

Housing benefit and council tax benefit claim form



Reference:

Date issued:

Date received (office use only)

Please return this form as soon as possible

Housing benefit and council tax benefit are normally paid from the Monday after we receive your claim.

If you do not have all the documents or proof that we need, send the form in anyway. You can send the missing information later.

Notes

The outside column on each page of this form gives notes to:

- help you fill in the form correctly;
- tell you what evidence you need to provide;
- remind you that we always need to see **original documents – not photocopies**; and
- tell you what to do if you cannot find your originals, and who to ask for replacement documents.

Identity

If this is a renewal claim, you do not have to provide proof of your identity or National Insurance (NI) number.

You can use the following documents to prove your identity.

- Recent utility bill (gas, electric, phone and so on)
- Driving licence
- Medical card
- Passport (current and valid)
- Life insurance or assurance policies
- Letters about asylum from the Home Office
- Marriage certificate
- National Insurance (NI) number card
- Certificate of employment in HM armed forces
- UK residence permit

If you are not sure about what proof we need to see, please contact us on the number or at the address shown on the information sheet inside this form.

Ethnic background

Under the Race Relations Act, we have a responsibility to collect details of our clients' backgrounds. We use this information to help us with our equal opportunities policies.

This information is confidential and we will only use it to improve access to our services and help provide equal opportunities for everyone.

You do not have to fill in this survey.

Before you start

Please write in black ink.

If you are 60 or over and you have claimed Pension Credit, the Pension, Disability and Carers Service should have helped you make a claim for Housing Benefit and Council Tax Benefit over the telephone. If you did not claim Housing Benefit and Council Tax Benefit at the same time as claiming Pension Credit you can phone the Pension, Disability and Carers Service on 0800 991234.

Identity

We cannot deal with your claim without proof of your and your partner's identity.

The documents listed in the notes field (the grey part of this page) can help prove identity. We need some of them as proof of your income or capital, so you will need to send them in anyway.

At least one document must show your National Insurance (NI) number (and one for your partner).

Capital

If you and your partner have capital (savings, investments, land or property) of more than **£16,000** between you, we cannot pay you Housing Benefit.

But if you have more than £16,000, you can still apply for a type of Council Tax Benefit called Second Adult Rebate. See part 2 of this form.

Pension Credit cases – The £16,000 capital limit will not apply if you are entitled to the guarantee credit.

War Pensions and War Widow's Pensions

The National Benefits Scheme ignores £10 a week of any War Widow's or War Disablement Pension. Cornwall Council ignores the whole of the War Widow's or War Disablement Pension, but you must include it on your claim form. **We may count certain benefits or pensions paid with your war pension.**

Ethnic background

We do not need to know your ethnic background to work out your benefit, but it may help us improve our service in the future.

Please tell us your nationality.

British or mixed British

English

Irish

Scottish

Welsh

Other (please give details)

Please say which background you feel you belong to.

White

Asian

Black

Chinese

Other (please give details)

Asian and white

Black African and white

Black caribbean and white

Other mixed ethnic background
(please give details)

Part 1 Backdating your benefit

Housing Benefit and Council Tax Benefit are normally paid from the Monday **after** the date of your claim.

Do you think you should have claimed benefit before now?

No

Yes

When do you think you should have claimed from?

Please tell us in the space below why you did not claim before now. Remember, you must show a continuous good reason for the whole period you are claiming for.

If you do not have enough room, please continue on a separate sheet of paper.

Part 2 Second Adult Rebate

Do you want to apply for Second Adult Rebate only?

No Please fill in the rest of this form.

Yes Please fill in parts 1, 2, 3, 8 and 40 of this form.

Notes

Housing Benefit and Council Tax Benefit are normally paid from the Monday after the 'date of claim'.

The 'date of claim' is the date when you first tell us that you want to make a claim, for example, by phone, as long as we receive the claim within a month of the date the claim form was issued.

The date it was issued is shown on the front of this form.

You can ask us to backdate your benefit payments, but you must show us there was a good reason why you didn't claim earlier. Backdating is **not** automatic.

The sort of things we might accept as a good reason are:

- if you were seriously ill and had no one to claim for you;
- if someone who lives with you has recently died; or
- if you are or were not able to manage your affairs and no one had been appointed to deal with them.

There are different rules on how far we can backdate depending on how old you are. Usually the furthest we can go back is 6 months if you are under 60 or 3 months if 60 or over.

Second Adult Rebate

If you are classed as a single person responsible for Council Tax, but there is at least one other person aged 18 or over living with you who is not:

- your partner; or
- a lodger paying you rent or board;

you may qualify for more Council Tax Benefit if your claim is based on their income. This is called 'Second Adult Rebate'.

If you do not want to apply for Council Tax Benefit based on your own circumstances, and you want to be considered for Second Adult Rebate, you only need to fill in parts 1, 2, 3, 8 and 40 of this form.

Partner

Benefit is based on your and your partner's joint incomes, capital and other circumstances.

We use 'partner' to mean:

- a person you are married to or a person you live with as if you were married to them; and
- a civil partner or a person you live with as if you were civil partners.

National Insurance number

Before we can pay Housing Benefit and Council Tax Benefit, you must be able to prove your and your partner's National Insurance (NI) numbers.

Your NI number may also be passed to The Rent Service.

Your NI number is normally shown on payslips and state benefit documents. You need to send these in as proof of your income anyway.

If we need any other proof, we will contact you again.

Phone number

We do not need a phone number or e-mail address to work out your benefit. But it may be useful if we have any questions about your claim.

We may also give your phone number to The Rent Service who may need to contact you.

Please help us to help you by providing a phone number and an e-mail address.

Part

3

About you and your partner

You must answer all the questions about yourself.

If you have a partner, you must answer all the questions about them.

You

Your partner

Last name

Other names

Title (for example, Mr, Mrs, Miss, Ms)

Address that you are claiming for (including postcode)
Do not tell us your partner's address unless it is different from yours.

Date of birth

National Insurance (NI) number

Letters			Numbers							Letter	

Letters			Numbers							Letter	

Landline phone number
See notes

Mobile phone number
See notes

E-mail address
See notes

What is the best time of day to contact you?
See notes

Have you or your partner used any other names during the last three years?

No Please go to **part 4**.
Yes Please give details below.

No Please go to **part 4**.
Yes Please give details below.

Part 4 More about you and your partner

You

Your partner

When did you move to your current address?

 / /
 / /

If you have not moved in yet, when do you expect to move in?

 / /
 / /

If you have not moved in yet, what is your current address?

If you have moved within the last three years, please give your last address (including postcode).

Were you the owner or tenant at the above address?

Owner Other Please give details below.

Tenant

Owner Other Please give details below.

Tenant

Were you getting Housing Benefit or Council Tax Benefit at the above address?

No

Yes

No

Yes

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

No Go to the next question on students.

Yes What is your nationality?

No Go to the next question on students.

Yes What is your nationality?

