

## A claim form for:

- Housing Benefit

## An application for:

- Council Tax Reduction Scheme
- Second Adult Rebate



Renfrewshire  
Council

Name:	Address you are claiming or applying for:
Address and postcode:	

**If you are in receipt of Universal Credit (UC) you should contact the DWP for Housing Costs, unless you are claiming for a supported or temporary accommodation tenancy.**

Details of who can and cannot claim UC can be found on [www.gov.uk/universal-credit](http://www.gov.uk/universal-credit) or [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk). Please consider getting advice before claiming UC as the amount of money you receive could be less than you currently receive.

**Please read the guidance notes on pages 2 to 4 before you fill in this form.**

We can only grant Housing Benefit or Council Tax Reduction (or both) once we have received all the information we need to make a decision. If you don't have all the documents we ask for, you can send the missing proof later, as long as you do so within one month of returning this form. When we have all the information we need, we normally grant Housing Benefit or Council Tax Reduction (or both) from the Monday after the date we receive your application form.

We may use the information you provide to assess whether you are entitled to other benefits.

**If you are just claiming Second Adult Rebate, only fill in part 1, part 3, part 17 and part 18 of this form.**

### About your home

(Tick every box which applies to you.)

Do you:

own your home?  live in a hostel?

rent your home from us?

Other   
(Please give details.)

rent your home from a private landlord?

rent from a housing association?

jointly own or rent your home with anyone apart from your partner?   
(Please name them.)

Please give the name of the joint owner or tenant.

When did you move into this address?

If you have not moved in yet, tell us when you expect to move.

### For office use only

Claim number:	Date issued: / /
Council Tax number:	Date received: / /

## Notes for filling in this form

### About Housing Benefit and Council Tax Reduction Scheme

Housing 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 Reduction can reduce all or part of your Council Tax. It cannot help with charges for water and sewerage set by Scottish Water.

### Second Adult Rebate

Second Adult Rebate is awarded under the Council Tax Reduction Scheme for people who may not have a partner but who share their home with someone who:

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

If you are applying for Second Adult Rebate, only fill in part 1, part 3, part 17 and part 18 of this form.

### We need proof

We need to see proof of some of the things you write about on this form.

There is a checklist in part 22 of the form to help you. If you are not sure if we need to see proof of something, get in touch with us. We will tell you what we need to see. We cannot pay you Housing Benefit or grant you Council Tax Reduction until we have seen the proof we have asked for.

### Filling in the form

If you have a sight difficulty and want this information in another format, please contact your local office. Use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer No or Yes questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, tick the appropriate box. Do not put a cross in any boxes.

If someone else fills in the form for you there is a special space for them to sign (see part 17). If English is not your first language and you need help filling in the form, we may be able to help you. Please contact your local office or call us on 0300 300 0204 (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm).

### If you need help to fill in the form

If you need any help, contact your local office.

The addresses and phone numbers are listed on page 4. Or you can get in touch with an organisation like Citizens Advice. You can find their phone number and address in the business numbers section of your local phone book.

### What to do next

When you have filled in the form, sign it and send it to us (by us we mean Benefits Service) with the proof we need to see. Or you can take the form and proof to your local office. Do not send valuable items such as benefit books, bank books or passports in the post. Bring them to your local office and we will get the information we need and give them back to you. If you cannot get the proof we need straight away, do not worry. Send the form to us (without the proof) and let us know that you will be sending some proof later. If you do not send the form to us straight away, you may lose Housing Benefit or Council Tax Reduction.

### When we usually pay benefit from

Once we have received all the information we need, Housing Benefit or Council Tax Reduction (or both) usually starts from the Monday after we receive this form.

## Notes for filling in this form (continued)

### How to contact us

Please see the list on page 4 of this form.

### Changes you must tell us about

The rules for Housing Benefit and Council Tax Reduction are different from the rules for other benefits and credits. You must tell us (Benefits Service) if:

- your income or the income of anyone living with you, including benefits, changes;
- any of your children leave school or leave home;
- your investments or savings change by more than £200;
- anything you have told us about changes;
- you, or anyone living with you, become a student, go on a youth training scheme, go into hospital or a nursing home, go into prison, or get, change or leave a job;
- anyone moves into or out of your home (including lodgers and subtenants);
- your rent changes;
- you move;
- you receive any decision from the Home Office; or
- you, your partner or anyone else in your household are going to be away from home for more than 4 weeks.

You can tell us about these changes in writing or by phone. If you report your change by phone you will still be asked to confirm this change in writing.

If you don't tell us about these changes, you may lose some of the Housing Benefit or Council Tax Reduction you are entitled to, or you may get too much.

Don't rely on someone else to pass the message on. It is an offence not to tell us about any change of circumstances that affects your Housing Benefit or Council Tax Reduction. We may take court action against you and, if we pay or grant too much, you will have to pay it back.

If you are not sure about what to tell us, please contact your local office listed on page 4 for advice.

### How we collect and use information

We will use information you have given in this form and any supporting evidence you send us to process your claim for Housing Benefit or your application for Council Tax Reduction (or both).

We may pass the information to other agencies or organisations such as the Department for Work and Pensions, HM Revenue & Customs, the Scottish Government and housing associations.

We may check the information you have provided, or information someone else has provided about you, against other information we already have. We may also share the information with other council departments and other agencies, including the Department for Work and Pensions, and housing associations, to:

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

We may also ask other agencies, organisations, local authorities or government departments to give us information for these purposes and we may ask your employer for details of your employment which could be relevant to your application or claim.

