

Internet version

Name

Address

Postcode

FOR OFFICE USE ONLY

Ref

Date issued

Issuing officer

**Housing Benefit and Council Tax Benefit claim form**

Are you filling in this claim form to: (please tick)

Make a new claim for benefit? Yes  No

Tell us that you are moving home? Yes  No

Tell us about a change in your circumstances? Yes  No

**If you need us to, we can visit you at home to help with forms and to give advice**  
Please contact us by phone or email at the address above. You will find information about Housing Benefit and Council Tax Benefit on the council's website [www.lewes.gov.uk](http://www.lewes.gov.uk)

**Please fill in the form in BLACK ink and remember to sign it.**

Once you have filled in this form, send it to the address above.  
Office opening hours: 9am to 4.45pm Monday to Thursday and 9am to 4.15pm Friday.

You can also hand your form in at:  
Council Offices, 4 Fisher Street, Lewes  
The Tourist Information Centre, Seaford  
The Housing Office, Fort Road, Newhaven  
The Information Centre, The Meridian Centre, Peacehaven

We will not be able to pay you any benefit if you do not send us the proof we need. The proof should be **original documents**, not photocopies.

**Do not delay sending us this form as you may lose benefit.**  
If you do not have all the proof we ask for, send us the form straight away and send us the proof separately within the next two weeks.

You must pay as much as you can towards your rent and Council Tax until we tell you whether you are entitled to any benefit.



**Please read these notes. They will help you to answer the questions.  
The notes have the same number as the question they belong to.**

**Which benefit do you want to claim?**

**Housing Benefit** – This benefit helps you pay your rent or ground rent. In some circumstances we may be able to pay all your rent or ground rent.

**Council Tax Benefit** – This benefit helps you pay your Council Tax. In some circumstances we may be able to pay all your Council Tax.

**Second Adult Rebate** – If you are not entitled to Council Tax Benefit, you may be able to claim Second Adult Rebate. You must have at least one non-dependant living with you who is on a low income. (Please see the notes on Section E.) You cannot claim Second Adult Rebate if you have a partner. If you only want to apply for Second Adult Rebate just fill in sections A, E and O of this form. Fill in Section N if you want your benefit backdated.

**Section A – You and your partner – helpful notes – you must answer every question**

Please read the notes below. They will help you to answer the questions.

**1 This section is about you and your partner.** A 'partner' is:

- husband or wife
- civil partner
- someone you are living with as if they are your husband, wife or civil partner.

If you have more than one partner, please list them on page 27. We may write to you for more information.

**National Insurance numbers** – You must give these for you and your partner. Your National Insurance number starts with two letters, then has six numbers and a final letter. For example AB 21 22 23 A. If you do not know your number, or do not have one, please contact your local Jobcentre Plus office.

**If you do not give us National Insurance numbers we will not be able to deal with your claim.**

**2 What date did you move into this address** – If you have not yet moved in please give the date you expect to move in. Once you have moved in you will need to confirm this date.

**3 Living away from home** – We may be able to give you benefit even if you are temporarily away from home. You must tell us why you are not living at the address you are claiming for.

**4 United Kingdom** – If you have been living in the United Kingdom for less than two years we may need some more information. If we do, we will write to you.

**Identity** – You must let us see two different original documents that prove your and your partner's identity.

Use the list below; it tells you the type of documents we can accept. If you do not have two different documents, contact the Benefits Service. The address and phone number are on the front of this form.

- benefit payment letter
- medical card
- valid passport
- marriage certificate
- birth certificate
- UK residence permit
- National Insurance number card
- wage slips from your present employer
- identity card issued by an EC or EEA member state
- Home Office letter
- bank statements (dated within the last four weeks)
- paid gas, electric or water bill in your name showing the address you are claiming for
- letter from a solicitor, social worker, probation officer, or Her Majesty's Revenue and Customs
- valid driving licence
- worker registration document

**Please remember – you must send original proofs to avoid delays in dealing with your claim.  
We cannot accept your own photocopies.**

# Which benefit do you want to claim? (please tick)

Housing Benefit  Council Tax Benefit  Both benefits  Second Adult Rebate

If you want to claim Second Adult Rebate only, please fill in sections A, E, N, and O

## You and your partner If you do not have a partner tick this box

NOTE 1

You
Surname <input style="width: 90%;" type="text"/>
Other names <input style="width: 90%;" type="text"/>
Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>
Other <input style="width: 90%;" type="text"/>
National Insurance number <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Date of Birth <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <small>day month year</small>
Please tell us if there are any other names you use, or are known by <input style="width: 90%;" type="text"/>
Address you wish to claim for <input style="width: 90%; height: 40px;" type="text"/>
Postcode <input style="width: 200px;" type="text"/>
Email address <input style="width: 90%;" type="text"/>
Phone number <input style="width: 90%;" type="text"/>

Your partner
Surname <input style="width: 90%;" type="text"/>
Other names <input style="width: 90%;" type="text"/>
Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>
Other <input style="width: 90%;" type="text"/>
National Insurance number <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Date of Birth <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <small>day month year</small>
Please tell us if there are any other names you use, or are known by <input style="width: 90%;" type="text"/>
Address you wish to claim for <input style="width: 90%; height: 40px;" type="text"/>
Postcode <input style="width: 200px;" type="text"/>
Email address <input style="width: 90%;" type="text"/>
Phone number <input style="width: 90%;" type="text"/>

NOTE 2

What date did you move into this address?

Do you own this property or have you owned it within the last 5 years? Yes  No

If Yes, did you own it with anyone else? Yes  No

If Yes, who with?

What date did you move into this address?

Do you own this property or have you owned it within the last 5 years? Yes  No

If Yes, did you own it with anyone else? Yes  No

If Yes, who with?

