

Housing Benefit and Council Tax Benefit claim form



Don't delay - claim today!

Please return this form as quickly as possible, even if you do not have everything we ask for. You can send the rest to us later.

Please tick one of the following:

I own my own home

I rent my home from a Landlord

Filling in the form

- Use **black ink** to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape. Please initial any alterations.
- Answer 'Yes' or 'No' questions by ticking ✓ the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. Do not put a cross in any boxes. If you answer a question with a cross or do not answer a question we will have to send the form back, and this will delay the claim.
- If someone fills in the form for you, there is a special space for them to sign in Part 15. You must sign Part 15 as well.

Please send the form back to us straight away to make sure you do not lose any benefit.

Your benefit will normally start from the Monday after we receive the form. In the form, we ask for proof of your income, rent and so on. If you don't yet have all the proof we need, send in the form now and send the proof later. You have four weeks from the date we receive the form to send in the proof.

Please return the form either by post to:

- Benefit Section, North Herts District Council, Town Lodge, Gernon Road, Letchworth Garden City, Herts SG6 3HN.

Or in person by visiting the Benefits Helpdesk at the District Council Offices:

Monday to Friday 9am - 4.30pm

Telephone Helpline – 01462 474597 or 01462 474010. E-mail: benefits@north-herts.gov.uk

If you cannot get out easily and need help filling in the form, we can come out and help you. Please contact us at one of the numbers above.

For office use	
1st Contact on	
Issued on	
Received on	
Reference No.	

Notes for filling in the claim form

About this form

The Housing Benefit and Council Tax Benefit claim form has been specially designed to be easy to fill in. It is long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of benefit.

You may not have to fill in all parts of the form, but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

Second Adult Rebate

Second Adult Rebate is Council Tax Benefit you can get if you share your home with someone who:

- is not your partner; and
- is 18 or over; and
- is on a low income; and
- does not pay you rent.

If you are claiming Second Adult Rebate, only fill in Parts 1, 3, 13 and 15.

Evidence

We need to see evidence of some of the things you tell us about. The checklist at the end of the form will help you. If you are not sure if we need to see evidence of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the evidence we have asked for.

How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for Housing Benefit, Council Tax Benefit and other Welfare Benefits.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue and Customs, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give them information, to:

- make sure the information is accurate; and
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

The Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use it, please ask us.

When Benefit has been awarded Once your claim for benefit has processed, your claim will be reviewed at regular intervals. This may involve a visit to your home from our Visiting Officer which may be un-notified. Alternatively we may send you a form by post for you to complete and return to the Council with all relevant supporting evidence.

Changes you must tell us about

Tell us straightaway if:

- any of your children leaves school or leaves home; or
- anyone moves in or out of your home (including lodgers and subtenants); or
- your income or the income of anyone living with you, including benefits, changes; or
- your capital, savings or investments change; or
- you or anyone living with you becomes a student; goes on a Youth Training Scheme; goes into hospital or a nursing home; goes into prison; or gets, changes or leaves a job; or
- your rent changes; or
- you move house; or
- you or your partner are going to be away from home for more than a month; or
- you receive any decision from the Home Office; or
- anything you have told us about changes.

You must tell us about these changes in writing – a phone call is not enough.

If you don't tell us about these changes, you may lose money you are entitled to or you may get too much benefit.

You must make sure that you tell us about these changes. Don't rely on someone else to pass on the message.

It is an offence not to tell us about any change of circumstance that affects your benefit. We may take court action against you. If we pay you too much benefit, you will probably have to pay it back.

If you are just claiming Second Adult Rebate, only fill in Parts 1, 3, 13 and 15 of this form.

Office use only

Part 1 About you and your partner

Do you have a partner who normally lives with you?

A partner means a person you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple.) Even if your partner only comes home at weekends, or part of the week, you must include them

No

Yes If you have a partner, you must answer all the questions about them, as well as yourself.