We will not give information about you to anyone else, or use information about you for other purposes.

## Notes for filling in this claim form (continued)

### Your vote

If you want to be able to vote in local or general elections, you will need to make sure you are registered. Thanks to the new rolling-registration system, you can now register at any time. You can also take your vote with you to your new address. Don't wait until an election is called - make sure you **register to vote now**.

Voting contact details:

Electoral Registration Officer  
Robertson Centre  
Glasgow Road  
Paisley  
PA1 3QF

Phone: 0300 300 0150  
(Monday to Thursday 8.45am to 4.45pm,  
Friday 8.45am to 3.55pm)

### Where to go for help and advice

Council staff at the offices listed below can give you help and information about filling in this form and the Housing Benefit and Council Tax Reduction Scheme in general.

#### Visit us at:

Renfrewshire House  
Cotton Street  
Paisley  
PA1 1AD

Monday to Thursday, 8.45am to 4.45pm  
Friday, 8.45am to 3.55pm

Johnstone Town Hall  
Church Street  
Johnstone  
PA5 8FA

Monday to Thursday, 8.45am to 4.45pm  
Friday, 8.45am to 3.55pm

Renfrew Neighbourhood Office  
Renfield Street  
Renfrew  
PA4 8RN

Monday to Thursday, 8.45am to 4.45pm  
Friday, 8.45am to 3.55pm

#### Write to us at:

Renfrewshire Council  
Benefits Service  
Renfrewshire House  
Cotton Street  
Paisley  
PA1 1AD

#### Phone us on:

0300 300 0204 for all enquiries (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm).

#### Email us at:

[benefits.finit@renfrewshire.gov.uk](mailto:benefits.finit@renfrewshire.gov.uk)

Advice Works can offer a full benefit check to make sure you are claiming all the income you are entitled to. To find out more, contact our helpline or come to one of our drop-in sessions. For more details, phone us on **0300 300 1238** (Monday to Friday 10am to 4pm).

## Part 1 About you and your partner

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

	You	Your partner
Surname	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>
Any other names you have used	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/"/> / <input type="text" value="/"/>	<input type="text" value="/"/> / <input type="text" value="/"/>
National Insurance (NI) number	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> Letter <input type="text"/>	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> Letter <input type="text"/>
You can find this on payslips or letters from the DWP or HMRC. We cannot process this form if we do not have your National Insurance number.	If you do not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>	If you do not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>
Your daytime phone number	<input type="text"/>	<input type="text"/>
Your email address	<input type="text"/>	<input type="text"/>

We need to see proof of your identity and National Insurance number. See the checklist in part 22.

If you have moved home in the last 12 months, tell us your last address.	<input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> Postcode <input type="text"/>
Did you get Housing Benefit, Council Tax Reduction or housing costs within Universal Credit there?	No <input type="checkbox"/> When did you claim or apply? Yes <input type="checkbox"/> <input type="text" value="/"/> / <input type="text" value="/"/>	No <input type="checkbox"/> When did you claim or apply? Yes <input type="checkbox"/> <input type="text" value="/"/> / <input type="text" value="/"/>
Were you the homeowner, a council tenant or a boarder at this address?	<input type="text"/>	<input type="text"/>

If you were the homeowner at this address, please provide evidence of the money made from selling this property (for example, a solicitor's letter).

If you rented your home at this address, what was the name and address of your last landlord?	<input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> Postcode <input type="text"/>
Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years?	No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this.
What is your nationality?	<input type="text"/>	<input type="text"/>
If you are not British, on what date did you last enter and apply to stay in the UK?	<input type="text" value="/"/> / <input type="text" value="/"/>	<input type="text" value="/"/> / <input type="text" value="/"/>
The UK is England, Northern Ireland, Scotland and Wales.		

## Part 1 About you and your partner (continued)

	You	Your partner
<b>Are you or your partner in hospital at the moment?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.
When did you or your partner go into hospital?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the name of the hospital?	<input type="text"/>	<input type="text"/>
<b>Does anyone get Carer's Allowance for looking after you or your partner?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this.
<b>Have you or your partner been told that you are entitled to Carer's Allowance, even if you do not receive it because you are getting another benefit instead?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.
<b>Are you or your partner a student?</b> By student we mean anyone who is on a course of study at an educational establishment.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us if this is full-time or part-time. Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us if this is full-time or part-time. Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
<b>What are the term dates of your course?</b>	From <input type="text"/> / <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> / <input type="text"/>	From <input type="text"/> / <input type="text"/> / <input type="text"/> To <input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Is this your final year?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Do you or your partner get a bursary?</b> If Yes, tell us how much. We need to see your award letter.	No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/> a year	No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/> a year
<b>Do you or your partner get a grant?</b> If Yes, tell us how much. We need to see your award letter.	No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/> a year	No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/> a year
<b>Do you or your partner get a student loan?</b> If Yes, tell us how much. We need to see your award letter.	No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/> a year	No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/> a year
<b>Please tick if you or your partner are any of the following.</b> You can tick more than one box.	<input type="checkbox"/> An apprentice <input type="checkbox"/> In legal custody <input type="checkbox"/> A carer <input type="checkbox"/> A carer leaver <input type="checkbox"/> Registered blind <input type="checkbox"/> Severely mentally ill <input type="checkbox"/> Long term sick or disabled	<input type="checkbox"/> An apprentice <input type="checkbox"/> In legal custody <input type="checkbox"/> A carer <input type="checkbox"/> A carer leaver <input type="checkbox"/> Registered blind <input type="checkbox"/> Severely mentally ill <input type="checkbox"/> Long term sick or disabled
<b>Are you or your partner unable to share a room because of a disability?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

We will contact you if we need any more information.

