

For office use only:

Date issued

Initial date of contact

Reference

Other

Date received stamp

Housing Benefit, Council Tax Benefit and Second Adult Rebate application form

If you want to claim help with paying your rent or Council Tax, please fill in this form

IMPORTANT: Please fill in as much of this form as you can, **IN BLACK INK**, and return it without delay. If you cannot provide the information we need, you can send it later.

We will work out your benefit using the information in this form so if any of your details change, you must tell us about them in writing immediately.

A Questions about your claim

1 Your title

Mr Mrs Ms Miss

2 First name(s)

Surname

3 Date of birth

4 National Insurance number

5 Home phone number

6 Mobile phone number

7 Address and postcode of the property you are claiming benefit for

8 Email address

9 I would like my benefit award notification to be sent by email 10 I would like my Council Tax bill to be sent by email

11 Date you moved in

 / /

B**Questions about your home**

(Please tick any box that applies to you)

- 1 Do you rent from the council?
- 2 Do you rent from a private landlord?
- 3 Do you own your home or have a mortgage?
- 4 Do you rent from a housing association?
- 5 Other (please give details)

C**Questions about your previous home**

- 1 What was your previous address?
- 2 At this address were you the (please tick):
Tenant? Owner?
Lodger? Other?
- 3 Please give the dates you lived there.
From / / To / /
- 4 Did you claim Housing Benefit or Council Tax Benefit at your old address?

D**Questions about your partner**

If you do not have a partner, write 'No' for question 1 and go to page 3.

We use partner to mean:

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

- 1 Do you have a partner who lives with you?
- 2 Your partner's title
Mr Mrs Ms Miss
- 3 Partner's full name
- 4 Date of birth
- 5 National Insurance number
- 6 What date did your partner move in?

E

Questions about children who live with you

Do you have any children who live with you? If 'Yes' please give details below

Full name of child	Date of birth	Boy or girl?	Do you get Child Benefit?	Are they registered blind	Do they have savings over £3000?
<i>Example: John Smith</i>	<i>04/01/90</i>	<i>Boy</i>	<i>Yes</i>	<i>No</i>	<i>No</i>

F

Questions about other people in your home

1 Does anybody live with you and your partner? For example grown up son or daughter, friend or lodger? If 'Yes', please give details below.

Their full name	Date of birth	Male or Female	Relationship to you or your partner	If working, put working and how many hours each week, or list what benefits they receive	Date moved in?
<i>Example: Ian Smith</i>	<i>01/09/69</i>	<i>Male</i>	<i>Son</i>	<i>No</i>	<i>01/01/02</i>

If anyone listed above (who is not a lodger) is working, we must see their last five weekly or last two monthly wage slips. If you do not provide this, it may lead to us paying you less benefit.

If any of these people are married to each other or living together as if they are married, or civil partners or living as if they are civil partners, please give details in section P.

2 Do any of the above people pay you rent?

3 If 'Yes', give their names and the amount they each pay you

4 Does this include heating?

5 Does this include meals?

Application form for Council Tax Single Person Discount

Please complete this section if you are the only resident aged 18 or over in your household.

1 Full name

2 Address

Postcode

3 Date property became occupied by the above person only

 / /

4 Have you recently moved into the property?

5 Have you become the only occupier as someone has moved out?

If 'Yes', please give details:

Full name(s) of person(s) leaving	Forwarding address(es)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If you do not provide a forwarding address we may not be able to grant a discount.

Application form for Council Tax Single Person Discount (continued)

6 Are you applying for a discount due to other changes in circumstance?

If 'Yes', please give reasons below.

7 Are there any members of the household aged 16 or 17?

If 'Yes', please give details:

Name(s)	Date(s) of birth

Please note that the Local Authority is under a duty to take reasonable steps to ensure discounts apply to a property before calculating the charge due. The Local Authority carries out a rolling review of any discount awarded at least once a year. This means that we may either visit your property or send you a re-application form that requires you to confirm the number of residents living at your property. If we have reason to believe at any time that there is no longer entitlement to the discount then it can be removed.

