

Housing Benefit and Council Tax Benefit claim form



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.

Don't delay – claim today!

For general questions or advice, please contact us.
The details are below.

Ref:
Issue date:

Please return the form within one month of this date.



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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.

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 we will have to send the form back, and this will delay the claim.

If someone else fills in the form for you, there is a special space for them to sign.

Please return the form and documents by post or in person to:

Breckland residents

Revenues Services, Breckland House, St Nicholas St, Thetford, Norfolk IP24 1BT
Telephone Dereham (01362) 656872

East Cambridgeshire residents

Benefits Services, Admail 735, Ely, Cambridgeshire CB7 4XP
Telephone 0845 8426000

Forest Heath residents

Forest Heath District Council, PO Box 35, Mildenhall IP28 7RU
Telephone 0800 163030

Enquiries by email should be made to BenefitEnquiries@angliarevenues.gov.uk

If you cannot get out easily, and need help filling in the form, we can come and help you. You can also contact us at our caller offices. Details can be found in the enclosed leaflet or through our website: www.angliarevenues.gov.uk

Se precisar de ajuda para completar essa forma, podemos fazer arranjos para lhe ajudar. Por favor, venha ao escritório em Thetford, Dereham ou Mildenhall para aconselhar-se.

Please tick if you wish to claim Council Tax Housing Benefit

Kings Forest, Hereward Housing and Peddars Way tenants only: You will not need to complete Part 18.

Are you a Kings Forest tenant? Yes Peddars Way tenant? Yes

Hereward Housing tenant? Yes

Benefit claim form receipt

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Breckland residents telephone 01362 656872 East Cambridgeshire residents telephone 0845 8426000 Forest Heath residents telephone 0800 163030

We received your claim form on the date stamped in the box below. If you do not hear from us within 21 days of that date, please contact us on the numbers shown above.

Name

Address

Postcode

Office use – date stamp

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.

When we usually pay benefit from

If this is your first claim: we will usually pay your benefit from the Monday after you first contact us as long as we receive your form within one month.

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 HMRC (Her Majesty's 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 councils 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.

After any award of benefit, we will review your claim regularly. This may involve our visiting officer coming to your home without telling you beforehand. Alternatively, we may send you a form by post for you to complete and return with all the relevant supporting evidence.

About Local Housing Allowance

In April 2008 we introduced a new way of working out Housing Benefit for private tenants, the Local Housing Allowance (LHA).

Under this new system, you will receive a standard allowance based on the size of your household. We will publish these allowances in advance so that you can find out how much of the rent your Housing Benefit may cover, before you decide to rent a property.

As well as changing the way we work out Housing Benefit, this new system changes the way we pay it to private tenants. You will no longer be able to choose to have your benefit paid to your landlord. However, if you feel there is a reason why you could not manage your own rent payments, please tell us.

If you do not have a bank account and would like advice, please contact us.

Local Housing Allowance will not apply if any of the following are true:

- you are a local authority tenant;
- your rent has been registered as a fair rent;
- you live in supported accommodation provided by a social landlord, charity or voluntary organisation.
- your landlord is a housing association;
- your tenancy started before 1989; or

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 someone you are married to or have a civil partnership with, or someone 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 stays 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.

Please complete this form for the address for which you wish to claim.

	You	Your partner
Surname or family name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other surnames or family names you have used, such as before marriage or in a previous marriage	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms and so on)	<input type="text"/>	<input type="text"/>
Address Do not tell us your partner's address if it is the same as yours.	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
Date of birth	/ /	/ /
What date did you move in to this address? i.e. first spent the night there	/ /	/ /
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 <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>
	If you do not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>	If your partner does not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>
Your daytime phone number	<input type="text"/>	<input type="text"/>
Your email address	<input type="text"/>	<input type="text"/>

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

You

Postcode

Your partner

Postcode

Please tell us whether you were the home owner, a private tenant, a council tenant or a boarder at this address.