## Part 2 About children

### We need to know about any children in your household who:

- are under 16 and who you receive Child Benefit for; or
- are 16, 17 or 18 and in education doing a course not higher than GCE A level, BTEC/SVEC Ordinary National Diploma (ND) or Ordinary National Certificate (NC).

Are there any children in your household as described above?

No

Go to **Part 3**.

Yes

If there are more than three children, fill in part 18 to tell us all the information we ask for on this page.

**If anything changes you should tell the Benefits Service right away to ensure your Housing Benefit and Council Tax Reduction are correct.**

	First child	Second child	Third child
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<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"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address, if different from yours	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them? We need to see proof of this.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Does the child have any savings?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much are their savings?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much are their savings?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much are their savings?
	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	We need to see proof of this.	We need to see proof of this.	We need to see proof of this.
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.
Does the child get Disability Living Allowance or Personal Independence Payment?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much each week?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much each week?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much each week?
Care	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Mobility	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Does the child have serious disabilities that make it inappropriate for them to share a bedroom?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

## Part 3 About other people who live with you

Do any adults usually live with you and your partner? By adults we mean people over 16 that nobody gets Child Benefit for.

No  Go to **part 4**.

Yes  Give details below.

**Now tell us about all the people who usually live with you and your partner.**  
If you want to tell us about more than three people, fill in part 18.

**If anything changes you should tell the Benefits Service right away to ensure your Housing Benefit and Council Tax Reduction are correct.**

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Insurance (NI) number	Letters Numbers Letter <input type="text"/>	Letters Numbers Letter <input type="text"/>	Letters Numbers Letter <input type="text"/>
Their relationship to you or your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Some examples are aunt, brother, father, grandson, grandmother, stepdaughter, joint tenant, subtenant, lodger, boarder or friend.			
Are any of the people who normally live with you married to each other or living together as if they were married?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their names below.		
	<input type="text"/>	is the partner of	<input type="text"/>
	<input type="text"/>	is the partner of	<input type="text"/>
Do they get Income Support or income-based Jobseeker's Allowance, Pension Credit, income-related Employment and Support Allowance or Universal Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do they get Disability Living Allowance, Personal Independence Payment or Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week
Are they registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they a full-time student, a student nurse, a care worker, an apprentice, a care leaver or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>
Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> £ <input type="text"/> a week

## Part 3 About other people who live with you (continued)

	First person	Second person	Third person
Do they have a severe learning disability, severe mental illness or severe form of dementia?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>
Are they in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below. <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below. <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below. <input type="text"/> / <input type="text"/> / <input type="text"/>
When did they go in?	<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"/>
What is the name of the hospital?	<input type="text"/>	<input type="text"/>	<input type="text"/>
When will they come out (if you know this)?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> a week
Number of hours worked?	<input type="text"/> a week	<input type="text"/> a week	<input type="text"/> a week
Do they have any other income at all? Make sure you tell us about all other income they have.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.

	First person	Second person	Third person
This includes any benefits or allowances you have not told us about on this form, and interest from savings and investments.			
1 Name of first other income	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
2 Name of second other income	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
3 Name of third other income	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week

## Part 4 About being self-employed

Are you or your partner self-employed?

No  Go to **part 5**.

Yes  Answer the questions on this page.  
You must send us your trading accounts for the last financial year. If you have only recently set up the business and do not have a full year's accounts, we will need to see some other evidence of your income. We will write to you about this.

**We must see evidence of everything you have listed in this part before we can decide how much Housing Benefit or Council Tax Reduction (or both) you can get. Read the checklist in part 22 to see what you can use as evidence.**

	You	Your partner
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 address?	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
Do you have any business partners?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us their names and addresses.	Yes <input type="checkbox"/> Tell us their names and addresses.
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Do you get a Business Start-up Allowance or Work Programme payment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much and how often?	Yes <input type="checkbox"/> How much and how often?
	£ every	£ every
Do you pay into a private pension scheme?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much and how often?	Yes <input type="checkbox"/> How much and how often?
	£ every	£ every

## Part 5 About working for an employer

Do you or your partner work for an employer?

No  Go to **part 6**.

Yes  Answer the questions on this page.  
If you work for more than one employer, tell us about them by filling in part 18.

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

**We must see evidence of everything you have listed in this part before we can decide how much Housing Benefit or Council Tax Reduction (or both) you can get. Read the checklist in part 22 to see what you can use as evidence.**

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
What is your employer's name, address and phone number?	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
	Phone	Phone
When did you start this job?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is your payroll, employee or staff number?	<input type="text"/>	<input type="text"/>
Are you employed for a limited period?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When will you finish?	Yes <input type="checkbox"/> When will you finish?
	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
How often do you get paid?	Every <input type="text"/>	Every <input type="text"/>
How much do you get paid before tax and National Insurance are taken off?	£ <input type="text"/>	£ <input type="text"/>
How are you paid, e.g. cash, cheque, or into a bank or building society account?	<input type="text"/>	<input type="text"/>
When was your last pay rise?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
When will your next pay rise be?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Give details of any regular overtime, bonuses or commission.	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment?	No <input type="checkbox"/> please continue over page	No <input type="checkbox"/> please continue over page
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	Which one? <input type="text"/>	Which one? <input type="text"/>
When did this start?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>

## Part 5 About working for an employer (continued)

	You	Your partner
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often?
	£ every	£ every
When did this start?	/ /	/ /
Do you pay into a private or company pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often?
	£ every	£ every

## Part 6 About any other work

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

No  Go to **part 7**.