Declaration

THIS MUST BE COMPLETED.

**I declare that I am the only resident* of the above property at all times.
I undertake to notify the Council if this changes at any time.
I understand there are financial penalties for failure to do so.**

*Resident refers to all persons aged 18 years and over.

Signed

Date

H

Do any of the following apply to you or your partner? (Please write Yes or No in the appropriate boxes.)

	YOU	YOUR PARTNER
1 Have you come to live in the UK in the last two years?		
If 'No' go to question 4		
2 If 'Yes', what is your nationality?		
3 When did you move to the UK?	/ /	/ /
4 Are you a full time student?		
If 'No', go to question 6		
5 If 'Yes', what course and qualification are you studying?		
6 Are you registered blind?		
7 Have you been unable to work for more than 52 weeks because of illness or disability?		
8 Does anyone get Carers Allowance for looking after you?		
9 Do you have a car provided by Motability or an invalid vehicle?		
10 Are you or your partner in hospital at the moment?		
If 'No', go to question 12		
11 If 'Yes', what date did you go in?	/ /	/ /
12 Have you been in hospital during the last 52 weeks?		
13 If 'Yes', please give the dates.	From / /	From / /
	To / /	To / /

Questions about the money you have coming in

(Please write Yes or No in the appropriate boxes.)

Do you or your partner get any of the following?

	YOU	YOUR PARTNER
1 Income Support or income-based Jobseeker's Allowance?		
2 Attendance Allowance?		
3 If 'Yes', how much each week?	£	£
4 Disability Living Allowance care component?		
5 If 'Yes', how much each week?	£	£
6 Disability Living Allowance mobility component?		
7 If 'Yes', how much each week?	£	£
8 Have you or your partner had any redundancy money in the past 12 months?		

If 'Yes', please provide proof of how much was received and the date you received it.

9 Please list all you and your partner's income below.

You need to include wages, state or work pensions, Tax Credits, Pension Credits, allowances, disability payments, Child Benefit, maintenance or child support, rental income, tips or charitable or voluntary payments or any other income you receive on a regular basis. If you and your partner have no income, write 'none' and explain why in section P.

If you do not declare all your income, you may have to pay back some or all of the benefit later. We may also prosecute you.

Type of income you receive	Received by who	Amount received	How often?
<i>Example: work pension</i>	<i>partner</i>	<i>£56.86</i>	<i>monthly</i>

Questions about the money you have coming in (continued)

	YOU	YOUR PARTNER
10 Is there any income or benefit that you have claimed but are not getting yet? E.g. Tax Credits		
11 If 'Yes', please state what and when you expect to receive it.		
12 Do you do any paid work?		

If 'No', please write 'No' and go to section L.

J Questions if you are working

	YOU	YOUR PARTNER
1 What is your job title?		
2 When did you start this job?	/ /	/ /
3 How many hours do you work on average each week?		
4 How often do you get paid?		
5 How are you paid, for example, cash, cheque or BACS?		
6 When is your next pay rise?	/ /	/ /
7 If this is a temporary job, when is it due to end?		
8 What is the name and address of your employer?		
9 Do you pay into a pension plan or occupational pension scheme?		
10 Do you have any other jobs?		

If 'Yes' please give full details in section P.

K

Questions if you or your partner are self-employed (If you are not self-employed, go to section L.)

	YOU	YOUR PARTNER
1 What is the name of your business?		
2 What is the business address?		
3 What type of work do you do?		
4 What date did you start?	/ /	/ /
5 Who else is involved in the business?		
6 Do you pay into a pension plan?		

Note: If you are self-employed, you must give us proof of your income by providing detailed audited accounts for the last year, if available. If audited accounts are not available, return this form straight away and contact your Local Authority for a Self-Employed Earnings Certificate.