NOTE 3

Are you living away from home at the moment? Yes  No

If Yes, please tell us why

What is your nationality?

Are you living away from home at the moment? Yes  No

If Yes, please tell us why

What is your nationality?

NOTE 4

Have you lived in the UK for the whole of the last 2 years? Yes  No

If No, please give the date that you arrived in the UK

Are you registered blind? Yes  No

If Yes, please give your registration number

Does anyone get Carer's Allowance for looking after you? Yes  No

If Yes, please say who gets it

Have you lived in the UK for the whole of the last 2 years? Yes  No

If No, please give the date that you arrived in the UK

Are you registered blind? Yes  No

If Yes, please give your registration number

Does anyone get Carer's Allowance for looking after you? Yes  No

If Yes, please say who gets it

## Section B: Students

### Helpful notes – you must answer every question

**1 Students** – If you are a full-time student you cannot normally get Housing Benefit or Council Tax Benefit unless:

- you are disabled or incapable of work
- you are under 20 and in further, but not higher, education (that is, you are taking A-Levels or similar, but not a degree course). Once you are 20 your benefit may stop
- you have a dependent child for whom you get Child Benefit (please see Section C)
- you are getting Income Support or Jobseeker's Allowance (Income Based)

(Student nurses are counted as full-time students.)

**2** Please send us proof of your current student loan, grant or bursary.

**Important** – If there is a break in your course please contact the Benefits Service for advice.

Please remember – you must send original proofs to avoid delays in working out your claim.  
We cannot accept your own photocopies.

# You and your partner *continued*

## You

If you have moved within the last 5 years, what was your last address?

Please tell us the date you left this address

Did you own this property? Yes  No

Did you rent this property? Yes  No

Did you claim Housing Benefit or Council Tax Benefit there? Yes  No

## Your partner

If you have moved within the last 5 years, what was your last address?

Please tell us the date you left this address

Did you own this property? Yes  No

Did you rent this property? Yes  No

Did you claim Housing Benefit or Council Tax Benefit there? Yes  No

# Students

NOTE

1 Are you or your partner a student? Yes  No  If No, please go to Section C. If Yes, please give details below.

## You

Are you studying: Full time  Part time

Name of college or university

Address of college or university

Title of course

Length of course

Which year of study are you in: 1st  2nd  3rd  4th

Term-time dates: Autumn  to

Spring  to

Summer  to

NOTE

2 Do you receive a grant? Yes  No

If Yes, give the amount and how often you are paid £  every

Amount of Student Loan £

## Your partner

Are you studying: Full time  Part time

Name of college or university

Address of college or university

Title of course

Length of course

Which year of study are you in: 1st  2nd  3rd  4th

Term-time dates: Autumn  to

Spring  to

Summer  to

Do you receive a grant? Yes  No

If Yes, give the amount and how often you are paid £  every

Amount of Student Loan £

If you need to give us more information, please use this space

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## Section C: Children who live with you

### Helpful notes – you must answer every question

**1 Dependent children** – Only include children who normally live in your home. You will need to send us proof of any Child Benefit you get. Use the list below: it shows the type of documents we can accept.

- award notification letter (this must show that Child Benefit is in payment now)
- bank, post office account or building society statements (these must be up to date and show that Child Benefit is being paid into your account now).

If you have a child or children living with you (including foster children) please include them in Section C.

**2 Their relationship to you** – Please tell us here if they are your son, daughter, step-son or step-daughter, foster child, niece, nephew, grandchild and so on.

**3 Child care costs** – If you pay a registered childminder, nursery or out-of-school-hours scheme and you are working, you may be entitled to more benefit. You will need to send us proof of any payments you make. This should include:

- your childminder's or nursery's name
- their business address
- the amount you pay
- the name of the child cared for
- **the registration number** (each childminder, nursery or similar scheme must be registered with their Local Authority)

Child care costs are not always taken into account when working out your benefit. Once a child reaches the age of 15 we might not pay for child care. For more information please contact the Benefits Service.

## Section D: Boarders, lodgers and sub-tenants

**4 Lodger or sub-tenant** – This is someone who lives in your home and pays you rent.

**Boarder** – This is someone who pays you rent and that you also provide meals for.

Please remember – you must send original proofs to avoid delays in working out your claim.  
We cannot accept your own photocopies.

# Children who live with you

NOTE

1 If you **do not** have children living with you, tick this box  and go to Section D.

Do you or your partner receive Child Benefit for any children who live with you? Yes  No

If you have more than 3 children, tell us about them on page 27. If you have children who live with you, but you don't get Child Benefit for them, please include them here.

	1st child	2nd child	3rd child
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
NOTE 2 What is their relationship to you?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they male or female?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they registered blind?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they receive Disability Living Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you or your partner receive Child Benefit for this child?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
NOTE 3 Do they go to a registered nursery or childminder or playscheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please give the name and address of the childminder, nursery or playscheme caring for each child	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is their registration number?	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is the weekly cost of childcare for each child?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

# Boarders, lodgers and sub-tenants

NOTE

4 Are there any lodgers, boarders or sub-tenants in your home? Yes  No  If No, go to Section E

	1st person	2nd person	3rd person
If Yes, what is their full name?	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is their date of birth?	<input type="text"/> day <input type="text"/> month <input type="text"/> year	<input type="text"/> day <input type="text"/> month <input type="text"/> year	<input type="text"/> day <input type="text"/> month <input type="text"/> year
What date did they move in?	<input type="text"/> day <input type="text"/> month <input type="text"/> year	<input type="text"/> day <input type="text"/> month <input type="text"/> year	<input type="text"/> day <input type="text"/> month <input type="text"/> year
How much rent do they pay?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Do you provide heating?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you provide meals?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Section E: Other people who live in your home

### Helpful notes – you must answer every question

Please read the notes below. They will help you to answer the questions.