Yes  Answer the questions on this page.

**We must see evidence of everything you have listed in this part before we can decide how much Housing Benefit or Council Tax Reduction (or both) you can get. Read the checklist in part 22 to see what you can use as evidence.**

	You	Your partner
What other work do you do?		
What is the name and address of the person you do this work for?		
	Postcode	Postcode
When did you start this work?	/ /	/ /
How many hours a week do you usually work?		
Do you get paid? If you only get expenses or tips, still tick Yes and give details.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
How much do you get before any deductions?	£	£
How often are you paid?	every	every

## Part 7 About DWP benefits

Are you or your partner getting or waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Pension Credit, income-related Employment and Support Allowance or Universal Credit?

No  Go to **part 8**.

Yes  Answer both the questions on this page.

	You	Your partner
Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance, Pension Credit, income-related Employment and Support Allowance or Universal Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please name the benefit or pension. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please name the benefit or pension. <input type="text"/>
When did you start getting it?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Pension Credit, income-related Employment and Support Allowance or Universal Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please name the benefit or pension. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please name the benefit or pension. <input type="text"/>
When did you claim?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

You	
If you have been awarded Universal Credit please give details of your award (as shown in your award letter).	
Housing element	£ <input type="text"/>
Child care element	£ <input type="text"/>
Total maximum amount	£ <input type="text"/>
Total reduction for loans, advances, sanctions, penalties, deductions, overpayments or third party payments	£ <input type="text"/>
Your Universal Credit monthly payment	£ <input type="text"/>

If anything changes you should tell the Benefits Service right away to ensure your Housing Benefit and Council Tax Reduction are correct.

## Part 8 About benefits and pensions

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed?

No

Yes

Go to **part 9**.

Tell us about the benefits on this page.  
Tell us the full rate of the benefits before any deductions.

**If anything changes you should tell the Benefits Service right away to ensure your Housing Benefit and Council Tax Reduction are correct.**

Read the list of benefits below and tell us about any that you or your partner are getting now or have claimed, or if you are waiting to hear whether you are going to receive the benefit.

	You			Your partner		
	How much? £	How often?	Waiting to hear <input type="checkbox"/>	How much? £	How often?	Waiting to hear <input type="checkbox"/>
Attendance Allowance	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Armed Forces Independence Payment	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Bereavement Support Payment	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Carer's Allowance	£		<input type="checkbox"/>	£		<input type="checkbox"/>
For whom?	<input type="text"/>			<input type="text"/>		
Child Benefit	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Child Tax Credit	£		<input type="checkbox"/>	£		<input type="checkbox"/>
(If this includes more than 2 children you will need to provide the full award letter)						
Disability Living Allowance – care component	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Disability Living Allowance – mobility component	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Employment and Support Allowance – contribution based	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Fostering Allowance	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Guardian's Allowance	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Incapacity Benefit – long term	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Industrial Death Benefit	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Industrial Injuries Disablement Benefit	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Jobseeker's Allowance – contribution based	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Maternity Allowance	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Pension Credit – guarantee part	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Pension Credit – savings part	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Personal Independence Payment – Daily Living	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Personal Independence Payment – Mobility	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Severe Disablement Allowance	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Skillseeker's Allowance – modern apprentice	£		<input type="checkbox"/>	£		<input type="checkbox"/>
State Retirement Pension	£		<input type="checkbox"/>	£		<input type="checkbox"/>
War Disablement Pension	£		<input type="checkbox"/>	£		<input type="checkbox"/>
War Widow's Pension – awarded before 1973	£		<input type="checkbox"/>	£		<input type="checkbox"/>
War Widow's Pension – awarded after 1973	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Widow's or Widower's Pension	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Widowed Parent's Allowance	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Working Tax Credit	£		<input type="checkbox"/>	£		<input type="checkbox"/>
Any other benefit	£		<input type="checkbox"/>	£		<input type="checkbox"/>
The name of the benefit or pension	<input type="text"/>			<input type="text"/>		

## Part 9 About money coming in

### Part 9A

Do you or your partner have any works pensions, superannuations, service pensions, annuities or home income plans? This includes any pensions received from an employer of a partner. If you have more than two pensions fill in part 18.

No  Go to **part 9B** below.  
 Yes  Answer the questions on this page.

We must see evidence of everything you have listed in this part before we can decide how much Housing Benefit or Council Tax Reduction (or both) you can get. Read the checklist in part 22 to see what you can use as evidence.

#### Pension 1

What is the name of the company paying the pension?

You

Your partner

When did this pension start?

 /  / 
 /  / 

How much do you get?

 £  Every 
 £  Every 

#### Pension 2

What is the name of the company paying the pension?



When did this pension start?

 /  / 
 /  / 

How much do you get?

 £  Every 
 £  Every 

### Part 9B

Do you or your partner have any pensions you are yet to receive?

No  Yes

If yes, please provide details below

No  Yes

If yes, please provide details below

Pension provider



Current value of pension pot

 £

 £

Do you plan to withdraw income or capital from the fund?