What date did you last arrive in the UK?

 / /
 / /

Have you been sponsored to live in the United Kingdom?

No

Yes We may need to contact the Home Office to check the information you have given.

No

Yes We may need to contact the Home Office to check the information you have given.

More about you and your partner

The answers that you give to these questions may help us to:

- link details of any past claims to your current claim;
- make sure that you do not continue to get benefit for an address that you no longer live at;
- make sure that, if possible, the benefit for your new address starts from the day the benefit at your old address ends; and
- make sure we send documents back to you at your current address.

People from abroad

Some people returning to the 'common travel area' after living abroad are not entitled to Housing Benefit and Council Tax Benefit.

The common travel area is England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands and the Isle of Man.

These questions will help us decide whether you are a person from abroad (PFA).

We may need to contact you again about this.

In a small number of cases, we may need to contact the Home Office to check the information you have given or to get other relevant information.

More about you and your partner

Most **students** are not entitled to Housing Benefit and Council Tax Benefit. The main groups of students who **can** get benefit are:

- students getting Income Support or income-based Jobseeker's Allowance, or income related Employment Support Allowance;
- part-time students;
- students under 19 who are not in higher education;
- students aged 60 or over;
- students who are responsible for a child; and
- some disabled students.

We will need to see proof of the start and end dates of your course, together with proof of your:

- grant or other income;
- student loan;
- Education Maintenance Allowance (EMA); and
- other income.

We will also need to see your learning agreement from your college or university.

The Council's Social Services Department will make a **Community Care Assessment**.

This says that:

- a person needs certain services (see part 33 of this form); and
- the person's landlord can provide these services or arrange for them to be provided.

Short-term stays away from home

You can normally only get benefit if you are actually living in the property. But in some cases you can get benefit if you are away for a while, for example if you are:

- in hospital; or
- in legal custody.

These questions help us decide if you are entitled to benefit while you are not living at home.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Part 4 More about you and your partner

You

Your partner

Students

Are you a student? No Please go to 'Other' below. Yes No Please go to 'Other' below. Yes

Please tell us the start and end dates of your academic year. Start / / End / / Start / / End / /

Please tell us the start and end dates of the whole course. Start / / End / / Start / / End / /

How many hours of study are there each week? Hours Hours

Title of course

Please send us your latest grant, loan or EMA award letter.

Other

Are you or your partner:

- registered blind? No Yes No Yes
- an apprentice? No Yes No Yes
- receiving training under the 'Entry to Employment' or the 'Programme Led Pathways' scheme? No Yes No Yes

Do you or your partner have a valid Community Care Assessment? No Yes No Yes

Part 5 Short-term stays away from home

Are you or your partner living away from your normal home address at the moment? No Yes

Where are you or your partner living?

Why are you or your partner away from home?

When did you or your partner leave home? / /

When do you or your partner expect to return home? / /

Part 6 Children who live with you

Do you want to claim for any children who live with you?

No Please go to **part 8**.

Yes Tell us about the children you want to claim for.

First child

First names Last name

Date of birth / / Their relationship to you

Sex Male Female Is this child registered blind? Yes No

Do you receive Disability Living Allowance for this child? Yes No If 'Yes', please provide proof.

Second child

First names Last name

Date of birth / / Their relationship to you

Sex Male Female Is this child registered blind? Yes No

Do you receive Disability Living Allowance for this child? Yes No If 'Yes', please provide proof.

Third child

First names Last name

Date of birth / / Their relationship to you

Sex Male Female Is this child registered blind? Yes No

Do you receive Disability Living Allowance for this child? Yes No If 'Yes', please provide proof.

Fourth child

First names Last name

Date of birth / /

Sex Male Female Is this child registered blind? Yes No

Do you receive Disability Living Allowance for this child? Yes No If 'Yes', please provide proof.

If you live with any more children, please give their details in **part 38**.

Children who live with you

Please give details of all dependent children who live with you.

A dependent child is someone:

- aged under 16; or
- aged 16 or over (but under 20) who is not on Income Support or income-based Jobseeker's Allowance, income-related Employment Support Allowance or in further education.

They must be treated as a child for Child Benefit purposes.

If any children spend part of their time living somewhere else, we normally treat them as living with the person who gets Child Benefit for them.

As proof that they are living with you, we will need to see your Child Benefit award letter or a bank statement that shows your payments of Child Benefit being paid in.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Childcare costs

If you pay for childcare we may decide not to include some of your earnings in our Housing Benefit and Council Tax Benefit calculation.

The answers you give to the questions opposite will decide whether you qualify for this extra help.

If you are telling us about how much you pay and so on, we will need to see **proof of:**

- the payments you make; and
- the childminder's registration number (if any).

If you are not sure what to send as proof, please see the information sheet which tells you how you can contact us for help and advice.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Part 7

Are any of the children shown in **part 6** cared for by someone else? (This includes after-school clubs.)

- No Please go to **part 8**.
- Yes Please go to the next question.

Do you pay anyone for looking after them?

- No Please go to **part 8**.
- Yes Please go to the next question.

Please give the following details for each child cared for.

Name	How much you pay	How often
<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"/>

Please give the name and address of the person you pay.

Name

Address (including postcode)

Are the children cared for at this address?

- No Where are they cared for?
- Yes

Is the childminder registered?

- No
- Yes What is their registration number?

Do you pay different amounts at different times (for example, in school term-time and school holidays)?

- No
- Yes Please give details in **part 38**.

Part 8 Other people who live with you

Do any adults normally live with you and your partner?

No Please go to **part 10**

Yes Tell us about the other adults who live with you.

If there are more than three other adults living with you, please give details in **part 38**.

First person

First names Last name Date of birth / /

National Insurance number Their relationship to you

Do they get Income Support or income-based Jobseeker's Allowance or income related Employment Support Allowance? No Yes

Are they a student, Project 2000 nurse, youth trainee or apprentice? No Yes

Do they get any other benefits? (Or does anyone receive other benefits for them?) No Yes

Do they normally work for 16 hours or more a week? No Go to next person

Yes What is their total weekly income before deductions (such as tax and national insurance)? £ Please provide proof of all income

If 'Yes', please give details in **Part 38**.

Second person

First names Last name Date of birth / /

National Insurance number Their relationship to you

Do they get Income Support or income-based Jobseeker's Allowance or income related Employment Support Allowance? No Yes

Are they a student, Project 2000 nurse, youth trainee or apprentice? No Yes

Do they get any other benefits? (Or does anyone receive other benefits for them?) No Yes

Do they normally work for 16 hours or more a week? No Go to next person

Yes What is their total weekly income before deductions (such as tax and national insurance)? £ Please provide proof of all income

If 'Yes', please give details in **Part 38**.

