

## Housing and Council Tax Benefit Application

### Part 1 - About you and your household

This is my claim for:

Housing Benefit

Council Tax Benefit

Second Adult Rebate

I am a:

Owner Occupier

Private Tenant

Housing Association Tenant

Date form issued:

Date moved in:

Claim Number:

Claimant details: Registered Blind or Disabled Yes  No

Name :	
Date of Birth :	National Insurance Number:
Address :	
Postcode :	Have you lived in this area before? Yes <input type="checkbox"/> No <input type="checkbox"/>
Previous address :	
Contact No. :	Mobile No. :
Nationality:	Date moved to UK (if applicable) :

These people live with me:

Partner	Date of Birth:	NI Number:	Are they registered Blind or Disabled:
Nationality:		Date moved to UK (if applicable):	

Children (please attach a separate sheet if you need to add more information)	Male or Female	Date of Birth	Is Child Tax Credit Received?	Who receives the Child Benefit?	Are they registered blind or disabled?

Other adults over 16 who nobody gets Child Benefit for (Please attach a separate sheet if you need to add more information)	National Insurance Number	Date of Birth	Student?	Registered blind or disabled?

Does anyone get carer's allowance for looking after you or your partner? Yes  No

Does anyone stay overnight to provide care for you or your partner? Yes  No

Are any of the other adults over 16 related to you, or each other? If so, who? **Relationship:**


The household has the following money coming in or is waiting to hear about it:

**Important - refer to page 6**

Received by:	Source/Type of Income	Amount	Frequency	Hours per week

The household has the following bank accounts, savings and investments:

**Important - refer to page 6**

Held by:	Type of savings/ account	A/C number	Sort Code	Value

Other property or land owned, part owned or in trust in this country or abroad with or without mortgage outstanding:

Claimant/partner	
Others	

Myself or my partner pay the following expenses:

Child Care Costs	£	Frequency	
Private Pension Contributions	£	Frequency	

## Part 2 - Property details

Rent Details:

Are you, or anyone in your household related to the landlord or owner? Yes  No

Is your landlord your former partner or your partner's former partner? Yes  No

Have you previously owned this property? Yes  No

Amount of Rent	Frequency	Date moved in

Joint Tenancy Yes  No

Does your rent include meals? Yes  No

Room Type	Total	Own use	Shared
Living Room			
Bedsit Room			
Bedrooms			
Bathroom/Shower			
Toilet			
Kitchen			
Other			

**Property type:**

House	<input type="checkbox"/>	Flat in house	<input type="checkbox"/>	House boat	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Flat over commercial property	<input type="checkbox"/>	Room	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Purpose built flat	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
Caravan	<input type="checkbox"/>	Studio Flat	<input type="checkbox"/>	Caravan Site (site fees only)	<input type="checkbox"/>

*Other
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Do you and your household only occupy part of the property?    Yes                   No

If YES, please state which floor you occupy:
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Is the property let furnished?            Yes                   No

Name and address of landlord & landlord's agent – please include telephone number and email if you have it

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If you are a private tenant you will not be able to have payments made direct to your landlord. However, if you feel you are unable to manage your rent payments, please contact us to explain why.

If you rent from a housing association - would you like your benefit paid direct to them?    Yes                   No

Do you occupy the property as a condition of you or your partner's employment?                  Yes                   No

I would like my benefit paid into this account (This cannot be a Post Office Card account)

Name on the account	Name of the bank/building society	Sort code (all six numbers)	Account number (usually seven to ten digits)

**Sharing Information**

- I give South Norfolk Council permission to share information about my claim with my landlord/ landlord's agent:

YES	NO	Name of landlord/landlord's agent	Telephone number and email address

- I give South Norfolk Council permission to share information about my claim with a third party as specified below:

Name/Details of third party	Relationship to claimant	Telephone number and email address

## Part 3 - Other Information

### 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, tell us when you want benefit from, and why you did not claim benefit earlier.

Date you want to claim benefit from

/ /
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During this earlier period, were your circumstances different to those you have told us about on this form ?

No  Yes  Please tell us about it below.

Please tell us your reasons for any delay in making your application (Continue on a separate sheet if necessary)

Notes/Additional information (Continue on a separate sheet if necessary)

### Declaration

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

- I understand that this claim is made to you, my local council.
- I declare that the information I have given on this form is correct and complete as far as I know and believe.
- I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action being taken.
- I agree that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law.
- I understand that you may use any information I have provided in connection with this and any other claim for state 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.
- I know that I must let you know straight away about any changes in my circumstances which might affect my claim. I understand that if I do not tell you about any changes and you pay 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 you about any change of circumstances.

