

# LPS LONE PENSIONER ALLOWANCE APPLICATION FORM (LPA)



**The Lone Pensioner Allowance is a 20% reduction in rates for people over 70 and living alone.** There may be exceptions. This allowance is not affected by income or savings.

Please refer to the Guidance Notes at the back of the application when completing the form.

If you need help completing this form or require it in a different language or format, please dial **0300 200 7801** (calls charged at local rate). Dial **18001 0300 200 7801** for Text Relay.

Please complete in **CAPITAL LETTERS** using black ink. This form can be downloaded and completed on your device then emailed, along with the required evidence, to LPS.

## SECTION 1 – PROPERTY OWNERSHIP DETAILS

Occupancy ID:  Ratepayer ID:  Account ID:

You can find these details at the top right hand side of your rates bill

**Are you the legal owner listed on the title deeds of the 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 03448 920 902. They deal with claims if:

1. You are a tenant who pays rent on the property
2. Ownership is registered to someone else and you occupy the property without paying rent

## SECTION 2 – YOUR DETAILS

Surname

First Name(s)

Address of property

Postcode

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

National Insurance Number\*

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Email address

Date of birth

\* Your National Insurance Number is a unique way of identifying who you are. As such this field **must** be completed. This can be found on your state pension letter, your pension swipe card, or your winter fuel payment letter. Evidence of National Insurance No is required. See section 4.

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 1 of the guidance notes.

Do you live alone in the property? ..... ☐ Yes ☐ No

If you answered **Yes** please provide the date you started living alone at this address. (Go to section 4)

DD/MM/YYYY

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.**

### SECTION 3 – PERSONS LIVING WITH YOU (see section 3 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 <b>state which criteria they fall into.</b>

**Note:** If you have stated above that the person living with you is severely mentally impaired, you must provide a letter from a GP or health professional to confirm their condition.

### SECTION 4 – EVIDENCE REQUIRED

LPS will need two forms of identification, one from each section below.

**Do not send original documentation.**

**Please provide a COPY of one of the following showing your National Insurance Number and address.**

☐ Recent State Pension letter ☐ Recent Social Security Benefit letter

**Please provide a COPY of one of the following showing your date of birth.**

☐ Driver's Licence ☐ Passport  
☐ Senior Smart Pass ☐ 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 email or phone LPS using the contact details in Section 7.

## SECTION 5 – CHECKLIST

Before returning this application form, please be sure you have:

- ☐ Read the Lone Pensioner Allowance Guidance Notes
- ☐ Completed the form in full, unless otherwise directed
- ☐ Supplied the required evidence as proof of identity
- ☐ Supplied evidence you have been appointed by the court or the Social Security Agency to handle the personal information of the person(s) living with you
- ☐ Supplied the required evidence in relation to additional household members as detailed in the guidance notes

## SECTION 6 – 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 of any change in circumstances which may affect my entitlement to Lone Pensioner Allowance.
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.
6. I understand that the information I have provided in this application form may be shared with other government departments in accordance with the Data Protection Act below for the prevention and detection of fraud.
7. I understand that if I do not provide all the necessary evidence and information, my application may be refused.

**Name** (in BLOCK CAPITALS)

**Signed**

**Date**

DD/MM/YYYY

### Data Protection

LPS collects and stores information for the purposes of rating, valuation, mapping and land registration in Northern Ireland. LPS will use and disclose/share the information you provide in full compliance with the Data Protection Act 1998 and the Department of Finance's Data Protection Policy. You can read the LPS Privacy Notice at [www.finance-ni.gov.uk/publications/lps-privacy-notice](http://www.finance-ni.gov.uk/publications/lps-privacy-notice)

## SECTION 7 – COMPLETING ON BEHALF OF APPLICANT

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:

**PLEASE  
RETURN THIS  
COMPLETED  
FORM TO:**

Post:  
Application Based  
Rate Relief Team  
Land & Property Services  
Lanyon Plaza  
7 Lanyon Place  
Belfast, BT1 3LP  
  
Email:  
[LPA.raterelief@finance-ni.gov.uk](mailto:LPA.raterelief@finance-ni.gov.uk)