Third person

First names Last name Date of birth / /

National Insurance number Their relationship to you

Do they get Income Support or income-based Jobseeker's Allowance or income related Employment Support Allowance? No Yes

Are they a student, Project 2000 nurse, youth trainee or apprentice? No Yes

Do they get any other benefits? (Or does anyone receive other benefits for them?) No Yes

Do they normally work for 16 hours or more a week? No Go to next person

Yes What is their total weekly income before deductions (such as tax and national insurance)? £ Please provide proof of all income

If 'Yes', please give details in **Part 38**.

Other people who live with you

We usually reduce Housing Benefit and Council Tax Benefit for each non-dependant living in your home.

Non-dependants are usually grown-up sons or daughters, or other relatives or friends who live in your home and do not pay you rent. You may get some money from them to pay for their keep (board money), but this money is not counted as your income.

You should include non-dependants who work away from home if they use your home as their base.

The amount we reduce your benefit by is not related to what they actually pay you. We have to take a fixed amount which is set by the Government. The amount depends on:

- the number of hours your non-dependants work (if any); and
- their income before tax (in some cases).

The reduction applies even if they do not pay you anything at all. So **we need to see proof of your non-dependants' incomes**.

Any other benefit includes:

- **Child Benefit;**
- **Tax Credits;**
- **Retirement Pension;**
- **Incapacity Benefit; and**
- **Employment Support Allowance**

If you have any non-dependants, we may need to see proof of their income before tax.

If you cannot provide this proof, we may have to reduce your benefit by the highest amount set by the Government.

If any of your non-dependants are getting Income Support, income-based Jobseeker's Allowance, income related Employment Support Allowance or Guaranteed Pension Credit, we can normally get proof from the Department for Work and Pensions (DWP).



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Other people who live with you

The proof we may need to see for any other state benefits is:

- their latest award letter from the Department for Work and Pensions (DWP), Pension, Disability and Carers Service and so on; or
- a bank statement that shows their Benefit payments.

If they are working, we may need to see:

- their last five payslips (if they are paid weekly);
- their last two payslips (if they are paid monthly); or
- their last three payslips (if they are paid every two weeks).

If they get an occupational pension, works pension, private pension, personal pension or superannuation, we may need to see the last payment advice slip or a letter from whoever makes the payments.

If they get interest or dividends from savings or investments, we may need to see the last document that shows the amount of interest or dividend paid. If you are not sure what to send as proof, please see the information sheet which tells you how you can contact us for help and advice.

Non-dependants normally only affect your benefit if they are actually living in the property with you. But in some cases they will count if they are away for a while. The questions on this page will help us decide if we should count your non-dependants.

It will help if we can see any documents which prove where your non-dependants are. Remember – we also need to know about non-dependants who work away from home if they use your home as their base.

If non-dependants are married, civil partners or living together as if they are married or civil partners, we only count them as one person in our calculations. Please tell us if we should count any of your non-dependants as married, civil partners or living together as married or civil partners.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Part 9 More about the other people who live with you

Are any of the people shown in **part 8** related to each other?

No Go to the **next question**.

Yes Please give details below.

Are any of the people shown in **part 8** a joint tenant or owner with you or your partner?

No Go to the **next question**.

Yes Please give details below.

Are any of the people shown in **part 8** living away from your home at the moment?

No Go to **part 10**.

Yes Please give details below.

First person

Where are they living?

When did they leave your address?

When do they expect to come home?

Second person

Where are they living?

When did they leave your address?

When do they expect to come home?

Third person

Where are they living?

When did they leave your address?

When do they expect to come home?

If you do not have all the documents or proof that we need, send the form in anyway. You can send the missing information later.

Part 10 Working while receiving benefits

	You		Your Partner	
Are you or your partner working?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you or your partner have capital, savings or investments of over £6,000?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Part 11 Disability benefits

Do you or your partner get either:

- the care component of Disability Living Allowance;
- Attendance Allowance; or
- Constant Attendance Allowance?

No Yes Please give details.

Part 12 Guarantee part of Pension Credit

	You		Your partner	
Do you get the guarantee part of Pension Credit?	No <input type="checkbox"/>	Go to part 13 .	No <input type="checkbox"/>	Go to part 13 .
	Yes <input type="checkbox"/>	Go to part 28 .	Yes <input type="checkbox"/>	Go to part 28 .
	Applied for <input type="checkbox"/>	Go to part 15 .	Applied for <input type="checkbox"/>	Go to part 15 .

Part 13 Income Support or Income-based Jobseeker's Allowance (JSA)

	You		Your partner	
Do you get Income Support or Income-based Jobseeker's Allowance (JSA)?	No <input type="checkbox"/>	Go to part 14 .	No <input type="checkbox"/>	Go to part 14 .
	Yes <input type="checkbox"/>	Go to part 28 .	Yes <input type="checkbox"/>	Go to part 28 .
	Applied for <input type="checkbox"/>	Go to part 15 .	Applied for <input type="checkbox"/>	Go to part 15 .

Part 14 Income related Employment Support Allowance

	You		Your partner	
Do you get income related Employment Support Allowance?	No <input type="checkbox"/>	Go to part 15 .	No <input type="checkbox"/>	Go to part 15 .
	Yes <input type="checkbox"/>	Go to part 28 .	Yes <input type="checkbox"/>	Go to part 28 .
	Applied for <input type="checkbox"/>	Go to part 15 .	Applied for <input type="checkbox"/>	Go to part 15 .

Working while receiving benefits

Disability benefits

There are some disability benefits which we do not count as income when working out your Housing Benefit and Council Tax Benefit but they may increase your 'applicable amount'. This is the amount the Government says you need to live on. If your applicable amount increases because you get a disability benefit that we do not count, you could get more Housing Benefit and Council Tax Benefit.

Tell us about all your disability benefits or you could be losing out!

Pension Credit

We will get proof of your Pension Credit direct from the Pensions, Disability and Carer's Service.

You do not need to send or bring in proof yourself.

Income Support or Income-based JSA

We can normally get proof of Income Support and income-based Jobseekers Allowance direct from the Department for Work and Pensions (DWP).

However, it would help us if you could send or bring in proof yourself.

Proof of Income Support and income-based Jobseekers Allowance includes your latest award letter from the Department for Work and Pensions (DWP).

Income related ESA

We can normally get proof of income related Employment Support Allowance direct from the Department for Work and Pensions (DWP)

However, it would help us if you could send or bring in proof yourself.

Proof of income-related Employment Support Allowance includes your latest award letter from the Department for Work and Pensions (DWP).

Contribution-based JSA

We can normally get proof of contribution-based Jobseeker's Allowance direct from the Department for Work and Pensions (DWP).

However, it would help us if you could send or bring in proof yourself.

Proof of contribution-based Jobseeker's Allowance includes your latest award letter from the Department for Work and Pensions (DWP).

Land and property

We need to know about land and property you own (but not the home you live in).

Land and property includes:

- mobile homes;
- caravans; and
- houseboats.

As well as land and property you own in the UK, you need to tell us about any land and property you own outside the UK.