No  Yes

If yes, please provide details below

No  Yes

If yes, please provide details below

Income amount

 £  Every 
 £  Every 

Capital amount

 £  Every 
 £  Every 

### Part 9C

Do you or your partner, or any children you are claiming or applying for, have any money coming in that you have not already told us about? For example, payments from boarders or lodgers. If yes, please give details below. If no, go to Part 10.

## Part 9C About money coming in (continued)

### Other money

What is the money for?

Who gets it?

How much do they get?  £  How often?  Every

When did this income start?  /  /  When is the income likely to go up?  /  /

## Part 10A About accounts, savings and investments

This includes cash, current accounts and savings accounts with a bank or building society, post office accounts, Premium Bonds, National Savings Certificates, stocks and shares, PEPs, ISAs, income bonds and compensation.

Do you or your partner have any bank accounts, savings or investments? No  Go to **part 10B**.  
Yes  If **Yes**, please answer the questions on this page

Does the total value of bank account savings and investments exceed £5,500? No  Go to **part 10B**.  
Yes

**We must see evidence of everything you have listed in this part before we can decide how much Housing Benefit or Council Tax Reduction (or both) you can get. Read the checklist in part 22 to see what you can use as evidence.**

Do you have any of the following?

Bank/ building society accounts No  Yes  If **Yes**, answer the questions below.

Money in a bank/building society account	Name of the bank/ building society	Whose name is the account in?
<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"/>

Post office accounts No  Yes  If **Yes**, answer the questions below.

Money in a post office account	Type of post office account	Whose name is the account in?
<input type="text"/> £	<input type="text"/>	<input type="text"/>
<input type="text"/> £	<input type="text"/>	<input type="text"/>

Tell us about any Premium Bonds, National Savings Certificates, stocks, shares, unit trusts, PEPs, ISAs, income bonds and compensation you have.

## Part 10B About property

Do you or your partner own or partly own any property, land or timeshare, other than the home you live in either in the UK or abroad?

No

Yes

Tick **Yes** even if you have a mortgage or loan for the property, land or timeshare. Please write the address in the box below. We will also write to you about this property.

Postcode

How much is it worth?

£

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

£

Have you or your partner received a Far Eastern Prisoner of War payment or compensation as a victim of Second World War atrocities?

No

Yes

If Yes, please give details in the box below.

What payment did you receive? Who received the payment? How much was this payment?

We need to know about this to make sure we do not count it as part of your savings.

## Part 11 About money you pay out

Do you or your partner pay out money from your own income for childminding costs for a child to go to a registered childminder, a nursery or an afterschool club?

Yes

Answer the questions below.

No

Go to **part 11** over the page.

**First child**

**Second child**

**Third child**

Tell us the name and registration number of the minder, nursery or club.

How much do you pay each week?

£

We need to see evidence.

Tell us the name and registration number of the minder, nursery or club.

How much do you pay each week?

£

We need to see evidence.

Tell us the name and registration number of the minder, nursery or club.

How much do you pay each week?

£

We need to see evidence.

## Part 11 About money you pay out (continued)

Do you or your partner pay towards the upkeep of a student?

**You**

No

Yes  How much do you pay?

£

How often?

Every

We need to see evidence.

**Your partner**

No

Yes  How much do you pay?

£

How often?

Every

We need to see evidence.

## Part 12 About rent

Do you pay rent for your home? Tick Yes if you would pay rent but you already get Housing Benefit.

No  Go to **part 15**.

Yes  Answer the next question.

When did you start renting your home?

/ /

When did you move into this address?

/ /

If you have not moved in yet, tell us when you expect to move in.

/ /

Tell us why you have not yet moved in.

Do you rent your home from us?

No  Answer the next question.

Yes  Go to **part 15**.

**We must see evidence of everything you have listed in this part before we can decide how much Housing Benefit or Council Tax Reduction (or both) you can get. Read the checklist in part 22 to see what you can use as evidence.**

What is your landlord's full name and business address? By landlord we mean the person or organisation who owns the property you live in.

Postcode

If your landlord has an agent, tell us their full name and address. By agent we mean the person or organisation you actually pay rent to.

Postcode

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

No

Yes  What is your relationship?

--

Related includes; Parents, Son, Daughter, Brother, Sister, Aunt, Uncle, Neice, Nephew, Grandparents, Grandchild, Step parents, stepson, stepdaughter, any In Laws, Ex-husband or ex-wife, or if any of these are a couple the other member of that couple.

## Part 12 About rent (continued)

Is your landlord a former partner?

No

Yes  (If you answer Yes, we may need to write to you for more information.)

What sort of tenancy do you have? For example, shorthold, assured tied rent or something like this.

Please tell us the period the tenancy is for.

From  /  /  to  /  /

How much rent do you pay and how often?

£  every

For example, every week, two weeks, four weeks or month.

Does anyone else share the rent with you and your partner (a joint tenant)?

No

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

How much of the rent does the joint tenant pay?

£  every

For example, every week, two weeks, four weeks or month.

Has your rent changed in the last 12 months?

No

Yes  Send us evidence.

When is the next rent increase due?

/  /

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

No

Yes  Please send us the notice of registration form **RO5**.

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

No

Yes  How many in a year?

Are you behind with your rent?

No

Yes  By how many weeks?

Does your rent include money for the following?