L

Questions about childcare

1 Do you, or your partner, pay childcare costs to a registered childminder or pay for an after-school club or play scheme?	4 How much do you pay?
	£
	How often?
2 If 'Yes', please give the name and address of the childminder or play scheme or club together with their OFSTED or Social Services registration number.	
	5 Names of children who attend.
3 Date child care started?	
/ /	

M

Questions about accounts and investments

If you get Income Support or income based Job Seekers Allowance, go to section O.

- 1 Do you or your partner have any bank, building society or post office accounts?

If 'Yes', please give details below.

Type of account or savings	Account number	Amount	Held by
<i>Example: Natwest current account</i>	<i>12345678</i>	<i>Overdrawn</i>	<i>Partner</i>

- 2 Do you or your partner have any stocks or shares?

If 'Yes', please give details below.

Name of company	Number of shares	Held by
<i>Example: BT</i>	<i>225</i>	<i>me</i>

- 3 Do you or your partner have any National Savings Certificates or Premium Bonds?

If 'Yes', please give details below.

Name	Issue type	Amount invested	Date of issue	Held by
<i>Example: Premium bonds</i>		<i>£100</i>	<i>19 July 1978</i>	<i>Partner</i>

- 4 Do you have any savings that are held in cash?

If 'Yes', please give details and amounts in section P.

- 5 Does anyone owe you any money?

If 'Yes', please give details and amounts in section P.

N

Questions about property and land

- 1 Do you, your partner or your children own any property (other than the home you live in), land or holiday homes, in the UK or abroad? This includes properties and land on which there is a mortgage or loan, held in trust or jointly held with another person.

If 'Yes', please give the address of each property in section P.

O

Questions for people who pay rent

If you are a council tenant do not fill in this section and go to section P.

- 1 What date did your tenancy start?
- 2 What date did you move in?
- 3 Do you have a tenancy agreement?
- 4 If you have a joint tenancy, list the names of the other tenants
- 5 What is the name and address of your landlord or housing association?
- 6 Do they own the property?
- 7 If not, please say who owns the property and give their address
- 8 Have you or your partner ever owned the property you are renting?
- 9 Are you, your partner or your children related to the owner of the property, or their partner?
- 10 If 'Yes', please say how you are related.

 / / / /

Email:

If you have a tenancy agreement, please send it in as proof of rent. If you do not have a tenancy agreement or cannot find it, please ask your landlord to fill in a rent proof form.

Questions about your rent

- 11 How much is the full rent? £
- 12 How often is the rent charged, for example, every week, every four weeks or every month?
- 13 Are you behind with your rent? How much do you owe?
- 14 Do you have any rent-free weeks? If 'Yes', how many?
- 15 What was the date of the last rent increase? / /
- 16 Does your rent include money for the following. **Please write 'Yes' or 'No' in each box.**
- | | | | |
|------------------|----------------------|--|----------------------|
| Garage | <input type="text"/> | ➔ Do you have a choice to rent the garage? | <input type="text"/> |
| Water rates | <input type="text"/> | Cleaning of shared areas | <input type="text"/> |
| Council Tax | <input type="text"/> | Personal care or support | <input type="text"/> |
| Heating | <input type="text"/> | Heating or lighting or shared areas | <input type="text"/> |
| Hot water | <input type="text"/> | Cleaning and laundry | <input type="text"/> |
| Lighting | <input type="text"/> | Breakfast | <input type="text"/> |
| Fuel for cooking | <input type="text"/> | Lunch | <input type="text"/> |
| | | Evening meal | <input type="text"/> |
- 17 Any other services included?
- If 'Yes', please say which.

If you are under 22 years old, are you, or have you been, under a care order or looked after under the Childrens Act? If yes, you may be entitled to more housing benefit so you must provide proof of your care order or the fact that you were looked after under the Childrens Act (or both).