Signature of claimant \_\_\_\_\_ Date \_\_\_\_\_

Full name (print in capital letters) \_\_\_\_\_

Signature of Partner \_\_\_\_\_ Date \_\_\_\_\_

Name of Benefits Officer \_\_\_\_\_

# Evidence Checklist

Please be aware that if you do not provide the evidence we need, we might not be able to pay you any benefit. We need the same proof for your partner, if you have one.

**Important - Do not delay sending this form in or contacting the benefits service on**

**freephone 0808 1787143. If you cannot send the proof we need at the moment, send the form back now and send the proof later. If you delay sending in the form or contacting us you could lose benefit.**

- **Proof of identity:**  
Such as driving licence, medical card, birth certificate, marriage or civil partnership certificate, UK residence permit, EEC identity card, passport. We may need to see more than one of these documents for each person.
- **Proof of National Insurance number:**  
Such as National Insurance number card, payslips, letters from the Department for Work and Pensions.
- **Proof of all savings and investments:**  
Such as all bank, building society or post office books, the last 3 months full bank statements for all bank and post office accounts. These must show all incoming and outgoing amounts into the accounts. Certificates for premium bonds, saving certificates, ISAs, stocks, shares, trusts, proof of any interest or dividends from investments and savings.  
Proof of any property or land in this country or abroad.
- **Proof of earnings for all adults living in your home:**  
This means the last 5 payslips for weekly paid earnings, the last 3 payslips for fortnightly paid earnings or the last 2 months payslips for monthly paid earnings.  
If you or your partner are self-employed we need to see your accounts for the last financial year or, if no accounts are available, a summary of your trading records to date.
- **Proof of any other income or benefits for all adults living in your home:**  
Such as pension slips from a former employer or a letter from the court showing any maintenance payments you are receiving, proof of any money you receive from people paying you board and lodgings. We also need to see proof of any Benefits, Pensions or Allowances received by any adult in the household, including amounts and how often they are paid.

# Notes

## About this form

We have designed this claim form to be easy to fill in. There needs to be enough 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 (for example, a few questions would not apply to most pensioners) but you must fill in any part that is relevant to you.

## About Housing Benefit and Council Tax Benefit

Benefit can pay all or part of your rent. It may also give you some extra money towards things you have to pay for, like cleaning shared areas. Council Tax Benefit can pay all or part of your Council Tax. It cannot help with water, heating or support charges.

## Proof

We will need to see proof of some of the things you write about on the form. There is a checklist on page 5 of the form to help you. We cannot pay you benefit until we have seen the proof we need.

## Examples of capital and savings you need to tell us about

- Current Accounts with banks or building societies.
- Savings accounts with banks or building societies.
- ISAs, PEPs - TESSAs.
- Post Office Accounts.
- Premium, Capital Income Bonds.
- National Saving Certificates.
- Stocks and Shares.
- Cash.
- Property held in Trust.
- Unit Trusts.
- Any property owned in this country or abroad.
- **Any other savings or investments.**

## Filling in the form

Please use black ink.

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.

It is important that you report all changes in your circumstances to us at the time of the change. Failure to do this could result in you being held liable for any overpayment that may occur even if we are paying your landlord direct. If in doubt please ask.

## If you need help to fill in the form

If you need any help, contact us on **0808 1787143**.

## Examples of money you need to tell us about

- Income Support.
- Job Seeker's Allowance.
- Earnings.
- Self Employed Income.
- Employment and Support Allowance.
- Statutory Sick Pay.
- Incapacity Benefit.
- Carer's Allowance.
- Any Disability Benefits.
- Industrial Injuries Payments.
- Industrial Death Benefit.
- Child Benefit.
- Tax Credits.
- Fostering Allowance.
- Guardian Allowance.
- Maintenance Payments.
- Any Maternity / Paternity Payments.
- Adoption Pay.
- Bereavement Allowance.
- War Pension or War Widows Pension.
- War Disablement Benefit.
- Armed Forces Compensation Scheme.
- Widowed Parent's Allowance.
- Student Loans / Grants.
- Income from Boarders, Lodgers or Sub-tenants.
- State Pensions.
- Work Pensions.
- Any other Pensions
- **Any other money or state benefits.**