**CONTACT US**

Dial **0300 200 7801**  
(calls charged at local rate) and  
ask for the Application Based  
Rate Relief Team  
  
If outside NI, dial  
**+44 28 9067 5501**  
  
Text Relay  
**18001 0300 200 7801**  
  
Email:  
[LPA.raterelief@finance-ni.gov.uk](mailto:LPA.raterelief@finance-ni.gov.uk)

## FURTHER HELP WITH YOUR RATES

You may be entitled to additional help with your rates in the form of Housing Benefit or Low Income Rate Relief. For more information please contact Northern Ireland Housing Executive:

### NIHE contact details:

Telephone - 03448 920 902

Address - Housing Executive, 2 Adelaide Street, Belfast, BT2 8PB

# LPS LONE PENSIONER ALLOWANCE - GUIDANCE NOTES (LPA)

## SECTION 1 - PROPERTY OWNERSHIP DETAILS

**Occupancy ID, Account ID and Ratepayer ID** - can all be found at the top right hand side of your rates bill

**Legal Owner** - you legally own the property and your name is on the title deeds. If the property has been transferred to someone else and you are no longer the owner but you still have the right to live there (often known as 'having your day in the property') you are not considered the legal owner.

**Sole or Main residence** - Any allowance granted will 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.

## SECTION 2 - YOUR DETAILS

All fields must be completed.

## SECTION 3 - PERSONS LIVING WITH YOU

### Criteria

**A resident carer.** If a person lives with you and cares for you for more than 35 hours per week because you are unable to live on your own, you may still be eligible for this allowance. This person CAN NOT be your spouse.

**Someone who is in hospital, nursing home or residential care.** If the person's main residence is in a hospital, nursing home or a residential care home where they are in permanent care (meaning they will not return to the address in section 2), you may be eligible for this allowance. You must provide evidence from the care home including the date the care became permanent.

If the care is not permanent (meaning they will return to the address in section 2), you may still be able to apply for Lone Pensioner Allowance or a different rate relief, depending on your circumstances.

### A person who is severely mentally impaired.

If the person living with you has a severe mental impairment which appears to be permanent (however caused), you must provide evidence from a medical practitioner of diagnosis including date diagnosed.

**Anyone under 18 years old or over 18 if someone is in receipt of child benefit for them.** If the person is under 18 please provide a copy of their birth certificate. If they are over 18 please provide proof that child benefit is being paid.

**If you provide care for the person who lives with you.** You must provide a copy of the letter of their entitlement and/or evidence of one of the following: Personal Independence Payment (enhanced daily living component), Disability Living Allowance (highest rate for personal care), Attendance Allowance, Constant Attendance Allowance (at no less than the full day rate), or Armed Forces Independence Payment.

## SECTION 4 - EVIDENCE REQUIRED

Two forms of identification are required with the application. One must be a **COPY** of your most recent State Pension entitlement letter showing your National Insurance Number and address. The other one must show your date of birth. We will accept a PHOTOCOPY or IMAGE of one of the documents listed (do not send original documentation).

## SECTION 5 - CHECKLIST

Tick the evidence you will be supplying with the application.

Note you may not be required to provide all evidence see 'Evidence required'.

## SECTION 6 - DECLARATION

Please sign and date the application form to show that you understand and agree to the statements listed in the declaration.

## SECTION 7 - COMPLETING ON BEHALF OF APPLICANT

Applications can be completed on behalf of the applicant. However, if you want to be able to call LPS to discuss the rate account you will need to provide evidence that you have legal authority to act on behalf of the applicant. Alternatively, complete a LPS Third Party Authorisation form that can be found on NI Direct - [www.nidirect.gov.uk/publications/rate-account-third-party-authorisation-form](http://www.nidirect.gov.uk/publications/rate-account-third-party-authorisation-form) or contact LPS using the contact details above.



Land & Property Services  
Seirbhísí Talún agus Maoine



Department of  
**Finance**  
[www.finance-ni.gov.uk](http://www.finance-ni.gov.uk)

An Roinn  
**Airgeadais**