If you rent out your land or property or you are selling it, we will need to see proof of, for example:

- a statement of income from the rent you receive; or
- details of your estate agent.

If you are not sure what to send as proof, please see the information sheet which tells you how you can contact us.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Part 15 Contribution-based Jobseeker's Allowance (JSA)

You

Your partner

Do you get **contribution-based** Jobseeker's Allowance?

No Go to **part 16.**

No Go to **part 16.**

Yes How much? £

Yes How much? £

How often?

How often?

Part 16 Land and property

You

Your partner

Do you own any land or property other than the home you live in?

No Go to **part 17.**

No Go to **part 17.**

Yes Please tell us where the land or property is.

Yes Please tell us where the land or property is.

Address

Address

Ordnance Survey map reference

How much is it worth?

£

£

What is the value of any loan or mortgage on the land or property?

£

£

Is the property rented out or for sale?

No

No

Yes Please give details in **part 38.** We will need to see some proof.

Yes Please give details in **part 38.** We will need to see some proof.

Part 17 Capital, including all current accounts, savings and investments

Please list below **all** the capital, savings and investments you and your partner have. Please see the list on the right-hand side of this page for information about what to include. If you have any joint accounts, please list them under **'You'**. Please include all accounts, including current accounts, even if you are overdrawn.

If you have no capital for the type shown, please write 'none' in the box and move on to the next type of capital.

Do you or your partner have total capital, savings and investments over £6000? No Go to **part 18**.

Yes Please tell us about your capital, savings and investments.

You		Your partner		
£	Bank name	Bank current account 1	£	Bank name
£	Bank name	Bank current account 2	£	Bank name
£	Bank name	Bank deposit account 1	£	Bank name
£	Bank name	Bank deposit account 2	£	Bank name
£	Building society name	Building society account 1	£	Building society name
£	Building society name	Building society account 2	£	Building society name
£	Building society name	Building society account 3	£	Building society name
£		Post office account 1	£	
£		Post office account 2	£	
£		Post office card account	£	
£	Internet bank name	Internet bank account 1	£	Internet bank name
£	Internet bank name	Internet bank account 2	£	Internet bank name

Capital

'Capital' means all your savings and investments.

For example, it includes:

- bank current accounts;
- bank deposit accounts;
- post office accounts;
- post office card accounts (the type that State pensions and benefits are paid in to);
- building society accounts;
- Bereavement Payment;
- Premium Bonds;
- redundancy pay;
- stocks and shares;
- TESSAs;
- ISAs;
- PEPs;
- fixed-term investments; and
- money lent to you.

This is not a full list. You may have other types of capital. Remember, you must tell us about all your and your partner's capital.

As proof of the amounts you have, we will need to see:

- statements or passbooks which show all transactions for the last two months; and
- original documents showing proof of ownership (for example, dividend statements and certificates).



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Capital

Capital' means all your savings and investments.

For example, it includes:

- bank current accounts;
- bank deposit accounts;
- post office accounts;
- post office card accounts (the type that State pensions and benefits are paid in to);
- building society accounts;
- Bereavement Payment;
- Premium Bonds;
- redundancy pay;
- stocks and shares;
- TESSAs;
- ISAs;
- PEPs;
- fixed-term investments; and
- money left to you.

This is not a full list. You may have other types of capital. Remember, you must tell us about all your and your partner's capital.

As proof of the amounts you have, we will need to see:

- statements or passbooks which show all transactions for the last two months; and
- original documents showing proof of ownership (for example, dividend statements and certificates).



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Part 17 Capital, including all current accounts, savings and investments

You **Your partner**

£	Credit union name	Credit union account	£	Credit union name
£	Bank name	Community bank account	£	Bank name
£	Name of stocks or shares	Stocks and shares 1	£	Name of stocks or shares
£	Name of stocks or shares	Stocks and shares 2	£	Name of stocks or shares
£		Premium Bonds	£	
£		Bereavement Payment	£	
£		TESSA	£	
£		ISA	£	
£		Fixed-term investment	£	
£		Redundancy pay	£	
£		Money left to you	£	

Do you or your partner have any other types of capital? No Go to **part 18**.

(Use the middle box to tell us what type of capital it is.) Yes Please give details below.

£		£
£		£
£		£

Do any of the above include money from selling your home? No Go to **part 18**.

Yes Please give details below.

Part 18 Disability benefits

Do you or your partner get any of the following disability benefits?

Please answer all the questions. If you do not get a benefit, please write 'none' in the relevant box.

You		Name of disability benefit	Your partner	
How much?	How often?		How much?	How often?
£ <input type="text"/>	Every <input type="text"/>	Attendance Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Disability Living Allowance (Care)	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Disability Living Allowance (Mobility)	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Incapacity Benefit	£ <input type="text"/>	Every <input type="text"/>
	<input type="checkbox"/> Tick the rate you get.	Short-term lower rate	<input type="checkbox"/> Tick the rate you get.	
	<input type="checkbox"/>	Short-term higher rate	<input type="checkbox"/>	
	<input type="checkbox"/>	Long-term rate	<input type="checkbox"/>	
£ <input type="text"/>	Every <input type="text"/>	Employment Support Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Industrial Death Benefit	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Industrial Injuries Disablement Benefit	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Mobility Supplement	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Severe Disablement Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Carer's Allowance	£ <input type="text"/>	Every <input type="text"/>

If you or your partner are entitled to Carer's Allowance, but it is not being paid, please tick here.

If you or your partner get any of the benefits above, please give the name of the disabled person the payment is for.

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

Please give their name and address

Disability benefits

As proof of disability benefits, we will need to see:

- your latest benefit award letter; or
- a certificate of benefit properly filled in by the Department for Work and Pensions (DWP) office or the office responsible for paying the benefit.

There are some disability benefits which we do not count as income when working out your Housing Benefit and Council Tax Benefit. They may, however, increase your applicable amount.

The 'applicable amount' is the amount the Government says you need to live on.

If your applicable amount increases because you get a disability benefit that we do not count, you could get more Housing Benefit and Council Tax Benefit.

Tell us about all your disability benefits or you could be losing out!

If you have applied for any of these benefits but are still waiting to hear how much you will get, please write 'applied for' in the 'How much?' box.

If you do not have all the documents or proof that we need, send the form in anyway.

You can send the missing information later.

If you or your partner are entitled to Carer's Allowance, but it is not being paid, please tick the appropriate box. You could be missing out on extra Housing Benefit or Council Tax Benefit.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Pensions

We can normally get proof of your State Pension direct from Pensions, Disability and Carers Service.

However, it would help us if you could send or bring in proof yourself.

Proof of State Pension includes your latest award letter from Pensions, Disability and Carers Service or a bank statement that shows payments of your State Pension.

If you have applied for any of these benefits or pensions but are still waiting to hear how much you will get, please write 'Applied for' in the 'How much?' box.

As proof of a works, occupational or personal pension, we will need to see:

- your latest payment advice slip; or
- the latest letter from the pension provider telling you how much you are being paid.