Meals

No

Yes  How much? £  every

Which meals are included? Please tick. Breakfast  Lunch  Evening meal

Water authority charges

No

Yes  How much? £  every

Heating

No

Yes  How much? £  every

## Part 12 About rent (continued)

Lighting	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Hot water	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Fuel for cooking	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Laundry	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Cleaning rooms or windows	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Gardening	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Garage or parking space	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Do you have to rent the garage as part of your tenancy agreement?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Personal care and support	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
Do you pay any service charges separate from your rent? For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.	No	<input type="checkbox"/>		
	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/> every <input type="text"/>
			What for?	<input type="text"/>

## Part 13 About where you live

What sort of building do you live in? Tick one box only.

Detached house	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Board and lodgings	<input type="checkbox"/>
Semi-detached house	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Terraced house	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	Residential nursing home	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Bedsit or rooms	<input type="checkbox"/>	Residential care home	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Caravan, mobile home or houseboat	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
Other	<input type="checkbox"/>				

## Part 13 About where you live (continued)

How many rooms are there in the building?	In the whole building	Just for you and your household	That you share with other people
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Who has to pay the Council Tax bill for your home?  
Tick the box that applies.

You or your partner  Your landlord  Someone else

Tell us who receives the Council Tax bill.

Do you use your home for a business?

No  Yes

Who is responsible for decorating your home?

You  Your landlord  Don't know

Please tick to show if the property is let as:

furnished  partly furnished  barely furnished  unfurnished

Does your home have central heating?

No  Yes  If Yes, Gas  Electricity

Does your home have a garden?

No  Yes

Do you have a garage or parking space?

No  Yes

Do you or your partner have a carer who lives somewhere else, but provides care overnight in your home?

No  Yes  (We may ask you for more information about this.)

## Part 14 How we will pay you

### Council Tax Reduction

We will grant any Council Tax Reduction you are entitled to straight into your Council Tax account.

### Payment of Housing Benefit

- If you rent your home from us or you live in a hostel - We will pay any Housing Benefit you are awarded straight into your rent account.
- If you rent your home from a housing association - In most cases you can choose where to have your Housing Benefit paid. We can arrange to pay your money:
  - » straight into a bank account; or
  - » direct to your landlord by BACS credit.
- If you rent your home from a private landlord – **We must pay your Housing Benefit straight into your bank account.** If you do not have a bank account or you cannot use an existing bank account, please call **0300 300 0204** (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm) to discuss a different payment method. If you have difficulty managing your finances, for example you have a learning disability, an illness which means you are unable to manage your affairs on a day-to-day basis or severe debt problems, please contact one of our advisors urgently on **0300 300 0204** (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm) and we may be able to consider paying your Housing Benefit to your landlord.

### Payment straight into an account (BACS credit)

Please fill in the BACS credit form below.

We recommend that you get your money paid in this way because it is the quickest and most convenient way for you to receive your Housing Benefit.

If you do not have a current account and would like information about the basic accounts that are available, please contact one of our advisors on **0300 300 0204** (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm).

You must tick one of these boxes.

I would like my Housing Benefit to be paid straight into a bank account. This account is:

in my name

in my partner's name

in both my name and my partner's name

in both my name and the person acting on my behalf's name

Now please fill in details of this account below.

You must answer all the questions on this page. You can find the account details on the chequebook, passbook or statements. If you are not sure about the details, ask the bank or the account provider.

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

Name or names

Account number

Sort code

 –  – 

Name of bank or account provider

Address of bank or account provider

Signature of  
account holder

Date

/ /

## Part 15 Anything else you need to tell us

Do you or your partner or anyone else that lives with you have a carer who lives somewhere else, but provides care overnight in your home? No  Yes  (We may ask you for more information about this.)

If Yes, what is their name and address?

What type of care do they provide during the night?

How regularly is the care provided?

Please provide a letter to confirm this (for example, a letter from a health professional, a social worker or from the person providing your care).

Please use this space to tell us anything else you think we should know about.

**If anything changes you should tell the Benefits Service right away to ensure your Housing Benefit and Council Tax Reduction are correct.**

## Part 16 Backdating

Once we have made a decision on your claim or application, Housing Benefit or Council Tax Reduction (or both) usually starts from the Monday after the day we receive this form. Sometimes we can award Housing Benefit or grant Council Tax Reduction (or both) from an earlier date if you have good reason for not claiming or applying earlier. If you want us to consider awarding Housing Benefit or granting Council Tax Reduction from an earlier date, tell us when you want us to award or grant it from and why you did not claim or apply earlier. We will not backdate your Housing Benefit or Council Tax Reduction unless you have a good reason for not claiming or applying earlier, and that good reason exists for all of the period. You may be asked to provide evidence of the reason, for example, letters from your doctor or social worker.

### Backdating rules for Housing Benefit

Housing Benefit can only be backdated up to one month from the date of your request (for working age customers), or three months from the date of your request (for pension age customers).

### Backdating rules for Council Tax Reduction

Council Tax Reduction can only be backdated up to six months from the date of your request (for working age customers), or three months from the date of your request (for pension age customers).

Date you want to claim Housing Benefit  
or apply for Council Tax Reduction from

For this earlier period, were your circumstances the  
same as you have told us about on this form?

No

Yes

Tell us why you have not claimed or applied before. Your reasons must clearly state why you were unable to make a claim or application between the date you have asked it to be backdated to and the date of this claim/application. It is important that you provide as much information as possible in order that we can determine if you have shown continuous good cause between these dates.