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

No

Yes When did you claim?

/ /

No

Yes When did they claim?

/ /

Which council did you claim from?

--

Which council did they claim from?

--

What name did you use to claim in?

--

What name did they use to claim in?

--

What address did you claim for?

Postcode

What address did they claim for?

Postcode

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

No Date left

Yes

/ /

No Date left

Yes

/ /

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?

/ /

No

Yes When did they go in?

/ /

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

/ /

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

/ /

	You	Your partner
<p>Do you or your partner get Disability Living Allowance?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> How much?</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">Care: £</div> <div style="border: 1px solid black; padding: 2px; width: 100%;">Mobility: £</div>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> How much?</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">Care: £</div> <div style="border: 1px solid black; padding: 2px; width: 100%;">Mobility: £</div>
<p>Do you or your partner get Attendance Allowance?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> How much?</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">£</div>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> How much?</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">£</div>
<p>Does anyone get Carer's Allowance for looking after you or your partner?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/> <small>Note: Invalid Care Allowance was renamed Carer's Allowance from 1 April 2003</small></p> <p>Yes <input type="checkbox"/></p>
<p>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.</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>How often were you paid?</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">Every</div>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>How often were you paid?</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">Every</div>
<p>Do you or your partner have a vehicle from a mobility scheme?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
<p>Are you or your partner a student?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Do you study full time or part time?</p> <p>Full time <input type="checkbox"/> Part time <input type="checkbox"/></p> <p>How much of your income is taken into account when working out your grant?</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">£ a year</div>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Do they study full time or part time?</p> <p>Full time <input type="checkbox"/> Part time <input type="checkbox"/></p> <p>How much of their income is taken into account when working out their grant?</p> <div style="border: 1px solid black; padding: 2px; width: 100%;">£ a year</div>
<p>Please tick if you or your partner are:</p> <ul style="list-style-type: none"> • an apprentice <input type="checkbox"/> • on youth training <input type="checkbox"/> • in legal custody <input type="checkbox"/> • severely mentally impaired <input type="checkbox"/> • registered blind <input type="checkbox"/> • long-term sick or disabled <input type="checkbox"/> 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

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 and over but still under 20 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? We need to see proof of this.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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

No

No

No

Yes

Yes

Yes

Yes

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?

First child	Second child	Third child	Fourth child
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: £	Care: £	Care: £	Care: £
Mobility: £	Mobility: £	Mobility: £	Mobility: £

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"/>	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"/>
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.
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?
£	£	£	£
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.

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			
Other names			
Date of birth	/ /	/ /	/ /
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.			
When did they move in?	/ /	/ /	/ /

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

Are you charged rent for your home?

- No Go to Part 6.
Yes Answer the next 3 questions.

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

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 tell them your 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 / /

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, if you know this?

 / /

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, which could be an estimate of your future earnings. 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.

 Postcode

No

Yes Tell us their name and address.

 Postcode

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

No

Yes How much?

 £

How often?

 Every

No

Yes How much?

 £

How often?

 Every

Do you pay into a private pension scheme?

No

Yes How much?

 £

How often?

 Every

No

Yes How much?

 £

How often?

 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 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 ✓	How much do you get?	How often is it paid?	Yes ✓	How much do they get?	How often is it paid?
State retirement pension		£			£	
Pension Credit (Savings Credit)		£			£	
Widow's Allowance or Bereavement Allowance		£			£	
Widowed Parent's Allowance or Widow's Pension		£			£	
War Widow's or War Dependant's Pension		£			£	
War Disablement Pension		£			£	
Industrial Injury/Disablement Pension		£			£	
Exceptionally Severe Disablement Allowance		£			£	

Benefits and allowances

Contribution-based Jobseeker's Allowance		£			£	
Child Tax Credit		£			£	
Working Tax Credit		£			£	
Employment Training Allowance		£			£	
Child Benefit		£			£	
Contribution-based Employment and Support Allowance		£			£	
In Work Credit		£			£	
Incapacity Benefit		£			£	
Attendance Allowance		£			£	
Disability Living Allowance: Mobility Component		£			£	
Care Component		£			£	
Carer's Allowance		£			£	
Severe Disablement Allowance		£			£	
Maternity Allowance		£			£	
Fostering Allowance		£			£	
Any other benefit, pension or money from the government		£			£	

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

What date was it available to be paid?