**1 Section E** is about other people living in your home. If no one lives with you, answer the first question and then go to Section F on page 11.

If you rent a room in your landlord's home you should not give details of your landlord and their family in this section. You should give details of everyone else who normally lives in your house. These will be non-dependants or joint tenants.

**2** You should give details of any **joint tenant** or **non-dependant** in this question.

**Joint tenant** – This is someone (other than your partner) whose name is on the tenancy agreement with you. We do not need details and proof of the income of joint tenants or joint owners.

**Non-dependant** – This is someone, usually 18 or older, who normally lives in your home. They are often an adult child, parent or other relative.

**3** If you have a non-dependant living in your household your benefit may be reduced. The amount of any reduction depends on the income of the non-dependant. If two non-dependants live together as a couple we will make only one deduction, based on their joint income. You will need to send us proof of the income they receive. We need proof of their 'gross income', that is, before stoppages.

**If you do not provide proof of their gross income or benefits we may have to make the maximum deduction from your benefit.**

**4 Students** – If your non-dependant is a full-time student you may also qualify for a Council Tax discount. You will need to provide a certificate from the university or college confirming that they are a student.

**Please remember – you must send original proofs to avoid delays in working out your claim. We cannot accept your own photocopies.**

# Other people who live in your home

NOTE

1 Apart from you, your partner and your dependent children, does anyone else live in your home? Yes  No

If No, please go to Section F. If Yes, please give details below. You should include grown-up children who you no longer get Child Benefit for, friends, relatives and joint tenants.

NOTE

2 Surname

Other names

Date of birth

National Insurance number

Date they moved in

What is their relationship to you?

Are they a joint tenant or joint owner?

If Yes, go to Section F on page 11.

NOTE

3 Do they receive Income Support or Jobseeker's Allowance (Income Based)

Do they get any other state benefits?

If Yes, please say which, and the amount they get each week

Do they work?

If Yes, how many hours each week?

What are their earnings **before** tax, National Insurance and so on?

Do they have any other income?

If Yes, please give details, including the amount

Do they get Disability Living Allowance or Attendance Allowance?

If Yes, how much do they get each week? £

Do they provide care for someone in your home for more than 35 hours a week?

If Yes, who do they provide the care for?

What is their relationship to this person?

NOTE

4 Are they a student?

Are any of the people married or civil partners, or living together as if they were married or civil partners?

If Yes, please say who:  is the partner of

	1st person	2nd person	3rd person
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> <small>day month year</small>	<input type="text"/> / <input type="text"/> / <input type="text"/> <small>day month year</small>	<input type="text"/> / <input type="text"/> / <input type="text"/> <small>day month year</small>
National Insurance number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date they moved in	<input type="text"/> / <input type="text"/> / <input type="text"/> <small>day month year</small>	<input type="text"/> / <input type="text"/> / <input type="text"/> <small>day month year</small>	<input type="text"/> / <input type="text"/> / <input type="text"/> <small>day month year</small>
What is their relationship to you?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they a joint tenant or joint owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, go to Section F on page 11.			
Do they receive Income Support or Jobseeker's Allowance (Income Based)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they get any other state benefits?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please say which, and the amount they get each week	<input type="text"/>	<input type="text"/>	<input type="text"/>
	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Do they work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, how many hours each week?	<input type="text"/>	<input type="text"/>	<input type="text"/>
What are their earnings <b>before</b> tax, National Insurance and so on?	£ <input type="text"/> each <input type="text"/>	£ <input type="text"/> each <input type="text"/>	£ <input type="text"/> each <input type="text"/>
Do they have any other income?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please give details, including the amount	<input type="text"/> <p style="text-align: center;">£</p>	<input type="text"/> <p style="text-align: center;">£</p>	<input type="text"/> <p style="text-align: center;">£</p>
Do they get Disability Living Allowance or Attendance Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, how much do they get each week? £	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they provide care for someone in your home for more than 35 hours a week?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, who do they provide the care for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is their relationship to this person?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they a student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are any of the people married or civil partners, or living together as if they were married or civil partners?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please say who: <input type="text"/> is the partner of <input type="text"/>			

## Section F: Benefits and Tax Credits

### Helpful notes – you must answer every question

Please read the notes below. They will help you answer the questions on pages 11 and 13 about the pensions, benefits and allowances you and your partner receive.

**In this section you must tell us about all the income you get, other than earnings**

**1 Pensions** – As well as any state pension you receive, you must tell us about the following:

**Private pension** – Any pensions you get, paid for by personal contributions.

**Former employer pension** – This should include all former employer pensions, occupational pensions or superannuation schemes.

**2** Give details of who pays the pension and the date that it goes up (usually each year).

The types of proof we would accept include:

- benefit award notification
- bank, building society or post office account statements (these must be up to date and show who the income or benefit is paid by)
- award notifications such as those from the Social Security office, Child Support Agency, Pension Service and Her Majesty's Revenue and Customs
- court order award notices
- letter from pension provider or latest pension advice slip.

**Please remember – you must send original proofs to avoid delays in dealing with your claim. We cannot accept your own photocopies.**

## Benefits and Tax Credits

Please answer ALL the questions in this section. If you do not receive the pension, benefit or allowance we are asking about, please write "none" in the box next to it.

If you do receive them, please write the amount you get before any stoppages, and say whether it is paid to you weekly, fortnightly, 4-weekly or monthly. (You do not need to declare any payments from The Eileen Trust, Independent Living Fund or the MacFarlane Trust.)

NOTE

**1 Pensions**

State Retirement Pension

You		Your partner	
How much do you get?	How often is it paid?	How much do you get?	How often is it paid?
£		£	

Private or former employer pensions (after tax) Pension 1

£		£	
---	--	---	--

Pension 2

£		£	
---	--	---	--

NOTE

**2 Name of pension payer**

Pension 1

--	--

Pension 2

--	--

On what date does this pension next go up?

