

High Street Voucher Scheme

The High Street Scheme Portal opens today, 27 September 2021. The scheme allows the public to apply for their £100 pre-paid cards to spend in local businesses.

Those eligible for the High Street Scheme should apply online.

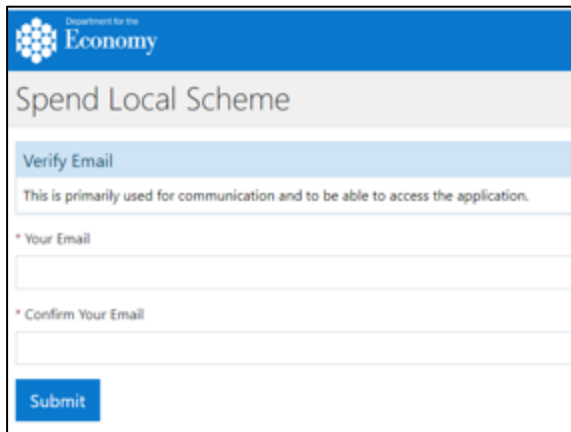
Libraries NI expect to see the public making use of our CATs to apply.

The information below will help assist customers in need of support.

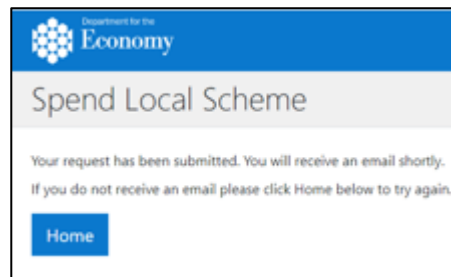
How to Apply

Those eligible for the High Street Scheme, should apply online via www.nidirect.gov.uk/spend-local

To start the application you will be asked, as a security measure, to enter your email address



A link will then be sent to your email inbox which will take you straight to the application form.



Should customers require help setting up an e-mail address they can find our help sheet here:

<https://www.librariesni.org.uk/media/jympgqgd/web-based-email-helpsheet.pdf>

Applying for the scheme requires the following information:

- National Insurance number
- Full name
- Address and postcode
- Date of Birth
- Sex
- Telephone Number
- Disabilities
- Driving Licence Number
- email will be prepopulated

With the exception of the driving licence number, all of these data fields are mandatory.

Completing the form for yourself or on behalf of someone else:

Spend Local Scheme

Please ensure you select the correct option, below, otherwise it may cause delays in receiving your prepayment card.

Apply as yourself	Apply on behalf of someone else
All details submitted in this form will be for yourself.	This option will allow you to enter the details of a person who is unable to apply online themselves. All details submitted will be for the person that you are applying on behalf of.
<input type="button" value="Apply"/>	<input type="button" value="Apply"/>

Select the correct option by selecting 'Apply'.

Enter your National Insurance number

Spend Local Scheme

Details

The Department for the Economy will only ask for personal details that will allow us to verify your address to make sure you receive your card.

Key details

- **Contact Details** - You will be asked for an address, telephone number and email address. These details mean that you can receive updates on your application. If you do not supply these details you will not receive updates.

* Indicates a required field

* National Insurance Number

Step 1 of 2

Details

* Indicates a required field

* Your surname

* Your first name(s)

Your middle names (if any)

* Date of birth / /

Your address

Search by postcode

Enter an address

* Postcode * Address line 1

Enter the building name/number Enter address line 2

* Town or city * County

Enter the town or city Please select an option

* Country

* Your email address

* Your contact number

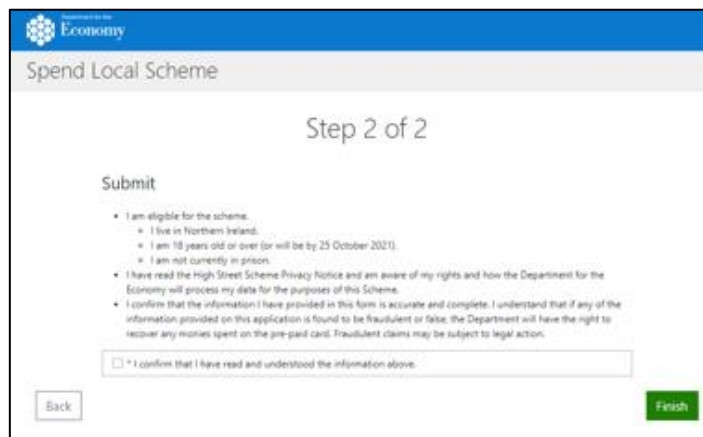
* What is your sex? ☐ Male ☐ Female

* Do you consider yourself to have a disability? ☐ Yes ☐ No

Your driving licence number

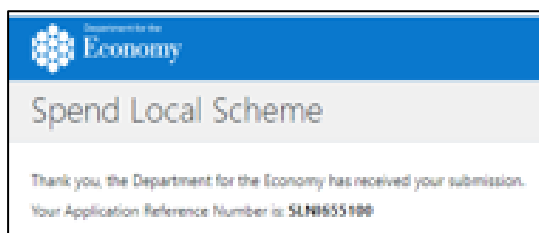
Fill required fields with requested personal information.

The final step is the Declaration:
Read the information and select
the box to confirm understanding
and finally select Finish

The screenshot shows the 'Spend Local Scheme' interface, specifically 'Step 2 of 2'. The header includes the 'Department for the Economy' logo and the title 'Spend Local Scheme'. Below the header, the text 'Step 2 of 2' is displayed. The main section is titled 'Submit' and contains a list of eligibility and consent criteria. The criteria include: 'I am eligible for the scheme.', 'I live in Northern Ireland.', 'I am 18 years old or over (or will be by 25 October 2021).', 'I am not currently in prison.', 'I have read the High Street Scheme Privacy Notice and am aware of my rights and how the Department for the Economy will process my data for the purposes of this Scheme.', and 'I confirm that the information I have provided in this form is accurate and complete. I understand that if any of the information provided on this application is found to be fraudulent or false, the Department will have the right to recover any monies spent on the pre-paid card. Fraudulent claims may be subject to legal action.' Below the list is a checkbox with the text '* I confirm that I have read and understood the information above.' At the bottom left is a 'Back' button, and at the bottom right is a green 'Finish' button.

Should customers require help applying, a help sheet on 'Filling online forms' can be found here:

<https://www.librariesni.org.uk/media/0ymhbul1/online-forms-guide.pdf>

The screenshot shows the 'Spend Local Scheme' confirmation page. The header includes the 'Department for the Economy' logo and the title 'Spend Local Scheme'. Below the header, the text 'Thank you, the Department for the Economy has received your submission.' is displayed, followed by 'Your Application Reference Number is: SLN16551000'.

Once the form is submitted, the customer will receive an email confirming that the application has been received. The email will contain a Reference Number.

Please note that on the 11 October 2021, the telephone application service will open to support applications from those not able to access or use the portal

The FAQs will have more information on the timeline for the scheme and can help answer any customer queries

<https://www.economy-ni.gov.uk/sites/default/files/publications/economy/high-street-scheme-faqs.pdf>

Traffic to the site is expected to be high on the first few days so customers are asked to be patient as the application window is open for four weeks.