Who is it due to be paid by?

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; 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 <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?
Private pension 1 paid by	<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 of next increase	<input type="text"/>		Date of next increase	<input type="text"/>
Private pension 2 paid by	<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 of next increase	<input type="text"/>		Date of next increase	<input type="text"/>
Private pension 3 paid by	<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 of next increase	<input type="text"/>		Date of next increase	<input type="text"/>
Youth Training Scheme payment or Training Credits	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>
Maintenance payments you receive – including CSA	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>
Student grant or loan	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>
Payments from boarders	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>
Weekly amount from letting or sub-letting part of a property	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>
Payments from a charity	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>
Any other income (please give name)	<input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> £ <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.

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

Part 13 Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, please set out your reasons in part 14 or 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.

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.

Even if someone else has filled in part or all of 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, the Council may take action against me. This may include court action.
- The Council 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. The Council may check the information with other sources as allowed by the law. The information I give when I complete and return a form to claim benefit, on paper or electronically, will be held in accordance with current data protection legislation. The Council has a duty to protect the public funds it looks after, and so may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information with other organisations responsible for auditing, checking or administering public funds for these purposes. For more information, see the Audit Commission's website www.audit-commission.gov.uk, Fair processing.
- The Council 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. The Council 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, the Council may take action against me. This may include court action.

I **declare** that this is my claim for Housing Benefit or Council Tax Benefit or both, 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.

If someone else has helped you complete this form and you are happy for us to discuss your claim with them, please tick here.

Signature of person claiming

Date

Partner's signature

Date

If some or all of this form has been 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 information I have written on this form is correct.

Name of the person who filled in the form

Signature of the person who filled in the form

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 type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>
Other white	<input type="checkbox"/>	<input type="checkbox"/>
Mixed		
White and black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
White and black African	<input type="checkbox"/>	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	<input type="checkbox"/>
Other mixed	<input type="checkbox"/>	<input type="checkbox"/>

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

Kings Forest, Hereward Housing and Peddars Way tenants need not complete this part.

If you are awarded Housing Benefit, we will in most cases pay your money straight into your bank account. If we cannot pay you direct, we will pay you by cheque.

If you are the tenant of a housing association or registered social landlord, we may be able to pay your Housing Benefit to your landlord. Tick the box then sign the declaration below if you want us to consider this. We will send a separate declaration to your landlord for his or her signature.

In most other cases, we cannot pay your landlord, but if there is a reason why you cannot manage your own rent payments, please contact us without delay.

About the account you want to use

We can pay the benefit into a bank or building society account as long as it accepts BACS (Bankers Automated Clearing Services) payments. We cannot pay it into a Post Office account.

You must tick one of these boxes.

Tick this box if you agree to us paying your benefit straight into an account.

Please give your account details below. You must fill in all the boxes. You can find the account details on your chequebook, passbook or bank statements. If you are not sure about the details, ask the bank. If you don't provide these details, we'll send you a cheque.

What name or names is the account in?
Please write the name or names as they appear on the chequebook, passbook or statement.

Full name of bank

Bank sort code. Please tell us all 6 numbers, for example, 12-34-56.

 - -

Account number
This number must be 8 digits long.

Your declaration

- I understand that I must always tell the Council about any change in my circumstances.
- I understand that if I do not tell the Council about any change of circumstances and it pays me too much benefit because of this, I may have to pay back the extra benefit.
- I understand that I may be prosecuted if I do not tell the Council about any change of circumstances.

Signature

Full name (in CAPITAL LETTERS)

Date

 / /