned income from those caring responsibilities.

Please note that changes can be made to the nominee provided on the application should there be a change of circumstances or preference in the future. This should be done in a written submission, signed by you, and submitted to the Scheme administration team.

Section 8 of 9 - Any other relevant information

In this part of the application, you can provide any details of any other information in support your application. For example, details of further information sources where additional medical evidence might be obtained or, if you have a criminal record and wish to provide details of any mitigating circumstances for consideration by the Victims' Payment Board. The Secretary of State for Northern Ireland issued guidance regarding serious convictions and exceptional circumstances on 14 August 2020. Details can be found on the following website:

<https://www.gov.uk/government/publications/secretary-of-state-issues-victims-payments-guidance>

To add the details of supporting information, click on the **+Add Supporting Information** button. In repeating this process you can add the details of a number of documents as you consider appropriate.

i Any Other Relevant Information

Please provide any further information which has not been covered to support the application.

Add a brief description of information that might further support your claim

I attach a letter from MP in support of my application

2946 Characters Available

+ Add Supporting Information

Description	
Letter from MP	 Edit  Remove

 Back Save and Continue >

SECTION 9 of 9 – Declaration

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

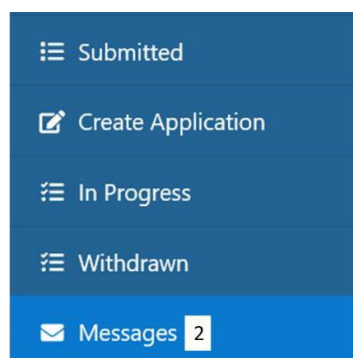
- From any medical practitioner attended by the applicant, medical records, notes and reports, which are relevant to this application (This may include GP and Counselling Notes and records, if required).
- From the police all relevant information, including copies of the applicant's criminal record (if 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 ticked the confirm box you can then click the **Submit** button and the application will immediately be sent to the appropriate queue of work within the Administration side of the system. You will receive a screen message and automated email, each providing details of your application case reference number, which you should retain for future use. Please use this reference number in any correspondence with the Victims' Payments Board in regard to your application.

Once submitted, you will still be able to view your application but will not be able to update it directly. Any further updates to the application will need to be notified in writing to the Scheme administration team – this might include (for example) if you change your address.

System Messaging

From time to time, the Scheme administration team may send you messages using the secure messaging tool on the portal. This might happen if additional information is required. If a message is sent this way, you will receive an email advising you to log on to your account to view and respond to the message.



You can view and respond to a message by clicking on the **Messages** option on the left-hand side menu bar. Once you click 'reply to message' you will be able to upload and submit further documentation.

Message Response

Original message from:
VPB

Message:
Additional information required - photo id document

* Please provide response to the message above

Add Files

Please select a file to upload

Close

Send

If you have any queries in relation to completion of this application you can contact the Scheme administration team by emailing vpb@justice-ni.gov.uk.

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	<u>Belfast Office</u>	028 90779922	adminhq@wavetrauma.org	Website: www.wavetraumacentre.org.uk
	<u>Armagh Office</u>	028 37511599	adminarmagh@wavetrauma.org	
	<u>Ballymoney Office</u>	028 27669900	adminballymoney@wavetrauma.org	
	<u>Derry/Londonderry Office</u>	028 7126 6655	adminerry@wavetrauma.org	Facebook: https://www.facebook.com/WaveTraumaCentre/
	<u>Omagh Office</u>	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	<u>Ardoyne Office</u> 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	<u>Western Office</u> 83 Tempo Road, Enniskillen BT74 6LD County Fermanagh	028 6632 0977	enquiriesvps@elycentre.co.uk	elycentre.com
	<u>Southern Office</u> 2-3 Geddis Square Markethill County Armagh	028 3755 2447		
	<u>Upper Bann & South Tyrone Office</u> 1 st floor Millenium Court, 5-7 William St Portadown Craigavon BT62 3NX	028 3833 3840		

Supporting, Empowering, Fair & Focused (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 – Supporting, Empowering, Fair & Focused	<i>NI/ROI Regionwide Service and a Great Britain support service available via a dedicated Welfare Officer.</i> Main Office: 101 Main Street, Lisnaskea, Co. Fermanagh, BT92 0JD	028 6772 3884	welfarereferrals@seff.org.uk	Website: www.seff.org.uk Facebook: SEFF Victims and Survivors

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