You

Your partner

Surname or family name

Other names

Any other surnames or family names you have used, such as before marriage or in a previous marriage

Title (Mr, Mrs, Ms and so on)

Address

Do not tell us your partner's address if it is the same as yours

Postcode

Postcode

What date did you move in to this address? i.e. first spent the night there

 / /
 / /

Your daytime phone number

You do not have to tell us this, but it may help us to deal with your claim more quickly.

What is this number?

Please tick.

Home Work Mobile Textphone

Home Work Mobile Textphone

E-mail address

You do not have to tell us this but it may help us to contact you.

Date of birth

 / /
 / /

National Insurance number

You can find this on payslips or letters from social security or the tax office. We can decide your claim only if we see evidence that this is your National Insurance number (see part 17).

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you do not have a National Insurance number, or cannot find it, tick this box.

If your partner does not have a National Insurance number, or cannot find it, tick this box.

You

Your partner

Have you or your partner claimed Housing Benefit or Council Tax Benefit before?

No
 Yes When did you claim?

Which council did you claim from?

What name did you claim in?

What address did you claim for?

No
 Yes When did they claim?

Which council did they claim from?

What name did they claim in?

What address did they claim for?

Have you told the council that paid your benefit that you have moved?

No Date left
 Yes

No Date left
 Yes

If you have moved home in the last 12 months, tell us your last address

Were you the home owner, a private tenant, a council tenant or a boarder at this address?

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last 2 years?

No
 Yes We will write to you about this.

No
 Yes We will write to you about this.

What is your nationality?

If your nationality is not British, on what date did you last enter the UK?

The UK is England, Northern Ireland, Scotland and Wales.

Are you or your partner in hospital at the moment?

No
 Yes When did you go in?

When will you come out (if you know this)?

No
 Yes When did they go in?

When will they come out (if they know this)?

You

Your partner

Do you or your partner get Disability Living Allowance?

No
 Yes How much?

Care: £

Mobility: £

No
 Yes How much?

Care: £

Mobility: £

Do you or your partner get Attendance Allowance?

No
 Yes How much?

£

No
 Yes How much?

£

Does anyone get Carer's Allowance for looking after you or your partner?

No
 Yes

No Note: Invalid Care Allowance was renamed Carer's Allowance from 1 April 2003
 Yes

Have you or your partner ever claimed Carer's Allowance or Invalid Care Allowance? Still tick 'Yes' if you claimed but were not paid any money

No
 Yes
 How often were you paid?

Every

No
 Yes
 How often were you paid?

Every

Do you or your partner have a vehicle from a mobility scheme?

No
 Yes

No
 Yes

Are you or your partner a student?

No
 Yes

No
 Yes

Do you study full time or part time?

Full time Part time

How much of your income is taken into account when working out your grant?

£ a year

Do they study full time or part time?

Full time Part time

How much of their income is taken into account when working out their grant?

£ a year

Please tick if you or your partner are:

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

-
-
-
-
-
-

We must see evidence of your and your partner's identity and National Insurance number. If you or your partner are asylum seekers, you must provide your current Home Office letter. Read the checklist in part 17.

You may be able to get more benefit if there are children in your household and they are:

- under 16; or
- aged 16 or 17 and registered for work or youth training; or
- aged 16, 17 or 18 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

Are there any children in your household?

No Go to Part 3.

Yes If there are more than 4 children, use a separate sheet of paper to tell us all the information we ask for on this page.

If you are sending a separate sheet of paper, tick this box.

	First child	Second child	Third child	Fourth child
Surname or family name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address if different from yours	<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"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
We need to see proof of this.				
If the child is over 15, the date you expect child benefit to end	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>

Is the child registered blind?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	We need to see evidence of this.	We need to see evidence of this.	We need to see evidence of this.	We need to see evidence of this.
Does the child get Disability Living Allowance?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?
	Care: £ <input type="text"/>	Care: £ <input type="text"/>	Care: £ <input type="text"/>	Care: £ <input type="text"/>
	Mobility: £ <input type="text"/>	Mobility: £ <input type="text"/>	Mobility: £ <input type="text"/>	Mobility: £ <input type="text"/>

Do you pay a registered childminder, nursery or after-school club any **childminding costs for this child?**

	First child	Second child	Third child	Fourth child
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, please tell us the name and registration number of the childcare provider.	If yes, please tell us the name and registration number of the childcare provider.	If yes, please tell us the name and registration number of the childcare provider.	If yes, please tell us the name and registration number of the childcare provider.
	<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>
	How much do you pay a week?	How much do you pay a week?	How much do you pay a week?	How much do you pay a week?
	£ <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	£ <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	£ <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	£ <div style="border: 1px solid black; width: 100px; height: 20px;"></div>
	We need to see evidence of this.	We need to see evidence of this.	We need to see evidence of this.	We need to see evidence of this.