## Part 17 Declaration

Even if someone else has filled in this form for you, both you, and your partner (if you have one) must sign this declaration if you can. Please read this declaration carefully before you sign and date it.

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

### Declaration

- I **declare** that the information I have given on this form is correct and complete.
- I **understand** that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I **agree** that you will use the information I have provided to process my claim for Housing Benefit or application for Council Tax Reduction, or both. You may check some of the information with other sources as allowed by 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 council departments and other organisations, such as the Scottish Government, government departments, the Department for Work and Pensions and HM Revenue & Customs to make sure the information is accurate, to prevent or detect fraud or crime, and to protect public funds. I also understand that you may use the information to help assess whether I am entitled to other benefits or grants paid by other council departments or organisations, and that you may ask other agencies, organisations, local authorities, the Scottish Government or government departments to give you information they have about me for those purposes.
- I **agree** that you may contact my employer for details of my employment which could be relevant to my claim or application and I agree to my employer giving you this information.
- I **know** that I must let you know in writing about any change in my circumstances which might affect my claim or application, such as changes to who shares my home with me and changes to my income and or the income of people who live with me.
- I **agree** to act as the applicant for the purposes of the Housing Benefit Regulations 2006 Regulation 82(1), Council Tax Benefit Regulations Regulation 68(1), Housing Benefit (State Pension Credit) Regulations 2006 Regulation 63(1), Council Tax Benefit (State Pension Credit) Regulations 2006 Regulation 52(1), Council Tax Reduction (Scotland) Regulations 2012 Regulation 82 and Council Tax Reduction (State Pension Credit) (Scotland) Regulations 2012 Regulation 61 unless the circumstances of my household mean it would be better for my partner to act as the claimant or applicant. If this is the case, I agree that you will decide which one of us will be the claimant or applicant and which will be the partner. If you decide my partner should be the claimant or applicant, they agree to accept the legal rights and responsibilities of the claimant or applicant.

Your signature

Date

Your partner's signature

Date

### If someone else has filled in this form for you

If this form has been filled in by someone other than the person claiming or applying, please tell us why you are filling in this form for them. If you have power of attorney or you are an agent of the person claiming or applying, you must provide evidence of this.

I **declare** that, as far as possible, I have confirmed with the person claiming or applying that the answers I have written on this form are correct.

Name of the person who filled in the form

Relationship to the person claiming or applying

Signature

Date

## Part 18 Extra information

Please fill in the appropriate boxes below if you have extra information to tell us about.

### Part 2 About children.

Please answer all the questions we ask on page 7.

### Part 3 About other people who live with you.

Please answer all the questions we ask on pages 8 and 9.

### Part 5 About working for an employer.

Please answer all the questions we ask on pages 11 and 12.

### Part 9 About money coming in.

Please answer all the questions we ask on page 15.

## Part 19 Sharing information

Would you like the Council to access Department for Work and Pensions information we hold, as necessary, in order to check entitlement to other benefits or grants, such as free school meals or Clothing Grants, in order to award benefits to which you may be entitled to?

Yes

No

## Part 20 Sharing information with your landlord

Sharing information with your landlord or housing association could help us deal with your Housing Benefit claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

Under the Data Protection law, we would need your permission to discuss the following with your landlord:

- That you have claimed or renewed your claim for Housing Benefit
- That we have made a decision on your claim
- How much Housing Benefit you are entitled to and payment dates
- That we need more information to make a decision on your claim

We will not give your landlord any information about:

- your and your family's personal circumstances;  
or
- your finances.

**You can withdraw permission for us to share information with your landlord or housing association at any time.**

I give you (Renfrewshire Council) my permission to share information with my landlord.

My landlord's name is \_\_\_\_\_

My signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Part 21 Paying Housing Benefit to your landlord

If you want us to pay your Housing Benefit straight to your landlord, you must sign this authorisation.

We must pay your Housing Benefit to you straight into a bank account. However, if you have difficulty managing your finances, for example you have a learning disability, an illness which means you are unable to manage your affairs on a day-to-day basis or severe debt problems, please contact one of our advisors urgently on **0300 300 0204** (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm) and we may be able to consider paying your Housing Benefit to your landlord.

If we pay your Housing Benefit straight to your landlord we must also tell them some information about your Housing Benefit: when your Housing Benefit starts, how much you have been awarded, how much will be paid, when it will be paid and if your award stops or is ended.

### Your declaration

Please pay my Housing Benefit straight to my landlord.

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

Your signature

Full name  
(in CAPITAL LETTERS)

Date

Address

### Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances;
- you can stop paying benefit to me if I do not tell you about any change of circumstances;
- you can take court action against me if I accept Housing Benefit which I know I am not entitled to; and
- if you pay me too much Housing Benefit for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Landlord's signature

Date

I also agree that I must be certain that the tenant continues to live in my property for the period I receive Housing Benefit payments. If the tenant has left the property, I will return the money that I am not entitled to.

To avoid delaying your claim you should return this declaration to Benefits Service.

Renfrewshire House, Cotton Street, Paisley PA1 1AD  
as soon as you and your landlord have signed it.

**Private landlord tenants only** – Once you have signed the declaration above you should ask your landlord to also sign their declaration.

## Part 22 Checklist

Please tick to say what evidence you are sending with this form. We must see original documents, not copies.