Questions about your home

18 What type of accommodation do you rent? Please tick **one** of the following.

Bedsit	<input type="checkbox"/>	Semi detached	<input type="checkbox"/>	Caravan	<input type="checkbox"/>
Room	<input type="checkbox"/>	Detached	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Flat	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
House	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>	Residential Care Home	<input type="checkbox"/>
Terraced	<input type="checkbox"/>	Other (please give details)	<input type="text"/>		

19 If you rent a room, please tick a box to show where in the property it is.

Front	<input type="checkbox"/>	Centre	<input type="checkbox"/>	Back	<input type="checkbox"/>
Front left	<input type="checkbox"/>	Front right	<input type="checkbox"/>	Back left	<input type="checkbox"/>
				Back right	<input type="checkbox"/>

20 On which floor is your flat or room?

21 What is your room or flat number?

22 How many floors are there in the property?

23 Does the accommodation have central heating?

24 Do you have a car space?

25 Is the accommodation rented:

Fully furnished? Partly furnished?

With hardly any furniture? Unfurnished?

26 Who is responsible for decoration inside, for example, landlord, tenant or do not know?

27 Please tell us below the number of rooms in the property, the number of rooms you use and the number of rooms you share.

Type of room	Number of rooms in property	Number of rooms used just by you and your household	Number of rooms you share with other people
<i>Living rooms</i>			
<i>Bedrooms</i>			
<i>Bedsitting rooms</i>			
<i>Kitchens</i>			
<i>Bathrooms</i>			
<i>Separate toilets</i>			
<i>Dining rooms</i>			
<i>Other rooms</i>			
<i>Total number</i>			

P Other information

If you want to give any more information that would help us work out your benefit, please give details in the box below. If there is not enough room, please add a separate sheet of paper.

We normally pay benefit from the Monday following the date you first contact us stating an intention to claim. This rule will only apply if you return the fully completed form within one month from the date you first contact us.



Paying Housing Benefit

Please tick one of the following.

Would you like your benefit paid:

28 to your landlord? to you?

If **'to your landlord'** you must ask your landlord to complete the declaration on page 23.

If you want us to pay your benefit into **your** Bank or Building Society, please complete the details below.

Please note that there are some accounts that we are unable to make payments into, such as Individual Savings Accounts (ISAs) and Post Office® Card Accounts.

29 Name and full address of Bank or Building Society

30 Names on the account

31 Branch sort code

 - -

32 Account number

33 Roll number
(Building Society accounts)

R

Sharing Information with your Landlord or Agent

If you want to give us permission to share information with your landlord or their agent, please read the following information.

Sometimes sharing information with your landlord or their agent helps us to deal with your claim quickly. This reduces the risk of you falling behind with your rent because of your claim being delayed. We would only share information with your landlord or their agent if you:

- are a local authority council tenant; or
- have agreed that your Housing Benefit can be paid directly to your landlord or their agent.

But in either case, under the Data Protection Act we need your permission to share information.

If you give us permission, we would be able to tell your landlord or their agent:

- whether or not you had 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 further information to make a decision on your claim and, if so, what that information is.

There may be other information about your claim that we need to check with your landlord or their agent, such as the date your tenancy started, before we can make a decision on your claim. We have to ask them even if you have not given us permission to discuss your claim with them. Unless you have given us your permission by signing this form, we will not discuss anything else with your landlord or their agent.

If you do not give us permission to discuss your claim with your landlord or their agent, it will not affect your claim. If you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know. If you want to give us permission to discuss your claim with your landlord or their agent, please sign below.

I give permission to share my information about the progress of my Housing Benefit claim with my landlord or their representative.

Your name

Your address

Signature

Date

Please read this declaration carefully.