Part 3 About other people who live with you

Do any adults usually live with you and any partner you have? By adults we mean people over 16 who nobody gets Child Benefit for. Do not tell us about people who just share a hall, bathroom or toilet with you. If you want to tell us about more than three people, use a separate sheet of paper.

- No Go to Part 4.
 Yes Answer all questions in this section.

Now tell us about all the people who usually live with you and your partner.

If you want to tell us about more than 3 people, use a separate sheet of paper.

If you are sending a separate sheet of paper, tick this box.

	First person	Second person	Third person
Surname or family name	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>
Other names	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>
Date of birth	<div style="border: 1px solid black; width: 150px; height: 25px; text-align: center;">/ /</div>	<div style="border: 1px solid black; width: 150px; height: 25px; text-align: center;">/ /</div>	<div style="border: 1px solid black; width: 150px; height: 25px; text-align: center;">/ /</div>
Their relationship to you or your partner Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend.	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>
When did they move in?	<div style="border: 1px solid black; width: 150px; height: 25px; text-align: center;">/ /</div>	<div style="border: 1px solid black; width: 150px; height: 25px; text-align: center;">/ /</div>	<div style="border: 1px solid black; width: 150px; height: 25px; text-align: center;">/ /</div>

	First person	Second person	Third person
Do they get Income Support, income-based Jobseeker's Allowance or Pension Credit?	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>
Do they get Disability Living Allowance or Attendance Allowance?	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> How much? £ <input type="text"/> a week	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> How much? £ <input type="text"/> a week	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> How much? £ <input type="text"/> a week
Are they registered blind?	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Tell us which. <input type="text"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Tell us which. <input type="text"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Tell us which. <input type="text"/>
Do they pay rent or money for board and lodgings to you or your partner?	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> How much? £ <input type="text"/> a week	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> How much? £ <input type="text"/> a week	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> How much? £ <input type="text"/> a week
Are they severely mentally impaired?	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/>
Are they in legal custody at the moment?	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> When are they expected to be released? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> When are they expected to be released? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> When are they expected to be released? <input type="text"/> / <input type="text"/> / <input type="text"/>
Are they in hospital at the moment?	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> When did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will they come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> When did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will they come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> When did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will they come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>
Do they normally work for 16 hours or more a week?	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> We need to see evidence of their earnings.	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> We need to see evidence of their earnings.	No <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> We need to see evidence of their earnings.

Do they have any other income at all?
This includes any benefits, allowances, tax or pension credits you have not told us about on this form and interest from savings and investments.

First person	Second person	Third person
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> First other type of income	Yes <input type="checkbox"/> First other type of income	Yes <input type="checkbox"/> First other type of income
<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	How much is it before deductions?	How much is it before deductions?
£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Second other type of income	Second other type of income	Second other type of income
<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	How much is it before deductions?	How much is it before deductions?
£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Third other type of income	Third other type of income	Third other type of income
<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	How much is it before deductions?	How much is it before deductions?
£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
We need to see evidence of all other incomes.	We need to see evidence of all other incomes.	We need to see evidence of all other incomes.

Are any of the people who normally live with you married to each other or living together as if they were married?

No

Yes Tell us their names.

is the partner of

And

is the partner of

We must see evidence of all income and interest from savings for the people shown above. Read the checklist in Part 17.

Office use only

Do you rent your home?

Tick 'Yes' if you would pay rent but already get Housing Benefit.

No Go to **Part 6**.

Yes Answer the next 3 questions.

When did you move in to your home?