If you are not sure what to send as proof, please see the information sheet which tells you how you can contact us.

If you do not have all the documents or proof that we need, send the form in anyway.

You can send the missing information later.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Part 19 Pensions

Do you or your partner get any of the following pensions?

Please answer all the questions.

If you do not get a pension, please write 'none' in the relevant box.

You		Type of pension	Your partner	
How much?	How often?		How much?	How often?
£	Every	State Retirement Pension	£	Every
£	Every	Widow's or Widower's Pension <small>(Including Widowed Mother's or Parent's Allowance)</small>	£	Every
£	Every	War Pension	£	Every
£	Every	War Widow's Pension	£	Every
£	Every	War Widow's 'Pre 1973' Pension	£	Every
£	Every	War Disablement Pension	£	Every
£	Every	Works, occupational, private or personal pension 1 (after tax)	£	Every
£	Every	Works, occupational, private or personal pension 2 (after tax)	£	Every
£	Every	Pension Credit	£	Every

Do you or your partner have any other types of pension? No Go to **part 20**.
Yes Please give details below.

(Use the middle box to tell us what type of pension it is.)

£	Every		£	Every
£	Every		£	Every
£	Every		£	Every

Part 20 Family benefits

Do you or your partner get any of the following benefits or allowances?

Please answer all the questions.

If you do not get a benefit or allowance, please write 'none' in the relevant box.

You		Name of benefit	Your partner	
How much?	How often?		How much?	How often?
£ <input type="text"/>	Every <input type="text"/>	Child Benefit	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Fostering Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Guardian's Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Adoption Allowance	£ <input type="text"/>	Every <input type="text"/>

Part 21 Other benefits

Do you or your partner get any of the following benefits, tax credits or allowances?

Please answer all the questions.

If you do not get a benefit or allowance, please write 'None' in the relevant box.

You		Name of benefit	Your partner	
How much?	How often?		How much?	How often?
£ <input type="text"/>	Every <input type="text"/>	Child Tax Credits	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Working Tax Credits	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	New Deal	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Maternity Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Reduced Earnings Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Bereavement Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Widowed Parents Allowance	£ <input type="text"/>	Every <input type="text"/>

Family benefits

As proof of Child Benefit, we will need to see your Child Benefit award letter or a bank statement that shows your payments of Child Benefit.

For other family benefits, we will need to see:

- your latest benefit award letter; or
- a bank statement showing the amount paid.

If you have applied for any of these benefits, but are still waiting to hear how much you will get, please write 'Applied for' in the 'How much?' box.

Other benefits

As proof of a state benefit, credit or allowance, we will need to see:

- your latest benefit, tax credit or allowance award letter; or
- a certificate properly filled in by the office responsible for paying the benefit, credit or allowance.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Other income

Any other income

- This could include:
- payments from insurance policies to cover mortgage repayments and loss of earnings; and
 - payments from **charities**. (You do not need to tell us about payments from the **MacFarlane Trust**, the **Eileen Trust** or the **Independent Living Funds**.)

This could also include payments from a Home Income Plan. If so, we will need proof of:

- any tax to pay on the income; and
- any mortgage payments made using the income.

If you are not sure what to send as proof, please see the information sheet which tells you how you can contact us for help and advice.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Part **22** Other income

Any other income

Do you or your partner have any other unearned income?

No Go to the next question.

Yes How much? £

How often?

Paid by

Paid to

Does anyone else receive an income for you or your partner?

No Go to **part 23**.

Yes Give details below.

Do you or your partner **rent out** or **sublet** part of your home?

- No Go to **part 24**.
 Yes Please answer the rest of the questions in this part.

How many tenants or subtenants do you have?

	Do you provide furniture for your tenant or subtenant?	How much rent do you get from your tenant or subtenant?	Do you provide meals for your tenant or subtenant?
First tenant's or subtenant's name <input type="text"/>	No <input type="checkbox"/>	£ <input type="text"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Every <input type="text"/>	Yes <input type="checkbox"/>
Second tenant's or subtenant's name <input type="text"/>	No <input type="checkbox"/>	£ <input type="text"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Every <input type="text"/>	Yes <input type="checkbox"/>
Third tenant's or subtenant's name <input type="text"/>	No <input type="checkbox"/>	£ <input type="text"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Every <input type="text"/>	Yes <input type="checkbox"/>
Fourth tenant's or subtenant's name <input type="text"/>	No <input type="checkbox"/>	£ <input type="text"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Every <input type="text"/>	Yes <input type="checkbox"/>

If you have more than four tenants or subtenants, please give details in **part 38**.

	Single bedsit	Double bedsit	Bedrooms	Living rooms	Dining rooms	Kitchens	Bathrooms	Separate Toilet	Other
Total number of rooms in your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rooms that only you use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rooms that your tenants or subtenants have	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Subletting

A tenant or a subtenant is someone who has to pay you or your partner to live in part of your home. It does not include:

- your partner;
- a dependent child (see part 6);
- a non-dependant (see part 8); or
- a joint occupier.

A 'joint occupier' is someone other than your partner who is jointly responsible for paying Council Tax or rent, for example:

- a joint tenant; or
- a joint owner.

Earnings from self-employment

As proof of earnings from self-employment, we will need to see your latest accounts.

If you do not have any accounts or your accounts are more than 12 months old, you will need to fill in a separate form that shows all your business income and spending.

Please contact us on one of the numbers shown on the contact information sheet if you need one of these forms.

We may ask for other proof like:

- invoices; or
- receipts.

If you or your partner are involved in more than one business, we need a set of accounts for each business. **This is because the law says that you cannot use the profit from one business to cover the loss of another.**

Company directors

If you are a company director, we cannot class you as self-employed. Please fill in part 25 with details of your earnings.

Registering with HMRC

Everyone who starts their own business needs to register with HM Revenue & Customs (HMRC).

You must do this as soon as you start or within the first three months, even if you already use a self-assessment tax return. There are financial penalties for not registering. We will need to see proof of registration.

For more information, visit the HMRC's website at www.hmrc.gov.uk/leaflets/se1.pdf or call the helpline on 08459 15 45 15.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Part 24 Earnings from self-employment

	You	Your partner
Are you self-employed?	No <input type="checkbox"/> Go to part 25 . Yes <input type="checkbox"/>	No <input type="checkbox"/> Go to part 25 . Yes <input type="checkbox"/>
What kind of work do you do?	<input type="text"/>	<input type="text"/>
When did the business start?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is the business name and address (including postcode)?	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Are there any other partners in the business?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us their name and address.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us their name and address.
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Is the business a limited company?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How many hours a week do you normally work?	<input type="text"/>	<input type="text"/>
How much do you earn before deductions (such as tax and National Insurance)?	£ <input type="text"/>	£ <input type="text"/>
	<input type="text" value="Every"/>	<input type="text" value="Every"/>

Part 24 Earnings from self-employment

	You		Your partner	
Do you get a business start-up allowance?	No <input type="checkbox"/>		No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	How much? £ <input type="text"/>	Yes <input type="checkbox"/>	How much? £ <input type="text"/>
		How often? <input type="text" value="Every"/>		How often? <input type="text" value="Every"/>
Do you use any part of your home for business purposes?	No <input type="checkbox"/>		No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	Please give details below. <input type="text"/>	Yes <input type="checkbox"/>	Please give details below. <input type="text"/>
Do you have any business accounts?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you have more than one business?	No <input type="checkbox"/>	Please go to part 25 .	No <input type="checkbox"/>	Please go to part 25 .
	Yes <input type="checkbox"/>	Please give details at part 38 , then go to part 25 .	Yes <input type="checkbox"/>	Please give details at part 38 , then go to part 25 .