Please do not send valuable items through the post. If you can, bring them into any of our offices listed on page 4. We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

**If you do not provide all the evidence we need, we might not be able to pay you any benefit or grant you any reduction. We need the same evidence for your partner, if you have one.**

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process this form, but we will not be able to pay you any benefit or grant you any reduction until we have all the evidence.

- |   |                          |   |
|---|--------------------------|---|
| <b>BACS form</b>                                    | <input type="checkbox"/> | Please see page 22.   |
| <b>Sharing information with my landlord form</b>    | <input type="checkbox"/> | Please see page 27.   |
| <b>Evidence of identity</b>                         | <input type="checkbox"/> | You must provide one of the following for you and your partner - birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit or EEC identity card.  |
| <b>Evidence of your address</b>                     | <input type="checkbox"/> | Such as a recent gas or electricity bill, a TV licence, driving licence, UK residence permit or a letter from a solicitor, social worker or probation officer addressed to you.   |
| <b>Evidence of National Insurance number</b>        | <input type="checkbox"/> | Such as a National Insurance number card, payslips or letters from the DWP or the tax office. We cannot accept documents you have already provided as evidence of identity as evidence of your National Insurance number.   |
| <b>Evidence of non-dependant's Income</b>           | <input type="checkbox"/> | You must provide proof of the non-dependant's income to receive the lower non-dependant deduction. If you do not, the highest deduction will apply.   |
| <b>Evidence of earnings</b>                         | <input type="checkbox"/> | We also need this for any other adults living in your home. We need your last five payslips if you are paid weekly, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid monthly. If you do not have these payslips, your employer must fill in the earnings certificate. We will contact your employer if you do not give us evidence of your earnings. |
| <b>Evidence of self-employed earnings</b>           | <input type="checkbox"/> | If you or your partner are self-employed, we need to see your accounts for the last financial year. If you have been trading for less than six months, we need to see a summary of your trading records so far.   |
| <b>Evidence of other income</b>                     | <input type="checkbox"/> | Such as pension slips from a previous employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings. We also need evidence of other income for any other adults living in your home.   |
| <b>Evidence of benefits, allowances or pensions</b> | <input type="checkbox"/> | Such as current award notices or letters from the DWP confirming how much you get. If you do not have evidence, let us know straight away. Please do not send order books through the post. We also need this evidence for any other adult living in your home.   |
| <b>Evidence of savings and investments</b>          | <input type="checkbox"/> | Such as all your bank, building society or post office books, full bank statements, or unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. We need to see this evidence for children in your household as well. The evidence you send must show details for at least the last two months.   |
| <b>Evidence of other money paid out</b>             | <input type="checkbox"/> | Such as letters about student grants or maintenance, agreements or receipts from registered child carers.   |
| <b>Evidence of private rent and tenancy</b>         | <input type="checkbox"/> | Such as a rent book, rent receipts, lease agreement, tenancy agreement, proof of ownership or a letter from your landlord.  |

## Part 23 About you

We are trying to develop and improve services to meet the needs of all members of the community. We want to make sure everyone has equal opportunities.

To do this, and to plan properly for the future, we need to know more about the people who use our services. It would be very helpful if you could fill in this part of the form about yourself. We will keep this information confidential.

### What is your ethnic group?

Choose one section from A to D, then tick the appropriate box to show your cultural background.

#### 1 A White

Scottish       Other British       Irish       Any other white background   
(Please give details in the box below.)

#### B Asian, Asian Scottish or Asian British

Indian       Pakistani       Bangladeshi       Chinese   
Any other Asian background  (Please give details in the box below.)

#### C Black, Black Scottish or Black British

Caribbean       African       Any other black background  (Please give details in the box below.)

#### D Other ethnic background

Any other ethnic background  (Please give details in the box below.)

Do you have a mobility problem?      No

Yes

Do you have a sight difficulty and want information sent to you in another format?      No

Yes

Are you deaf or hard of hearing?      No

Yes

Council Tax Reduction is not the only way to reduce your Council Tax bill. Here is a summary of the other reductions that are available.

## Council Tax discounts and reductions

A discount of 25% is available for homes where there is only one person over 18 who has to pay Council Tax. You might be entitled to a discount on your Council Tax if you fall into a category of people we think will need help with paying it.

Some example of people included in these categories are:

- students, student nurses and apprentices;
- long-term hospital patients;
- people aged under 18; and
- anyone with a severe learning difficulty.

**For example:** A couple are both aged over 18, live together and one of them is a full-time student. In this case, the student would not be counted for Council Tax while they were studying full-time and the bill for the property would be reduced by a 25% discount.

You may be entitled to a reduction in your Council Tax bill if someone in your home is disabled, and the property has a feature which is mainly used by the person with the disability (for example, if your home has been specifically adapted to allow a member of your household to use their wheelchair indoors).

For some properties, Council Tax may not need to be paid at all (this is known as exemption). An example of when an exemption may apply is if the property is not being lived in and is unfurnished or only has students or people under the age of 18 living in it.

If you would like to know more about the various discounts and exemptions that are available, please contact us on 0300 300 0300 (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm) or visit our website at [www.renfrewshire.gov.uk](http://www.renfrewshire.gov.uk).

If anything changes you should tell the Benefits Service right away to ensure your Housing Benefit and Council Tax Reduction are correct.

## Benefit fraud

Benefit fraud is a crime against us all. Help us to stop the benefit cheats. If you want to report someone who may be claiming benefit they are not entitled to, phone our free 24-hour hotline on **0800 195 9845**.

We will keep your details confidential.