If you have not moved in yet, tell us when you expect to move in. When you actually move in, tell us at that time

/ /

May we discuss the progress of your claim with your landlord? We will not disclose personal/income information

No

Yes Please sign here

I authorise the Council to discuss the progress of my claim with my landlord

Signed

Date

What is your landlord's name and address?

By landlord we mean the person or organisation who owns the property you live in.

Postcode

If your landlord has an agent, tell us their full name and address.

By agent we mean the person or organisation you actually pay your rent to.

Postcode

Are you, your partner, or any of your or your partner's children related to your landlord or agent, or to your landlord's partner or the agent's partner?

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

No

Yes What is the relationship?

	is my landlord's or agent's	
--	-----------------------------	--

Are you or your partner a director, shareholder or employee of your landlord?

No

Yes

Have you or your partner owned your current home in the last 5 years?

No

Yes

What sort of tenancy do you have?
For example, shorthold, assured, tied, introductory etc

Do you have a written tenancy agreement?

No

Yes Please supply this

How long is the tenancy for?

 / / to / /

Please tick to show if the property is let as:

furnished

That is, completely furnished

partly furnished

That is, some furniture, but not all

minimally furnished

That is, just two or three items

unfurnished

That is, no furniture at all

How much is the rent for your home?

£ every

(For example, every week/fortnight/4 weeks/month.)

Does anyone else share the rent with you and your partner?

No

Yes Tell us their names and their relationship to you and your partner.

How much of the rent do you pay?

£ every

(For example, every week/fortnight/4 weeks/month.)

Has your rent changed in the last 12 months?

No

Yes Send us evidence of the date it changed, and how much it changed.

When is the next rent increase due?

 / /

Has your rent been registered as a fair rent by a rent officer?

No

Yes Please send us the notice of registration (RO5).

Are there any weeks when you do not have to pay rent?

No

Yes How many in a year?

Are you behind with your rent?

No

Yes By how many weeks?

Does your rent include money for the following?

Meals

No

Yes

How much each week?

£

Which meals are included?

All

Breakfast

Evening

Water authority charges

No

Yes

How much each week?

£

Heating

No

Yes

How much each week?

£

Lighting

No

Yes

How much each week?

£

Hot water

No

Yes

How much each week?

£

Fuel for cooking

No

Yes

How much each week?

£

Laundry done for you

No

Yes

How much each week?

£

Cleaning rooms or windows

No

Yes

How much each week?

£

Gardening

No

Yes

How much each week?

£

Garage or parking space

No

Yes

How much each week?

£

Do you have to rent the garage as part of your tenancy agreement?

No

Yes

Personal care and support

No

Yes

How much each week?

£

Do you pay any service charges separate from your rent?

No

Yes

How much each week?

£

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.

What for?

Are you or your partner self-employed?
This includes being a director or company secretary of any business.

- No Go to Part 8.
- Yes Answer the questions on this page.
You must send us your trading accounts for the last financial year. If you have only recently set up the business and do not have a full year's accounts, we will need to see some other evidence of your income. We will write to you about this.

You

Your partner

What kind of work do you do?

When did the business start?

 / /
 / /

What is the business address?

 Postcode

 Postcode

Are there any other partners in the business?

- No
- Yes Tell us their name and address.

- No
- Yes Tell us their name and address.

 Postcode

 Postcode

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

- No
- Yes How much?

- No
- Yes How much?

 £

 £

How often?

How often?

 Every

 Every

Do you pay into a private pension scheme?

- No
- Yes How much?

- No
- Yes How much?

 £

 £

How often?

How often?

 Every

 Every

We must see evidence of your earnings before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.

Do you or your partner work for an employer?

- No Go to Part 9.
 Yes Answer the questions in this part.

Do you work for more than one employer?

- No
 Yes Tell us about all the employers on a separate sheet of paper and send it with this form. Include all the information asked for below.

If you are sending a separate sheet of paper, tick this box.

You

Your partner

What kind of work do you do?

What is your employer's name and address?

 Postcode

 Postcode

When did you start this job?

 / /
 / /

What is your payroll, employee or staff number?

