

LPS LONE PENSIONER ALLOWANCE APPLICATION FORM



Land &
Property
Services®

THIS BOX FOR OFFICIAL USE

Account ID:

Ratepayer ID:

Property Reference:

You can find these details on your rate bill

THE LONE PENSIONER ALLOWANCE IS A 20% REDUCTION IN RATES FOR PEOPLE OVER 70 AND LIVING ALONE. THIS ALLOWANCE IS NOT AFFECTED BY INCOME OR SAVINGS.

Do you own your property and pay the rates? Yes No

If **Yes** continue with the completion of this form.

If **No** please contact Northern Ireland Housing Executive on telephone 08448 920 902 who deals with claims if:

1. You are a tenant who pays rent on the property
2. You are buying your property
3. Ownership of the property has been transferred to someone else and its not part of your estate

SECTION 1 – YOUR DETAILS

Title: Mr Ms Mrs Miss Other

Surname:

First Names:

Address:

Postcode:

Telephone number: (Only to be used if we need to contact you)

National Insurance Number:*

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Date of birth: (DD/MM/YYYY)

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* Your National Insurance Number is a unique way of identifying who you are. As such this field is mandatory and must be completed. This can be found on your state pension letter, your pension swipe card, or your winter fuel payment letter.

When did you become a lone pensioner if after 31 March 2008? (DD/MM/YYYY)

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SECTION 1 – YOUR DETAILS (CONTINUED)

Is this your sole or main residence? Yes No

For applicants with more than one property (including properties outside Northern Ireland) please read the information provided in Section 3 of the guidance notes.

Do you live alone in the property? Yes No

If you answered **No** you may still be entitled to the allowance providing the people that live with you meet certain conditions.

Please provide details of the person/persons living in the property with you below. See section 1 of the guidance notes.

Name	Date of Birth (DD/MM/YYYY)	Relationship to you, if any	Do they fall into one of the criteria outlined in the guidance notes? If so, please state which criteria they fall into.

Important: We may need to ask you for more information. **See guidance notes, back page.**

SECTION 2 – PROOF OF IDENTIFICATION SHOWING YOUR DATE OF BIRTH

Please enclose a photocopy of one of the following:

Birth Certificate Driver's Licence Passport

Senior Smart Pass Medical Card Electoral Identity Card

You can also bring this form and your proof of identification to any Land & Property Services or NIHE office to have your identification verified. If you have any difficulty providing any of the above documents please contact us on 0845 300 6360 or text phone on 0845 300 6361.

SECTION 3 – DECLARATION

1. I confirm that I live alone or that I have provided details of the person/persons living with me. The information I have provided in this application form is true and complete. If I supply or allow to be supplied, any information which I know to be false I may be liable to criminal prosecution.
2. I understand that I must tell Land & Property Services if any of my circumstances change.
3. I am aware that I may have to pay rates that become due as a result of any overpayment of Lone Pensioner Allowance.
4. I confirm that I give my consent for Land & Property Services to seek any further information from other sources to assess this claim.
5. I understand that I must continue to make payments to my rate account while awaiting a decision on my application.

Name: (in CAPITALS)

Signed

Date: (DD/MM/YYYY)

Data Protection Act 1998

We will use the information which you provide on this form to process your application for Lone Pensioner Allowance. Occasionally we may pass this information to other organisations, but only if we have to do so by law or under the Data Protection Act 1998.

If you completed this application form on behalf of the ratepayer please provide the following information:

Name: (in CAPITALS)

Contact Telephone Number:

Signed

Date: (DD/MM/YYYY)

Relationship (if any) to Applicant:

FURTHER HELP WITH YOUR RATES (OPTIONAL)

Further help with your rates may be available through the Housing Benefit and Rate Relief schemes. You will have to complete a separate claims form and give full details of your income and savings.

Would you like us to send you an application form for Housing Benefit and Rate Relief?

Yes No

We can arrange for someone to visit your home if you need help with forms.

GUIDANCE NOTES LONE PENSIONER ALLOWANCE APPLICATION

1 PERSONS LIVING WITH YOU

Lone pensioner allowance can be awarded to ratepayers who are 70 or over and live alone. If someone lives with you, you may still be entitled to the allowance, subject to certain conditions, for example:

- **A resident carer.** If the person living with you cares for you for more than 35 hours per week, because you are no longer able to live on your own you may still be eligible for the allowance. However, if the person you are being cared by is your spouse or a partner, they will be considered a disqualified relative and you will not be eligible for Lone Pensioner Allowance.
- **Someone who is in hospital, nursing home or residential care.** If the person's main residence is in a hospital, nursing home or residential care home the allowance may still be granted subject to the provision of information requested in Section 1.
- **A person who is severely mentally impaired.** If a doctor has stated that the person living with you has a severe mental impairment which appears to be permanent (however caused). A form will need to be completed by their doctor to confirm this.
- **Anyone under 18 years old or over 18 if someone is in receipt of child benefit for them.** If you have stated that the person/persons living with you is/are under 18 we will need to see a photocopy of their birth

certificate to confirm this. If they are over 18 and someone is getting child benefit for them we will need to see proof that child benefit is being paid.

- **If you provide care for the person who lives with you.** If you have someone living with you who you provide care for we will contact you to obtain more information about that person

2 AWARD OF ALLOWANCE

A standard 20% allowance will be awarded where Land & Property Services is satisfied that the applicant has met the conditions of the scheme. This allowance will be applied after any other exemption, relief, rebate, allowance or benefit.

3 SOLE OR MAIN RESIDENCE

Any allowance granted shall only be made in respect of a dwelling house which is the sole or main residence of the person entitled to the allowance. Where an applicant has more than one property (including properties outside Northern Ireland) the allowance can only be awarded on the property within Northern Ireland that the applicant considers to be their main dwelling.

4 SUBMISSION OF APPLICATION

Applications can be submitted by post or at any Land & Property Services office or at any Northern Ireland Housing Executive office where your identification can also be verified.

PLEASE RETURN THIS COMPLETED FORM TO:

**Land & Property Services
Lone Pensioner Allowance Team**
Londonderry House
21–27 Chichester House
TOWN PARKS
Belfast BT1 6FD

Telephone: 0845 300 6360
Text phone: 0845 300 6361



INVESTOR IN PEOPLE

Or call into your local Land & Property Services office.

FOR OFFICIAL USE

Identification witnessed by: (print) _____

Signature: _____

Date: / / _____

Office address: _____

Telephone: _____

Type of identification witnessed: Birth Certificate Drivers Licence Smart Pass Passport Medical Card Electoral Identity Card