Pension 1

--	--

Pension 2

--	--

Widow's Allowance, Widowed Mother's Allowance or Widow's Pension

£		£	
---	--	---	--

War Widow's or War Dependant's Pension

£		£	
---	--	---	--

War Disablement Pension or Armed Forces Compensation Scheme

£		£	
---	--	---	--

Pension Credit (Guarantee Credit)

£		£	
---	--	---	--

Pension Credit (Savings Credit)

£		£	
---	--	---	--

**Benefits and allowances**

Income Support

£		£	
---	--	---	--

Jobseeker's Allowance (Income Based)

£		£	
---	--	---	--

Jobseeker's Allowance (Contribution Based)

£		£	
---	--	---	--

Child Benefit

£		£	
---	--	---	--

Working Tax Credit

£		£	
---	--	---	--

Child Tax Credit

£		£	
---	--	---	--

Incapacity Benefit (or Employment and Support Allowance)

£		£	
---	--	---	--

Attendance Allowance (for people over 65)

£		£	
---	--	---	--

Disability Living Allowance: *Mobility Component*

£		£	
---	--	---	--

Disability Living Allowance: *Care Component*

£		£	
---	--	---	--

Severe Disablement Allowance

£		£	
---	--	---	--

Industrial Injuries Benefits

£		£	
---	--	---	--

Are you or your partner caring for anyone who gets Attendance Allowance or Disability Living Allowance?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>			No	<input type="checkbox"/>
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If Yes, please give the name of the person you care for

--	--

Are you entitled to Carer's Allowance but do not receive it?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>			No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------	-----	--------------------------	--	--	----	--------------------------

If you receive Carer's Allowance, how much do you get?

£		£	
---	--	---	--

**3 Maintenance received for children** – Maintenance from an absent parent for a child, including payments made by the Child Support Agency.

**4 Maintenance received for yourself** – Maintenance paid by an ex-partner or ex-spouse for you.

**Life Insurance Annuities** – This is income you or your partner receive from an insurance company.

**5 Any other income or benefits** – For example, payments for Territorial Army Service, Fire Service and so on. It is important that you send proof of all the income you receive.

**6 Income and benefits not yet received** – If you are waiting to hear about an application for any income, such as child maintenance, Tax Credits or an insurance policy, you must tell the Benefits Service once you know how much you will get.

The types of proof we would accept include:

- letter from absent parent confirming the maintenance they pay you
- benefit award notification
- bank, building society or post office account statements (these must be up-to-date and show who the income is from)
- award notifications such as those from the Social Security office, Child Support Agency, Pension Service and Her Majesty's Revenue and Customs
- court order award notices.

**Please remember – you must send original proofs to avoid delays in working out your claim. We cannot accept your own photocopies.**



## Section G: Earnings

### Helpful notes – you must answer every question

Section G is about the earnings you and your partner receive. You should fill in this section to give us details about earnings.

It is important that you send us proof of all the income you receive. Use the list below; it shows the type of documents we can accept.

- latest wage slips (for five weeks in a row, two months in a row or three fortnights in a row)
- certificate of earnings (contact the Benefits Service at the address on the front of this claim form. They will send you a form that you can ask your employer to fill in or will send a form straight to your employer).

If you are starting a new job please enclose your contract of employment or a letter from your employer confirming:

- the date you started the job
- the contracted hours
- your hourly rate of pay.

We will need to see your payslips when you have received them.

1 If you work term-time only, we may write to you for more information.

2 **Pension scheme** – If you pay into a private pension scheme please enclose proof to show the payments you make.

Please remember – you must send original proofs to avoid delays in working out your claim.  
We cannot accept your own photocopies.

# Earnings

If you are only claiming Second Adult Rebate, go to section N then sign the declaration at Section O

## You

Are you a Director or Secretary of any company? Yes  No

Are you in paid employment? Yes  No

If No, go to Section H. If Yes, please give details below

Employer's name and address

Employer's phone number

Date you started this job

Is your job seasonal or temporary? Yes  No

If Yes, when will it end?

NOTE  
1 Do you work during term-time only? Yes  No

How many hours each week do you work?

How much are you paid after stoppages? £

How often are you paid?  
(for example weekly, 4-weekly, monthly)

How are you paid?  
(for example cash, cheque, direct into bank)

Do you regularly work overtime? Yes  No

Do you receive a bonus, tips or commission? Yes  No

If Yes, please say how much each week £

Expected date of next pay rise

NOTE  
2 Do you pay into a pension scheme? Yes  No

If Yes, is it: Company  Private

Do you have more than one job? Yes  No

If Yes, please give details here of the employer, the hours you work and how much you earn.

Employer's phone number

## Your partner

Are you a Director or Secretary of any company? Yes  No

Are you in paid employment? Yes  No

If No, go to Section H. If Yes, please give details below

Employer's name and address

Employer's phone number

Date you started this job

Is your job seasonal or temporary? Yes  No

If Yes, when will it end?

Do you work during term-time only? Yes  No

How many hours each week do you work?

How much are you paid after stoppages? £

How often are you paid?  
(for example weekly, 4-weekly, monthly)

How are you paid?  
(for example cash, cheque, direct into bank)

Do you regularly work overtime? Yes  No

Do you receive a bonus, tips or commission? Yes  No

If Yes, please say how much each week £

Expected date of next pay rise

Do you pay into a pension scheme? Yes  No

If Yes, is it: Company  Private

Do you have more than one job? Yes  No

If Yes, please give details here of the employer, the hours you work and how much you earn.