Are you employed for a fixed period?

- No
 Yes When will you finish?

 / /

- No
 Yes When will they finish?

 / /

How often do you get paid?

 Every

 Every

How much do you get paid before tax and National Insurance are taken off?

 £

 £

How are you paid?
 For example, in cash, by cheque or straight into a bank or building society account.

When was your last pay rise?

 / /
 / /

When will your next pay rise be?

 / /
 / /

How many hours a week do you usually work?

Give details of any regular overtime, bonuses, commission or tips.

Are you getting Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP) from your employer at the moment?

- No
 Yes

- No
 Yes

When did it start?

 / /
 / /

Are you getting any other sick pay or maternity pay from your employer at the moment?

No
Yes

When did it start?

____ / ____ / ____

No
Yes

____ / ____ / ____

Do you pay into a private or company pension scheme?

No
Yes How much?

£ _____

How often?

Every _____

No
Yes How much?

£ _____

How often?

Every _____

We must see 5 weekly, 3 fortnightly or 2 monthly consecutive pay slips before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence. If you get tips or bonuses, tell us about these in Part 14.

Part 9 About any other work

Do you or your partner do any other work at all? This could be voluntary work, therapeutic work or any other work, even if it is not paid work.

No Go to Part 10.
Yes Answer the questions on this page.

You

Your partner

What other work do you do?

What is the name and address of the person you do this work for?

Postcode _____

Postcode _____

When did you start this work?

____ / ____ / ____

____ / ____ / ____

How many hours a week do you usually work?

Do you get paid? If you only get expenses or tips, still tick 'Yes' and give details.

No
Yes How much do you get before any deductions?

£ _____

How often?

Every _____

No
Yes How much do they get before any deductions?

£ _____

How often?

Every _____

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.

Are you or your partner getting any of the benefits or credits listed below, or are you waiting to hear about benefits or credits you have claimed? Read the list of benefits and credits below and tell us about any that you or your partner are getting now or have claimed. Please put a line through any boxes that do not apply to you or your partner. We will need to see evidence of the benefit or credit such as an award letter.

No Go to Part 11.
 Yes Tell us about the benefits below.

Pensions	You			Your partner		
	Yes <input checked="" type="checkbox"/>	How much do you get?	How often is it paid?	Yes <input checked="" type="checkbox"/>	How much do they get?	How often is it paid?
State retirement pension	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Pension Credit (Savings Credit)	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Widow's Allowance or Bereavement Allowance	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Widowed Parent's Allowance or Widow's Pension	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
War Widow's or War Dependant's Pension	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
War Disablement Pension	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Industrial Injury/Disablement Pension	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Exceptionally Severe Disablement Allowance	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	

Benefits and allowances

Contribution-based Job Seeker's Allowance	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Child Tax Credit	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Working Tax Credit	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Employment Training Allowance	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Child Benefit	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Short-term Incapacity Benefit	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Long-term Incapacity Benefit	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Attendance Allowance	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Disability Living Allowance: Mobility Component	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Care Component		£			£	
Carer's Allowance	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Severe Disablement Allowance	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Maternity Allowance	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Fostering Allowance	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	
Any other benefit, pension or money from the government	<input checked="" type="checkbox"/>	£		<input checked="" type="checkbox"/>	£	

Are you repaying a Social Fund loan or overpayment for any of these benefits? No Yes If yes, which one?

Have you or your partner deferred (put off) receiving a pension? No Yes If yes, please give details

Do you or your partner have any money coming in (or expect to have some money coming in) that you have not already told us about on this form? This includes work-based pensions; pension protection fund payments; pensions from abroad; maintenance or child support for you, your partner or any of the children you have told us about on this form; money from a trust fund; training allowances; a student grant or loan; and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

- No Go to Part 12.
 Yes Answer the questions on this page. Please put a line through any boxes that do not apply to you or your partner.