- This is my claim for Housing Benefit and Council Tax Benefit.
- I declare that the information I have given is correct.
- I authorise you to make any necessary enquiries to check the information on this form. This includes contacting my bank, building society, employer, pension provider, Her Majesty's Revenue and Customs, D.W.P and other local authorities.
- I authorise you to check the information I have given with other sections within the council and the Rent Officer.
- I understand that if I give information that is false, I may be prosecuted.
- I understand that if I supply or allow to be supplied any documents that I know to be false, I may be prosecuted.
- I live at the address given on the form, and have no income other than that I have declared.
- I am not claiming Housing Benefit or Council Tax Benefit elsewhere.
- I must tell the Benefit Section quickly in writing about any changes.
- The income of anyone in your household goes up or down;
- A child leaves school or Child Benefit stops;
- You or your partner's income goes up or down;
- You or your partner's investments or savings go up or down; or
- You or your partner come off Income Support or Jobseeker's Allowance.

Remember if you change address, you must fill in a new form**I understand that if I knowingly continue to get benefit that I am not entitled to I may be prosecuted.**

We will pass the information you give on this form to our Anti-Fraud Team as part of our commitment to reduce crime. We use the information to check against other local and national government services, to detect and prevent crime only. This includes the D.W.P, Housing Benefits Matching Service and the Audit Commission's National Anti-Fraud Initiative. We may use this information to tell you about changes to the service.

The information in this form is personal and will be held by the authority. As a result, it is covered by the Data Protection Act 1984, amended by the Data Protection Act 1998.

Data Protection declaration

There are now government rules that affect people who are from a country other than the United Kingdom and are claiming Housing Benefit or Council Tax Benefit. Because of these changes, we have now registered the Housing and Council Tax database for access by the Home Office.

Examples of changes include if:

- Your rent changes;
- Tax Credit changes;
- Pension Credit changes;
- You or your partner start working or change employer;
- You or your partner have a baby;
- You or your partner go into hospital;
- Anyone leaves or joins the household;

The Race Relations Amendment Act (2000) says that we need to make sure that we deal with everyone equally and fairly. It would help us to know your ethnic background, so that we can make sure our services meet your needs. We will only use this information as the law allows.

Please choose one section from 1 to 5, then tick the box that best describes your cultural background.

1 **White**

British

Irish

Any other white background
(Please tell us below)

2 **Mixed**

White and black Caribbean

White and black African

White and Asian

Any other mixed background
(Please tell us below)

3 **Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background
(Please tell us below)

4 **Black or black British**

Caribbean

African

Any other black background
(Please tell us below)

5 **Other ethnic groups**

Chinese

Afghan

Kurdish

Roma

Any other background
(Please tell us below)

U

Signatures

I have read and understand the declaration on page 19.

Your signature

Date

Your partner's signature

Date

The section below must be filled in if someone has filled in the claim form for you. This includes an agent, appointee, relative or friend.

I have filled in this form on behalf of

As they cannot fill in the form because

I am (block capitals)

Relationship to person claiming

I have read each question and recorded the answers given. As far as I know they are true and complete.

Your signature

Date

Remember, unless you are the appointee or have Power of Attorney, the person claiming must also sign the form.

Fraud costs you many thousands of pounds each year. If you believe you know of anyone taking money from us to which they are not entitled, please phone

0800 854 440

This is a free 24-hour fraud hotline. We will treat all calls in the strictest confidence.

Please check that the information you have given is correct.

- 1 Have you answered all the necessary questions?
- 2 Have you included your full name, address and postcode on page 1?
- 3 Have you signed and dated the form on page 21?
- 4 Have you or will you be providing the following items? These must be the originals and not copies.

Proof of income

- The last five weekly, last three fortnightly or last two monthly wage slips for you, your partner or anyone else who lives with you.
- Your latest audited accounts if you are self-employed.
- Benefit, Pension or Child Benefit award letters.
- Pension slips.
- Child support or maintenance letters.

Proof of your savings for people not receiving income-based Jobseeker's Allowance or Income support

- Full statements or updated passbooks for each account showing the last two months' transactions.
- Documents showing who owns any stock, shares, bonds certificates, if we have not seen them before.
- Any other relevant documents.