Employer's phone number

## Section H: Self-employed earnings

### Helpful notes – you must answer every question

**1 Self-employed** – If you have been trading for a full year you should send us your accounts. Where possible these should have been audited by an accountant. If you do not have audited accounts you will need to provide a summary of your income and outgoings for the previous 6 months. We will send you a form for you to do this. We may need you to support this with receipts and invoices.

If you are just starting a new business you should provide an estimate of your income and keep detailed records to send to us at the end of 3 months' trading.

**2 Other work** – If you do any other paid work please enclose proof of this.

**3** If you do voluntary or unpaid work please enclose confirmation from the organisation you work for.

Please remember – you must send original proofs to avoid delays in working out your claim.  
We cannot accept your own photocopies.

# Self-employed earnings

NOTE

1 Are you or your partner self-employed? Yes  No

If No, please go to section I. If Yes, please give details below. We may need to write to you for more information.

## You

The name of your business

Registered address of your business

Business phone number

What type of business do you run?

When did you start trading?

What is your financial year start-date?

Your current estimated weekly profit?

How many hours each week do you work?

Are you a partner in the business?

Yes  No

Do you pay into a pension scheme?

Yes  No

NOTE

2 Do you do any other work?

Yes  No

Do you receive payment for this?

Yes  No

NOTE

3 If No, do you do voluntary work?

Yes  No

If you do any other work, even if this is voluntary, please give details in the space below.

## Your partner

The name of your business

Registered address of your business

Business phone number

What type of business do you run?

When did you start trading?

What is your financial year start-date?

Your current estimated weekly profit?

How many hours each week do you work?

Are you a partner in the business?

Yes  No

Do you pay into a pension scheme?

Yes  No

Do you do any other work?

Yes  No

Do you receive payment for this?

Yes  No

If No, do you do voluntary work?

Yes  No

If you do any other work, even if this is voluntary, please give details in the space below.

If you need to give us more information, please use this space

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## Section I: Bank accounts, savings, investments and property

### Helpful notes – you must answer every question

Please read the notes below. They will help you to answer the questions.

Section I is about capital, savings and investments that you and your partner have.

**You should still answer this section even if you only use an account for paying bills, or if your account is overdrawn or if it has not been used for some time.**

**1 Bank accounts, savings, investments and property** – This includes capital (money) held in any form, for example: bank and building society accounts, investment trusts, shares and property. Capital may come from any source, including an inheritance or redundancy. All bank and building society accounts, including those overdrawn or with nothing in them, must be declared. You must also tell us about any accounts that have not been used for some time, and any accounts used for buying or selling items on the internet.

Please explain any large or unusual amounts going into or coming out of accounts.

It is important that you send us proof of all capital, savings and investments. Use the list below; it tells you the documents we can accept.

- current bank, building society or post office account statements showing all transactions. A slip showing just the current balance is not acceptable. The statements should cover the last two months
- in some circumstances, a letter from the bank, building society or post office which shows the type of account, account number and current balance. The letter should also say whether the details have changed over the past two months
- original documents showing proof of ownership: for example, dividend statements, certificates of bonds, unit trusts, stocks and shares and so on
- building society or post office passbook showing the up-to-date balance.

**2 Other property** – You will need to send us proof of the current market value. A letter from your estate agent or solicitor is best.

If you have any other property, we may need to contact you to ask for more details.

**Important:** If either you or your partner, together or separately, have capital, savings or investments of £16,000 or more, you may not be entitled to either Housing Benefit or Council Tax Benefit.

**Please remember – you must send original proofs to avoid delays in working out your claim. We cannot accept your own photocopies.**

# Bank accounts, savings, investments and property

You need to tell us about all your bank accounts, building society accounts and post office accounts (even if they are overdrawn), and all other cash and investments. If you need more space to tell us about your accounts or savings, please use the space at the bottom of this page.

NOTE

1 Do you or your partner have any bank or building society accounts, or other savings or capital? Yes  No

Type of capital	Name of bank or building society & type of account (current, savings and so on)	Amount in it	In the name of		
Bank account (1)	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
Account number	<input type="text"/>				
Bank account (2)	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
Account number	<input type="text"/>				
Bank account (3)	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
Account number	<input type="text"/>				
Building society account (1)	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
Account number	<input type="text"/>				
Building society account (2)	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
Account number	<input type="text"/>				
Post office account	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>

Type of capital	Details: share names, certificate numbers, issue numbers and so on	Amount held	In the name of		
National Savings Bonds	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
National Savings Certificates	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
Income Bonds	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
Shares or Unit Trusts	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
Stocks, Sharesave, SAYE etc	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
Premium Bonds	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
Cash ISAs and Stock and Shares ISAs	<input type="text"/>	£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>
Cash		£ <input type="text"/>	You <input type="checkbox"/>	Partner <input type="checkbox"/>	Joint <input type="checkbox"/>

Do you or your partner have any other savings or investments, or money owing to you which you have not included in the lists above (such as ISAs and personal loans)? Yes  No

If Yes, please give details

NOTE

2 Do you or your partner have any money or property held in a trust fund? Yes  No

If Yes, please give details, and let us see the documents

Do you or your partner own any property or land other than the house you live in, either in the UK or abroad?

If Yes, please give details Yes  No

Please use this space for more details or to list your shares or unit trusts

## Section J: Your tenancy

### Helpful notes – you must answer every question

Please read the notes below. They will help you answer the questions.

Section J is for private-sector tenants (including housing association tenants) to give us details about your tenancy. If you pay rent to the council or own your own home you do not need to fill in this section – go to section N on page 25.

**It is important that you answer all the questions. If you do not, it may cause a delay in dealing with your claim.**

It is important that you send us proof of your rent. This must be an original, up-to-date document, not a photocopy. The proof must give all the following information:

- the name and address of your landlord
- if there is a managing agent, their name and business address
- the amount of rent you pay
- what services, if any, you receive
- the date your tenancy started
- the date you moved in
- how often and on what date your rent should be paid
- the address of the rented property.

Use the list below; it shows the type of documents we can accept. To give us all the above information, we may need more than one type of proof.

- current tenancy agreement
- letter from landlord/agent
- an expired tenancy agreement but only with a rent statement or book

You can get a form from our office for your landlord or agent to tell us the information we need. If you want us to send a form to your landlord or agent please contact us.

**1 What kind of tenancy is it?** – Your tenancy agreement will show what type of tenancy you have.

**2 Registered rent** – If your rent has been registered by the Rent Service you should send us form RO5. This is the 'Notice of Registration' form. You can get a copy of this by contacting the Rent Service. Please also enclose a letter from your landlord to confirm the rent that you are charged.

**3 Sharing information with your landlord** – Sometimes sharing information with your landlord can prevent delays and means there is less chance of you falling behind with your rent.

We share some information with your landlord if you:

- are a local authority tenant, or
- have your Housing Benefit paid to your landlord.

If you give us permission, we would be able to tell your landlord whether:

- you have claimed Housing Benefit, or
- we have made a decision on your claim, or
- we need more information to make a decision on your claim.

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim. If you give us permission but then change your mind, write to us and we will follow your wishes, where possible.

## Section K: Your rent

### Helpful notes – you must answer every question

**1 Rent** – You must say how much your rent is and how often you pay that amount.

**2 Services** – Housing Benefit cannot help with some services, for example: fuel charges, water charges, meals and so on. If your rent includes services that are not covered by Housing Benefit we will take off an amount for the service when your benefit is worked out. Unless you tell us, and send us proof of the actual cost of a service, we will use amounts set by the government.

**Please remember – you must send original proofs to avoid delays in working out your claim. We cannot accept your own photocopies.**

## Your tenancy

You should only fill in Sections J, K, L and M if you pay rent to a private landlord or housing association.

If not, go to Section N

When did your tenancy start at the address you are claiming for?

Landlord's name

Landlord's business address  phone number

If the landlord has an agent, you also need to tell us

Agent's name

Agent's address  phone number

Are you, or your partner, or your children related to the landlord, or the landlord's partner or agent? Yes  No

If Yes, who is related, and what is the relationship?

Are you or your partner a director, shareholder or employee of your landlord? Yes  No

Have you signed a tenancy agreement? Yes  No  How long is it for?  months

NOTE

1 What kind of tenancy is it?

Assured  Shorthold  Other (please say)  Don't know

NOTE

2 Has your rent been registered by the Rent Officer as a fair rent? Yes  No  Don't know   
(If Yes, please send the registration form)

Does anyone else share the rent with you and your partner? Yes  No

If Yes, please give their name

NOTE

3 May we discuss your claim with your landlord or their agent?  
(We will not disclose personal or income information) Yes  No

If Yes, please sign and date below.

I authorise the Council to discuss my claim with my landlord or their agent:

Signed  Date

If necessary, may we contact your landlord or agent to confirm the rent or other tenancy details? Yes  No

## Your rent

NOTE

1 How much rent does your landlord charge you? £

Is this every Day?  Week?  Fortnight?  4 Weeks?  Calendar month?  Quarter?

Who do you pay the rent to?

NOTE

2 Does the rent you pay include any of these charges? If Yes, please tell us how much a week (if you know).

Water Rates	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Lighting (for <b>your</b> rooms)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Council Tax	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Fuel for cooking	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Heating (for <b>your</b> rooms)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Laundry	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Hot water	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Cleaning	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Garage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>				
Meals	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>				

If Yes, which meals?

Breakfast? Yes  No  Lunch? Yes  No  Evening Meal? Yes  No

## Section L: Your home

### Helpful notes

Only fill in Sections L and M if you pay rent to a private landlord or housing association.

If not, go to Section N.

**Please remember – you must send original proofs to avoid delays in working out your claim.  
We cannot accept your own photocopies.**

# Your home

Only fill in Sections **K**, **L** and **M** if you pay rent to a private landlord or housing association. Then go to Section **N**. If not, go to Section **N** and sign the declaration at Section **O**.

Please tick only one box, that best describes your home.

House	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>
Converted flat	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	Purpose-built flat	<input type="checkbox"/>
Studio flat	<input type="checkbox"/>	Bedsit	<input type="checkbox"/>	Rooms in a house or hostel	<input type="checkbox"/>
Mobile or park home	<input type="checkbox"/>	Caravan	<input type="checkbox"/>	Room in a hotel	<input type="checkbox"/>

Other (please give details)

Is the property you live in: Detached?  Semi-detached?  Terraced?

If you rent a room, please tell us the room number

Where is your room? (tick one box only)

At the front of the property  In the centre of the property  At the back of the property

Do you share your room with anyone? Yes  No

Does your landlord live in the property? Yes  No

Please tell us the number of each type of room in your home, and who uses them.

	How many are there in the whole house or flat?	How many are only used by you and your family?	How many do you share with other people?
Living rooms	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Bedrooms	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Bedsit rooms	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Kitchens	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Bathrooms	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Toilets	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Other rooms (please say what)	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

How many floors are there in the whole building?  Do you use all the floors? Yes  No

If No, which floor is your home on?

2nd Floor	<input type="checkbox"/>
1st Floor	<input type="checkbox"/>
Ground Floor	<input type="checkbox"/>
Basement	<input type="checkbox"/>

Other (please say)



Is there central heating in your home? Yes  No

Do you have the use of a garage? Yes  No

Is your home: Fully furnished?  Partly furnished?  Unfurnished?

Who is responsible for decorating the inside of your home? You  Landlord  Other

## Section M: Payment

### Helpful notes – you must answer every question

**1 Housing association tenants** – if you pay your rent to a housing association you may choose whether Housing Benefit is paid to you **or** your landlord.

**Payment to your landlord** – If you want us to pay your benefit directly to your landlord or agent, we have to give them some information. This is: the date benefit starts and ends, and how much benefit will be paid. No other information will be given without your permission. Benefit paid to a landlord is normally paid every four weeks and in arrears.

**2 Other tenants** – your Housing Benefit will usually be paid directly into your bank or building society account. Please fill in this section with the details for the account you would like payments to go into.

If you think that receiving your payments yourself will cause you financial problems we may be able to pay your benefit directly to your landlord. We will ask you for more information if this is the case. Please remember to give us your phone number if so.

**3 Supported accommodation** – this is accommodation where there is a warden, sheltered scheme manager or someone else there to help you live in your home. Your rent will include charges for general counselling and support, an emergency alarm, cleaning your rooms and windows, and nursing or personal care.

## Section N: Backdating

### Helpful notes

**1** Fill in Section N if you want to claim benefit for a period before you made this claim.

Housing Benefit and Council Tax Benefit will normally start from the Monday following the date the claim form was issued to you, as long as it was returned to the council within one month of that date.

We may be able to backdate your claim if you have a good reason for not claiming earlier. This could include, for example, being ill or in hospital. If you think you have a good reason, please use the space on page 27 to explain.

We may ask you to give us proof to support your request for backdating.

**Please state clearly the date you want your claim to start on.**

<p><b>Please remember – you must send original proofs to avoid delays in working out your claim. We cannot accept your own photocopies.</b></p>
---

## Payment

Your benefit will be paid to you unless you feel this would cause you problems.

In some circumstances, we can make payments to your landlord.

NOTE

### 1 If you are a housing association tenant:

We can pay you, or your landlord if you prefer, but you should check your tenancy agreement to make sure you are allowed to receive Housing Benefit.

Do you want your Housing Benefit to be paid to you? Yes  No

NOTE

### 2 If you rent from a private landlord or through a letting agency:

Your benefit **will** be paid to you unless you are unable to make payments or it will cause you financial problems.

If you do not want your benefit to be paid to you, please tick here  and we will contact you.

Are you behind with your rent? Yes  No  If you have ticked Yes, say how much £

If you have ticked Yes, what period does this rent cover?

NOTE

### 3 Do you live in supported accommodation? Yes No

If Yes, does your rent include any of these charges?

General counselling and support Yes  No  How much is the charge? £

Cleaning rooms and windows Yes  No  How much is the charge? £

Emergency alarm Yes  No  How much is the charge? £

Nursing or personal care Yes  No  How much is the charge? £

I want my benefit to go straight into **my landlord's** bank or building society account.

The safest method of payment is to have Housing Benefit paid straight into a bank or building society account.

I want my benefit to go straight into **my** bank or building society account.

Name of bank or building society

Address of bank or building society

Whose name is on the account?

Sort code

Account number

Building society roll number

If you do not have a bank account, please tick here  and we will contact you.

## Backdating

NOTE

### 1 Do you want to claim backdated benefit? Yes No

If Yes, please give us the date you want to claim from Date

We can only consider backdating your claim if you give us your reasons. Please give us your reasons for not claiming earlier on page 27. We may write to you for more information or we may send you a form to fill in.

**Use page 27 to give us your reasons for not claiming earlier.**

## Changes you must tell us about

We will work out your claim using the information you have given us. You **MUST** tell us straight away if there are any changes to your circumstances. Here are some examples of changes you must report.

- You stop receiving Income Support or Jobseeker's Allowance.
- Your Working Tax Credit or Child Tax Credit changes.
- You move (even if you only move to a different room or flat in the same property).
- A child leaves school or leaves home.
- You have a baby.
- Your child starts to be cared for, or stops being cared for, by a registered childminder, nursery or playgroup.
- Someone moves into or out of your home (including boarders and sub-tenants).
- Your income, or the income of anyone living with you, goes up or down.
- You, or anyone living with you, becomes a student, or takes up a government training scheme.
- You, or anyone living with you, goes into hospital or a nursing home, or goes into prison (even if this is on remand).
- You, or anyone living with you, gets a job, or changes their job, or becomes unemployed.
- You, or anyone living with you, takes a second job.
- You return to work after a period of illness for which you have been receiving benefit.
- You, or anyone living with you, has a change in capital or savings.
- Your rent changes.
- You or your partner will be away from home for 2 weeks or more. Where possible, tell us about this **before** you go.
- You receive a decision from the Home Office.
- Someone starts to receive Carer's Allowance for looking after you.
- If you change the bank account that we are paying your Housing Benefit into.
- **Anything at all** which is different from what you have told us on this claim form.

**You must tell us about these changes in writing – a phone call is not usually enough. Do not rely on anyone else to give us the information, or pass a message on, not even the Jobcentre, Pension Service or Revenues and Customs.**

**If you don't tell us about the changes, you may lose money you are entitled to, or we may pay you too much benefit – which we can ask you to repay.**

**If you're not sure about whether or not you need to tell us about a change, call us to check or write to us with the details.**

### **More information**

**Please use the space on page 27 to tell us about anything else you think we need to know to help us to deal with your claim.**



## Section O: Declaration and signature

### Helpful notes

You must fill in Section O. It is very important that you and your partner read and understand the declaration before signing.

If someone has filled in this form for you, they must also give their details.

**If you don't sign this form we are unable to deal with your claim. We will send the form back to you, which will cause delays.**

**Please remember – you must send original proofs to avoid delays in working out your claim. We cannot accept your own photocopies.**

# Declaration

Please read the declaration very carefully before you sign and date it. If you have a partner, he or she must sign it as well. If you do not sign it we will have to send the form back to you and this will delay your claim. Where the declaration says "I" or "me" or "my" this means both you and your partner.

The council can prosecute you if you give false information, or if you provide false or altered documents with your claim, or if you do not give us information that affects your claim (including a change in your circumstances).

- **I declare** that the information I have given on this form is correct and complete.
- **I understand** that if I give information that is incorrect or incomplete, you may take action against me. This may be court action.
- **I agree** that you will use the information I have provided to work out my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources if the law allows it.
- **I understand** that you may use any information I have provided for this and any other claim for social security benefits that I have made, or may make. You may give some information to other organisations, such as government departments, local authorities, and private-sector companies such as banks and organisations that lend me money, if the law allows this.
- **I know** that I must let the council know immediately either by phone or in writing about any changes in my circumstances which might affect my claim.

Signature of person claiming	<input type="text"/>	Date	<input type="text"/>
Partner's signature	<input type="text"/>	Date	<input type="text"/>

## Form filled in by someone other than the person claiming

Please tell us why you are filling in this form for someone else

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Name of the person who filled in the form	<input type="text"/>		
Signature of person	<input type="text"/>	Date	<input type="text"/>
Relationship to the person claiming	<input type="text"/>		

**Warning: It is an offence under Social Security Law for anyone to make a statement or produce information which they know to be false to claim Housing Benefit or Council Tax Benefit for themselves or another person. It is also an offence to fail to tell the Benefits Service of the council about a change in circumstances which would affect their Housing Benefit or Council Tax Benefit. (Social Security Administration Act 1992, Sections 111 and 112.)**

## Checklist – helpful notes

This checklist is to help make sure you have filled in the form properly and to remind you what proof you should include when sending the form back to us.

### What happens next?

When we get this form we will check that we have all the information we need. If we do not, we will write to you or phone you telling you what we need. This will usually be within 7 working days.

If we have all the information we need, we will work out your benefit. We aim to do this within 14 days. We will send you a letter telling you how much benefit (if any) you will get.

Council Tax Benefit will be paid to your Council Tax bill on the same day we work out your claim.

If you are a council tenant you will have your Housing Benefit paid to your rent account each week.

If you are in privately rented accommodation, payments will be sent in arrears to you. If we have agreed to make payments directly to your landlord they will be 4 weekly in arrears. We will send the first payment as soon as the rules allow us.

**We must protect the public funds we handle and so we may use the information you have given on this form to prevent and detect fraud. We may also share this information for the same reasons with other organisations that handle public funds.**

## Data protection

### How we collect and use information

The information collected, on this form and from the proof you give, will be used to work out your Housing Benefit and Council Tax Benefit claims. The information may be passed to the Department for Work and Pensions, Pension Service and Her Majesty's Revenue and Customs if the law allows it.

We may check information provided by you, or information about you provided by a third party, with other information we hold. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, if the law allows it. These third parties include government departments and local authorities.

We will not disclose information about you to anyone outside the council or use information about you for other reasons unless the law allows us to. If you fall behind with your rent or Council Tax payments our Housing or Council Tax staff may need to read this application so that they can help you.

# Checklist

Have you answered every question?

Have you enclosed the following ORIGINAL documents for you and your partner?

**Proof of National Insurance Number (NINO)** Yes  No  To follow

For you and your partner. *Your NINO can be found on your P45 or P60 from your last employer, NINO Card, printed wage slips, letter from DWP/Jobcentre, letter or tax code from Revenues and Customs, or occupational pension slip.*

**Proof of Identity** Yes  No  To follow

As well as one item from the list above, we need at least one further item for each of you (*such as an up-to-date driving licence, passport, utility bill or bank statement*). We can also accept a birth or marriage certificate, divorce papers, medical card or residence permit, or a letter from the Home Office or a probation officer, solicitor, social worker or Revenues and Customs.

**Proof of Earnings** Yes  No  To follow

*5 weekly payslips, or 3 fortnightly, or 2 monthly OR a letter saying how much you earn and what hours you work, from your employer, OR a Certificate of Earnings.*

**Proof of self-employed earnings – for each of you** Yes  No  To follow

*Most recent accounts OR a form for self-employed – ask us for this if you need one.*

**Proof of benefits, pensions or allowances – for each of you** Yes  No  To follow

*Current award letters from DWP or other pension provider.*

**Proof of any other income – including student grants or loans** Yes  No  To follow

**Proof of savings and investments – for each of you** Yes  No  To follow

*Bank, building society and post office account statements or pass-books for the last 2 months. For all other investments and capital, please provide certificates or other documents.*

**Proof of Rent – private tenants and housing association tenants only** Yes  No  To follow

*A current tenancy agreement or a letter from your landlord or agent, or a fully completed and recently updated rent book or card. The document needs to confirm your rent and any service charges you pay, the date you moved in, and whether you are a joint tenant. It also needs to be signed by you and your landlord.*

**Proof of income, capital and savings for all non-dependants** Yes  No  To follow

These are the people entered in Section E.

**Proof of Child Benefit and any other income and savings for all dependants** Yes  No  To follow

We also need to see proof of the child's or children's date of birth if the evidence supplied does not include this.

**Proof of payments to a registered childminder** Yes  No  To follow

**Proof of payments to a pension scheme** Yes  No  To follow

Except those you make through your employer – they will show on your payslips.

**Proof of student ID and course details** Yes  No  To follow

**If you cannot provide the proof we need, please explain this here**

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## Important

If any of the details change, you must tell the Benefits Service straight away.

If you don't and you are entitled to more benefit, the increase may not be backdated.

If you don't and you receive more benefit than you should have, we may ask for it back and could take action against you.

There is a list on page 26 of this form that tells you the sort of changes to tell us about.

**You must pay as much as you can towards your rent and Council Tax until we tell you whether you are entitled to any benefit.**

**Do not delay** sending us this form as you may lose benefit. If you do not have all the proof we ask for, send us the form straight away and send us the proof separately within the next two weeks.