Other income and pensions

	You			Your partner		
	Yes ✓	How much do you get?	How often is it paid?	Yes ✓	How much do they get?	How often is it paid?
Private Pension 1 paid by <input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Private Pension 2 paid by <input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
		Date of next increase	<input type="text"/> / <input type="text"/> / <input type="text"/>		Date of next increase	<input type="text"/> / <input type="text"/> / <input type="text"/>
Pension Protection Fund Payments	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Youth Training Scheme payment or Training Credits	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Maintenance payments you receive - including CSA	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Student grant or loan	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Payments from boarders	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Weekly amount from letting or sub-letting part of a property	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Payments from a charity	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>
Any other income (please give name)	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	£ <input type="text"/>	<input type="text"/>

We must see evidence of any money or pension coming in before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.

Office use only

Do you or your partner have any bank accounts, savings, property or investments in the UK or abroad?

This includes cash, current accounts and savings accounts with a bank or building society, post office accounts, premium bonds, National Savings Certificates, stocks, shares and property.

No Go to Part 13.

Yes Answer all the questions in this part. We must see evidence of all the capital, savings and investments. Read the checklist at Part 17 to see what you can use as evidence. **We will need statements or pass books covering the last 3 months at least.**

Please answer these questions for yourself and your partner. Please include empty and overdrawn accounts, whether in one name or jointly held with anyone else.

		Account number/name/other details	Your balance	Partner's balance
Do you have bank or post office accounts? (including current accounts) If yes please give details.	No <input type="checkbox"/>		£	£
	Yes <input type="checkbox"/>		£	£
			£	£
Do you have building society accounts? If yes please give details.	No <input type="checkbox"/>		£	£
	Yes <input type="checkbox"/>		£	£
			£	£
Do you have stocks, shares, unit trusts? If yes list the names of investments and number of shares held.	No <input type="checkbox"/>		£	£
	Yes <input type="checkbox"/>		£	£
			£	£
Do you have National Savings Certificates? If yes list the issue, purchase date and number of units.	No <input type="checkbox"/>		£	£
	Yes <input type="checkbox"/>		£	£
			£	£
Do you have other investments, redundancy payments, premium bonds, Tassas, ISAs, SAYE, cash etc If yes, please give details. (Please also use this space if you need more room for any of the above savings)	No <input type="checkbox"/>			
	Yes <input type="checkbox"/>			

Please supply up-to-date statements or pass books for all accounts held, even if overdrawn, covering the last 3 months. Read the checklist in part 17

Have you or your partner received any backdated benefit or deferred payments, such as State pension, which you have added to your savings?

No

Yes If 'Yes' please give details:

Do you or your partner own or partly own any property, land or timeshare, other than the home you live in, either in the UK or abroad? Tick 'Yes' even if you have a mortgage or loan for the property, land or timeshare. This includes jointly owned properties.

No

Yes What is the address?

Postcode

How much is it worth?

If you have a mortgage or loan for this, how much is left to repay?

Have you or your partner received a Far Eastern Prisoner of War payment?

No

Yes

Office use only

Part 13 Backdating

Housing Benefit and Council Tax Benefit is normally awarded from the Monday after the day you made your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming sooner. If you want us to pay you benefit for a period before you made your claim please give your reasons in Part 14 below or you can tick here and we will send you a backdating form.

Part 14 Anything else you need to tell us

Use the box below to tell us anything else you think we should know about. Use a separate sheet of paper and attach it to this form if you need to.

If you are sending separate sheets of paper with this form, tell us how many.

Even if someone else has partly or fully filled in this form for you, you **MUST** sign this declaration if you can.

If you have a partner, it would be helpful if they sign below to confirm that all the details about them are correct.

Please read this declaration carefully before you sign and date it.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit or both, or to assess any discount or grant for Council services. You may check the information with other sources as allowed by the law.
- You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. This includes any Discretionary Housing Payment. You may give some information to other government organisations, such as government departments and local councils, if the law allows this.

I know I must let the Council know immediately in writing about any change in my circumstances or the circumstances of anyone living with me, which might affect my claim. If I do not, you may take action against me. This may include court action.

I declare that this is my claim for Housing Benefit and/or Council Tax Benefit and the information I have given on this form is correct and complete. I authorise the Council to make any necessary enquiries to verify the information in this form.