Proof of money paid out

- Latest tenancy agreement or rent proof form or a letter from your landlord.
- Childminder's letter confirming their Ofsted registration number, how much you pay and the names of your children who attend.
- Letter from a pension company showing your contribution (only if you or your partner work).

Proof of your and your partner's identity

- We must see at least two documents that prove both your and your partner's identity (unless previously provided).
- Driving licence.
- Passport.
- Birth or marriage certificate.
- Medical or National Insurance number card.
- A letter addressed to you from a solicitor, social worker, probation officer, the Inland Revenue or the Home Office.
- A recent gas, electricity or water bill.

Without this information it may not be possible to work out your benefit so you must provide everything as quickly as possible. You should return the form to us even if you do not have all documents.

Once you have filled in this form you must return it straight away to your local council offices. Addresses and telephone numbers are given on page 24.

Landlord's declaration

Your name and address

Tenant's name and address

I agree to accept payments for the above named tenant. I understand by law that:

- I must tell you if I become aware of any changes in my tenant's circumstances;
- Payments may stop if I fail to do this and I may be prosecuted if I accept Housing Benefit which I know I am not entitled to;
- If I am paid too much Housing Benefit for any tenant I must repay it. Deductions for any overpaid benefit may be deducted from the benefit of other tenants and this will not affect their rent.
- I want you to send my tenant's benefit award letter by e-mail Yes No

E-mail address:

--

Telephone number:

--

PLEASE COMPLETE YOUR BANK OR BUILDING SOCIETY DETAILS BELOW.

Please note that there are some accounts that we are unable to make payments into, such as Individual Savings Accounts (ISAs) and Post Office® Card Accounts.

Name and full address of Bank or Building Society

Names on the account

Branch sort code

		-			-		
--	--	---	--	--	---	--	--

Account number

--	--	--	--	--	--	--	--

Roll number

(Building Society accounts)

--	--	--	--	--	--	--	--	--	--	--	--

Signature

--

Date

	/		/	
--	---	--	---	--

Please return this Landlord's Declaration to your local authority:

**Ashford
Borough Council**
Civic Centre
Tannery Lane
Ashford
Kent
TN23 1PL
(01233) 331 111

**Canterbury
City Council**
Military Road
Canterbury
Kent
CT1 1YW
(01227) 862 000

**Dartford
Borough Council**
Civic Centre
Home Gardens
Dartford
Kent
DA1 1DR
(01322) 343 434

Dover District Council
White Cliffs Business Park
Whitfield
Dover
Kent
CT16 3PJ
(01304) 821 199

**Gravesham
Borough Council**
Civic Centre
Windmill Street
Gravesend
Kent
DA12 1AU
(01474) 337 000

**Kent Benefits
Partnership**
Springfield
Maidstone
ME14 2LH
0845 345 0310

**Maidstone
Borough Council**
13 Tonbridge Road
Maidstone
Kent
ME16 8HG
(01622) 602 000

Medway Council
Civic Centre
Strood
Rochester
Kent
ME2 4AU
(01634) 306 000

**Sevenoaks
District Council**
Council Offices
Argyle Road
Sevenoaks
Kent
TN13 1NH
(01732) 227 000

**Shepway
District Council**
Civic Centre
Castle Hill Avenue
Folkestone
Kent
CT20 2QY
(01303) 850 388

**Swale
Borough Council**
Swale House
East Street
Sittingbourne
Kent
ME10 3HT
(01795) 424 341

**Thanet
District Council**
PO Box 9
Cecil Street
Margate
Kent
CT9 1XZ
(01843) 577 000

**Tonbridge and Malling
Borough Council**
Gibson Building
Gibson Drive
Kings Hill
West Malling
Kent
ME19 4LZ
(01732) 844 522

**Tunbridge Wells
Borough Council**
Town Hall
Tunbridge Wells
Kent
TN1 1RS
(01892) 526 121