Part 25 Earnings from employment

	You		Your partner	
Do you work for an employer?	No <input type="checkbox"/>	Go to part 27 .	No <input type="checkbox"/>	Go to part 27 .
	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	
Are you or your partner getting any of the following?				
Statutory Sick Pay	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Statutory Maternity Pay	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Statutory Paternity Pay	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Statutory Adoption Pay	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Earnings from self-employment

As proof of earnings from self-employment, we will need to see your latest accounts.

If you do not have any accounts or your accounts are more than 12 months old, you will need to fill in a separate form that shows all your business income and spending.

Please contact us if you need one of these forms.

We may ask for other proof like:

- invoices; or
- receipts.

If you or your partner are involved in more than one business, we need a set of accounts for each business. **This is because the law says that you cannot use the profit from one business to cover the loss of another.**

If you are not sure what to send as proof, please see the information sheet which tells you how you can contact us for help and advice.

Earnings from employment

As proof of earnings from employment, we will need to see your or your partner's:

- last five payslips (if you are paid weekly);
- last two payslips (if you are paid monthly); or
- last three payslips (if you are paid every two weeks).

If you are not sure what to send as proof, please see the information sheet which tells you how you can contact us for help and advice.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Earnings from employment

If you do not have **any** payslips, or your payslips are handwritten, you will have to get evidence of your or your partner's earnings from your or your partner's employer.

If you do not have **enough** payslips, please send us the payslips you have and send the rest as soon as you have them.

If you are not sure what to send as proof, please see the information sheet which tells you how you can contact us for help and advice.

Second job and voluntary work

If you or your partner have more than two jobs, please give details in part 38.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Part 25 Earnings from employment

	You	Your partner
What is your job title?	<input type="text"/>	<input type="text"/>
Please give your employer's name and address (including postcode).	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
When did this job start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How many hours a week do you work?	<input type="text"/>	<input type="text"/>
How much do you earn before deductions (such as tax and National Insurance)?	£ <input type="text"/> How often? <input type="text"/> Every <input type="text"/>	£ <input type="text"/> How often? <input type="text"/> Every <input type="text"/>
Do you expect to receive a pay increase?	No <input type="checkbox"/> Yes <input type="checkbox"/> When is it due? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When is it due? <input type="text"/> / <input type="text"/> / <input type="text"/>

Part 26 Second job and voluntary work

Do you or your partner have more than one job?	No <input type="checkbox"/> Go to part 27 . Yes <input type="checkbox"/> Please give full details below.	No <input type="checkbox"/> Go to part 27 . Yes <input type="checkbox"/> Please give full details below.
What is your job title?	<input type="text"/>	<input type="text"/>
Please give your employer's name, address and postcode.	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
When did you start this job?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How many hours a week do you work?	<input type="text"/>	<input type="text"/>
How much do you earn before deductions (such as tax and National Insurance)?	£ <input type="text"/> How often? <input type="text"/> Every <input type="text"/>	£ <input type="text"/> How often? <input type="text"/> Every <input type="text"/>
Do you expect to receive a pay increase?	No <input type="checkbox"/> Yes <input type="checkbox"/> When is it due? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When is it due? <input type="text"/> / <input type="text"/> / <input type="text"/>

Part 27 Outgoings

You

Your partner

Contributions to student grants or loans

Do you or your partner pay a parental contribution towards a student grant or loan?

No Go to the next question.
'Private pension schemes'.

No Go to the next question.
'Private pension schemes'.

Yes Please give details below.

Yes Please give details below.

If you do not have enough room, please continue in part 38.

If you do not have enough room, please continue in part 38.

Private pension schemes

Are you or your partner making payments into a private pension scheme or have you or your partner made payments into a private pension scheme in the past?

No Go to **part 28**.

No Go to **part 28**.

Yes Please give details below.

Yes Please give details below.

If you do not have enough room, please continue in part 38.

If you do not have enough room, please continue in part 38.

Part 28 Do you own or rent your home?

Private tenants

Are you or your partner a private tenant or do you pay site rent?

No Go to the next question.

No Go to the next question.

Yes Go to **part 29**.

Yes Go to **part 29**.

Home owners

Do you or your partner own the property you are claiming for?

No Go to the next question.

No Go to the next question.

Yes Go to **part 38**.

Yes Go to **part 38**.

Council tenants

Are you or your partner a council tenant?

No Go to the next question.

No Go to the next question.

Yes Go to **part 38**.

Yes Go to **part 38**.

Outgoings

Contributions to student grants

If you or your partner pay maintenance for a son or daughter who is a student, tick 'Yes' and give details.

As proof, we will need to see the letter that shows how much you are expected to pay.

Private pension schemes

If you or your partner make payments to a personal pension scheme, tick 'Yes' and give details.

We will need to see proof of the payments you make.

Do you own or rent your home?

If you have a mortgage on the property you live in, please tick to say that you own the property you are claiming for.

If you were a council tenant but your property was transferred to a housing association, please tick 'Yes' under 'private tenant'.

If you are a housing association tenant, please tick 'Yes' under 'private tenant'.

If you pay ground rent or mooring fees, please tick 'Yes' under 'private tenant'.

If you have a lease that was for 21 years or more, please read the notes on the next page.

Tenancy details

We will need to see your tenancy agreement (if you have one) plus one of the following:

- a proof-of-rent form filled in by your landlord;
- your rent book showing regular payments;
- a letter from your landlord confirming the amount of rent you pay;
- proof of rent registration from The Rent Service; or
- a current rent statement.

You cannot receive Housing Benefit for a 'long tenancy'. A 'long tenancy' is a tenancy for a period of 21 years or longer.

If the tenancy was **not** created for a fixed period, even though it has lasted for more than 21 years, it is **not** a 'long tenancy' and you may be able to receive Housing Benefit.

If the tenancy was **not** created by deed, it is **not** a 'long tenancy' and you may be able to receive Housing Benefit.

Care leaver's under 22 may have their Housing Benefit worked out on a higher level of rent.

If you do not have all the documents or proof that we need, send the form in anyway.

You can send the missing information later.

If you are not sure what to send as proof, please see the information sheet which tells you how you can contact us for help and advice.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we may not pay your benefit until you do.

Part 29 Tenancy details

We will need to see your tenancy agreement.

What is the tenancy start date?

When did you move into the property or when do you expect to move in?

If this date is in the future, we will ask for confirmation nearer the time.

Has your rent been registered as a fair rent by the Rent Service? No
Yes

What is the name and address of the person you pay rent to?

Full name

Address (including postcode)

What is the name and address of the person who owns the property?

Full name

Address (including postcode)

If you are under 22 are you a care leaver? Yes No

Are you, your partner or any of your children related to, or a friend of, the owner or landlord? No Go to the next question.

Yes

What is the relationship?

Are you or your partner renting your previous joint home from an ex-partner? No Go to the next question.

Yes Please give details.

Did you or your partner ever own the property you are renting? No Go to **part 30**.

Yes Please give details.

Part **30** More tenancy details

Are you or your partner renting from a trust that any of the following is a trustee or beneficiary of?

- You
- Your partner
- Your or your partner's child
- Your or your partner's close relative
- Your or your partner's ex-partner

No Go to the next question.

Yes Please give details below.

Are you or your partner renting from a company that any of the following is a director or employee of?

- You
- Your partner
- Your or your partner's ex-partner

No Go to the next question.

Yes Please give details below.

Are you or your partner living in the property as a condition of employment by your landlord?

No Go to the next question.

Yes Please give details below.

How often do you pay this amount?

Every week

Every two weeks

Every four weeks

Every month

Every three months

Every six months

Other (please give details)

Do you have any weeks when you do not have to pay rent?

No Go to the next question.

Yes How many?

Are you behind with your rent?

No Go to the next question.

Yes How much do you owe?

Are you a joint tenant?

No Go to **part 31**.

Yes Who with?

More tenancy details

A trust is an agreement that property is transferred to one or more people who are known as trustees.

Trustees must look after the property or deal with it for someone else (for example, a charity).

'Company' means a registered company.

'Close relative' means a parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, step-parent, step-son, step-daughter, brother, sister, or any partners of these people.

If you have to live in the property as part of your job (or your partner's job), tick 'Yes'.

If you or your partner have retired from the job which forced you to live in the property, tick 'No'.

Please tell us the **full** amount of your rent **before** any Housing Benefit has been taken off.

A joint tenant is another person whose name appears on the tenancy agreement or rent book.

Part 31 Property details (continued)

Caravans and boats

Do you pay ground rent or mooring fees? No Go to **part 32**.

Yes How much? £ How often?

How many living rooms or cabins are there in your caravan or boat?

If you live on a boat, please tell us the length and beam (width) of the boat. Length Beam (width)

Part 32 More about your home

Furniture

Does your landlord provide the furniture in your home? No Go to the next question.

Yes Do they provide:

all of the furniture? some furniture? hardly any furniture?

Decorating

Who is responsible for decorating the inside of your home?

You Your landlord or landlady Don't know

Central heating

Do you have central heating? No Yes If yes, which type do you have?

Radiators Under-floor heating

Garage

Does your rent include a garage? No Go to **part 33**.

Yes Did you have a choice whether to rent the garage? No

Yes

Property details

A living room is a lounge, dining room, bedroom or other room suitable for living in. Please do not count kitchens and bathrooms.

Central heating

Central heating is a system which has radiators and a central boiler.

Night-storage heaters do not count as central heating.

General service charges

Council Tax – Tick ‘No’ if you pay Council Tax direct to us.

Water and sewerage – Tick ‘No’ if you pay water rates direct to South West Water.

Hot water, heating, fuel for cooking, lighting – Tick ‘No’ if you pay direct to a gas, electricity, oil or other supplier, or you have a separate meter for your accommodation.

Laundry facilities – Tick ‘Yes’ if your landlord provides a laundry room or washing machine for you.

Laundering – Tick ‘Yes’ if your landlord washes or irons your clothes for you.

Linen – Tick ‘Yes’ if your landlord provides clean sheets for you.

Television licence – Tick ‘Yes’ if your landlord provides a television licence for you.

Satellite or cable TV – Tick ‘Yes’ if your landlord provides satellite TV or cable TV for you.

Cleaning your room or rooms – Tick ‘Yes’ if your landlord cleans the room or rooms that only you use.

Support service charges

Maintaining the security of your home – Tick ‘Yes’ if your landlord reminds you to lock up and so on.

Maintaining the safety of your home – Tick ‘Yes’ if your landlord arranges for your appliances to be serviced, or provides adaptations to help you cope with a disability or advice on using your cooker, iron and so on safely.

General support – Tick ‘Yes’ if your landlord helps with your shopping, runs errands for you, or arranges social events for tenants.

Meeting the terms of your tenancy agreement – Tick ‘Yes’ if your landlord helps you deal with disagreements between neighbours, with budgeting or debt counselling, with claiming benefits, by giving advice on preparing and storing food, with minor repairs, with finding somewhere else to live, or with contacting people such as Social Services departments or relatives who also help you.

Personal support – Tick ‘Yes’ if your landlord gives you help at meal times, help with personal hygiene, bathing, dressing or getting to bed, counselling to deal with alcohol or drug addiction, counselling to deal with overcoming mental problems, including running group therapy sessions or gives you your medication or reminds you to take it.

Part 33 General service charges

Which of the following service charges are included in your rent?

Service charge	Amount (if you know)			Service charge	Amount (if you know)		
Council Tax	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Linen	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Water and sewerage	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Lift	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Hot water	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Television licence	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Heating	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Satellite or cable TV	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Fuel for cooking	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Phone	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Lighting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Gardening	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Laundry facilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Cleaning your rooms	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>
Laundering	Yes <input type="checkbox"/>	No <input type="checkbox"/>	£ <input type="text"/>	Other (please give details)			£ <input type="text"/>
							£ <input type="text"/>
Meals	Breakfast <input type="checkbox"/>		Lunch <input type="checkbox"/>		Evening meal <input type="checkbox"/>		£ <input type="text"/>

Part 34 Support service charges

Please tell us if your landlord provides any of the following services.

Maintaining the security of your home	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Maintaining the safety of your home	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Meeting the terms of your tenancy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	General support	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cleaning rooms and windows (because you cannot)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Personal support	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			An emergency alarm system	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have support service charges included in your rent, the Supporting People Team may ask us for information about your Housing Benefit claim.

They will want to know:
 • that you are getting Housing Benefit and the date it started; and
 • the date your Housing Benefit ends.

It will be helpful if we can pass on this information but we need to ask your permission before we do this.

Can we give information about your Housing Benefit claim to the Supporting People Team? Yes No

Your signature

Part 35 Payment of Housing Benefit

If you are not a council tenant, we normally pay any Housing Benefit direct to an account of your choice.

Whose name or names is the account in?

- In your name
- In your partner's name
- In the names of both you and your partner
- In the name of your appointee (someone who acts on your behalf)

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

Full name of bank or building society

Sort code

 - -

Account number

(This is seven to ten numbers long)

More information if it is a building society account

Building society roll or reference number

If you haven't got an account for us to pay your Housing Benefit into, please contact us.

Part 36 Direct payments

If you are a private tenant you cannot choose for us to pay your Housing Benefit direct to your landlord unless there is a reason why you cannot manage your own rent payments or you live in a caravan, a mobile home or a property that belongs to a housing association.

Would you like us to pay your Housing Benefit direct to your landlord?

- No Go to **part 37**. This does not automatically mean that we will pay you.
- Yes Please tell us why you cannot manage your own rent payments.

This does not automatically mean that we will pay your Housing Benefit direct to your landlord.

How you will be paid

- If you are awarded Council Tax Benefit, we will pay this into your Council Tax account.
- If you are a council tenant we will pay any Housing Benefit you are entitled to into your rent account.
- If you are a private tenant, we normally pay any Housing Benefit you are entitled to straight into a bank, building society or National Savings Bank account – **but not a Post Office Card Account**. In some cases, we can pay Housing Benefit direct to your landlord.

We recommend that you get your money paid direct in to an account because:

- it is safe and secure;
- it is convenient – you decide when and how much you want to withdraw;
- using an account can help you save;
- from some accounts you can have regular bills paid (this could save you money but you will need to make sure there is enough money in you account to pay the bills – if not, you may be charged a fee); and
- you can get your money from many different places.

We need the sort code of your bank, building society or other account provider.

Please tell us all six numbers, for example 12-34-56.

Direct payments

If you are a private tenant you cannot choose for us to pay your Housing Benefit direct to your landlord unless there is a reason why you cannot manage your own rent payments.

If you live in a caravan, mobile home, houseboat or a property that belongs to a housing association, you may still ask us to pay your Housing Benefit direct to your landlord.

Reasons why you cannot manage your own rent payments might include the following.

- You have a learning disability
- You have a medical condition
- You cannot read or write
- You do not speak English
- You have drug, alcohol or gambling problems
- Severe debt problems
- You are classed as bankrupt
- You cannot open a bank account

Speaking to your landlord

If we have decided to make direct payments to your landlord, the law allows us to give certain information to him or her without your permission, including:

- the date your entitlement to Housing Benefit starts;
- the amount of benefit we will pay and how it will be paid;
- the date your entitlement to Housing Benefit ends; and
- details about overpayments if we are recovering the overpayment from your landlord (for example, the period covered by the overpayment, the amount of the overpayment, how it will be recovered and the reason for the overpayment).

In part 37, we ask your permission to share information we hold about you with your landlord even if we are paying your Housing Benefit direct to you.

Other information

Part 37 Speaking to your landlord

Sometimes, sharing information we hold about you with your landlord helps us deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed.

Under the Data Protection Act, we need your permission to share information we hold about you. If you give us permission, we would be able to tell your landlord:

- whether or not you have claimed or renewed your claim for Housing Benefit and, if so, whether we have made a decision on your claim, or not; and
- if we need more information to make a decision on your claim, what this information is.

Do you give us permission to share your information with your landlord or their representative?

Yes No

Your signature

Part 38 Other information

Please use this page to give us any extra information about your claim, including any special circumstances that are not covered anywhere else.

If you do not have enough room, please continue on a separate sheet of paper.

Is your claim complete? Have you answered every question?
(If not, we may have to return the form to you. This will delay your claim.)

Have you enclosed the following for you and your partner?

You			Your Partner	
Enclosed	To follow		Enclosed	To follow
<input type="checkbox"/>	<input type="checkbox"/>	Proof of identity	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of National Insurance (NI) number	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Payslips or certificate of earnings	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of any pensions you get	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of any benefits, credits or allowances you get	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of any other income you get	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of your capital (savings and investments)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of rent (not needed for council tenants)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of payments made to a pension scheme	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of payments made to a childminder and so on	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Proof of income and capital for people shown in part 8	<input type="checkbox"/>	<input type="checkbox"/>

Once you have checked that you have filled in all of this form and have enclosed all of the proof, please read and sign the declaration on the next page.

Send the form to us immediately – even if you do not have all the proof.

Remember – we will usually pay benefit from the Monday after we receive your claim.

Don't delay – claim today!

Checklist

We can deal with your claim more quickly if you send us all the proof we need with this form.

This checklist will help you to remember what proof we need.

If you are not sure what to send as proof, please see the information sheet which tells you how you can contact us.



Remember – we need to see the original documents, not photocopies.

If you do not provide the documents we need, we will not pay your benefit until you do.

Important

If you do not have all the proof we ask for, fill in the form and send it to us immediately.

Send us the other proof as soon as you can.

If you think it will take longer than 1 month to provide the other proof, please contact us immediately on the number shown on the contact information sheet or at the address shown on the contact information sheet.

Don't delay – claim today!

Data protection

How we collect and use information

We will use the information we collect from this form and your proof to process your Housing Benefit and Council Tax Benefit claims.

We may also use it to decide whether to make Discretionary Housing Payments.

We may pass this information to the Department for Work and Pensions, Jobcentre Plus, other councils, HM Revenue & Customs (which used to be known as Inland Revenue), the Rent Service, the Supporting People Team or other organisations as the law allows.

We may check any information you provide or information we have about you with other information we hold. We may also get information from other organisations or give information to them. This is to check how accurate the information is, to prevent or detect crime, or to protect public funds in other ways as the law allows.

These other organisations include government departments and local authorities.

We are the data controller for the purposes of the Data Protection Act 1998.

If you want to know more about what information we have about you, or the way we use your information, you can ask at the **address shown on the information sheet enclosed with this form.**

Original documents

We take copies of any original documents you provide as proof of identity, income, capital and so on. We will send the originals back to you and keep the copies on file to provide an accurate record of the information we used to work out your benefit.

Taking copies of original documents helps us keep to Government best practice when we deal with benefit claims.

Part 40 Your declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they should also sign the form.

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

I understand the following.

- If I give information that is not correct 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, Council Tax Benefit or both.
- You may check some of the information with other sources (such as the Department for Work and Pensions) as allowed by the law.
- You may use the information I have provided for the administration of Council Tax, Business Rates and council house rents.
- You may use any information I have provided in connection with this or any other claim for Social Security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- You may share the information I have provided with other bodies who are responsible for auditing or administering public funds. I understand that this is to help prevent and detect fraud.

I know I must let the council's benefits team know immediately about any change in my circumstances which might affect my claim. I understand that if I do not tell you about any changes, you may take action against me. This may include court action.

I declare the information I have given on this form is correct and complete.

Signature of the person claiming

Partner's signature

By signing this declaration, I confirm that I understand the above.

We expect to contact you within 14 days. If you have not heard from us by then, or you need urgent help, please contact us.

If 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.

Name of the person who filled in this form.

Signature of the person who filled in this form.

Relationship to the person claiming.