Signature of person claiming

Date

Partner's signature

Date

If this form has been partly or fully filled in by someone other than the person claiming:

Please tell us why you are filling in this form for the person claiming.

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

The government has asked us to gather information about our customers' ethnic background. It's your choice whether to fill in this section. Please show which of the following groups you and your partner (if any) consider you belong to by ticking one box for you and one for your partner.

	You	Your partner
White		
British	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Irish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other white	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mixed		
White and black Caribbean	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
White and black African	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
White and Asian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other mixed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	You	Your partner
Asian		
Asian British	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bangladeshi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Indian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kashmiri	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pakistani	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Asian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Black		
Black British	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Caribbean	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
African	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other black	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chinese	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Part 17 Checklist

Please tick to tell us what evidence you are sending with this form. We must see **original** documents, not copies. If you bring them to our reception, we will take the details we need and give you the documents back straightaway.

If you do not provide all the evidence we need, we might not be able to pay you any benefit. We need the same evidence for your partner, if you have one, and for any other adults living in your home.

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim, but we will not be able to pay you any benefit until we have all the evidence. Please tell us now in Part 14 if you cannot supply the evidence within one month.

Evidence of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, current Home Office letter, EU identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

Evidence of National Insurance number

Such as a National Insurance number card, payslips or letters from social security or the tax office.

Evidence of savings, investments and property

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, Tessas, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. The evidence you send must show details for at least the last 3 months.

Evidence of earnings

This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month. We can send a form to your employer to fill in if you do not have these payslips. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than 6 months, a summary of your trading records so far. We can supply a form.

Evidence of other income

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings.

Evidence of benefits, allowances, tax credits, pension credits or pensions

Such as current award notices or letters from the Department for Work and Pensions confirming how much you get. If you do not have evidence, let us know straight away. Please do not send order books through the post.

Evidence of private rent and tenancy

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord, or we can supply a form.

Evidence of other money paid out

Such as letters about student grants or maintenance, or agreements or receipts from registered child carers.

You can have any Housing Benefit paid to you or ask to have the benefit paid straight to your landlord. Some landlords may insist on this as part of your tenancy agreement. Please tick the box and complete the details below for the method of payment you prefer. You can detach this page and send it later. **DO NOT DELAY YOUR CLAIM.**

Address you are applying for Housing Benefit at:

Payment to you by bank credit:
We will pay any Housing Benefit you are entitled to straight into your current or basic account at your bank/building society. Please fill in the account details below, and sign where shown below at 'Your signature'.

Payment direct to your landlord by bank credit:
We will pay any Housing Benefit you are entitled to straight to your landlord (or agent if there is one) that you have named in Part 4 of this form. We will pay direct into your landlord's or agent's current or basic account. Please ask your landlord or agent to sign below and to fill in their account details here if we do not already hold their details.

office use	
input	checked
<input type="checkbox"/>	<input type="checkbox"/>

Payment to you, your landlord or their agent by direct credit to a current or basic account: Please complete the details of the account to be credited.

Name of bank/building society

Branch

Account name

Account 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"/>
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Sort code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your signature: Please pay any Housing Benefit I may be entitled to by the method I have ticked. I understand that once I have selected a payment method, the Council cannot change it without written instructions. I understand that if payments go to my landlord or agent, they must agree in writing to any change.

Landlord's or agent's signature: Only if payments are to go to the landlord or agent.

I agree to accept any Housing Benefit payments on behalf of the above tenant. I understand that I must tell the Council about any changes in circumstances that I may reasonably be aware of, and that I may be have to repay any overpaid Housing Benefit that my tenant was not entitled to.

If you have not got a current or basic account, and have previously been unable to open one, banks have leaflets giving details of the new Basic Bank Accounts that you can open. With a Basic Bank Account you will receive a cash machine card, which in most cases you can use to draw cash in post offices, but no debit card, cheque book or overdraft.

If you are unable to open any sort of bank account, or are unable to manage a bank account, we may be able to pay your Housing Benefit by cheque. Please explain below why you cannot open a bank account or receive payment direct to an account: