

# An application form for:

- Council Tax Reduction Scheme
- Second Adult Rebate



Name:
Address and postcode:

Address you are applying for:

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

We can only grant Council Tax Reduction 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 Council Tax Reduction 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 applying for Second Adult Rebate, only fill in part 1, part 3, part 14 and part 16 of this form.**

## About your home

You should fill in this form if you are only applying for Council Tax Reduction. If you want to apply for Housing Benefit to help you with your rent, please contact **0300 300 0204** (Monday to Thursday 8.45am to 4.45pm, Friday 8.45am to 3.55pm) and we will send the correct form to you.

**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.

When did you move into this address?

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

## Payment of Council Tax Reduction

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

## For office use only

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

## Notes for filling in this form

### About Council Tax Reduction Scheme

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 14 and part 16 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 17 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 grant 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 15). 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 Council Tax Reduction.

### When we usually award reduction from

Once we have received all the information we need, Council Tax Reduction usually starts from the Monday after we receive this form.

## Notes for filling in the application 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 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);
- 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 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 Council Tax Reduction. We may take court action against you and, if we grant too much Council Tax Reduction we will remove this from your Council Tax account and issue a new notice.

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 application for Council Tax Reduction.

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

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, 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.

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

## Notes for filling in the application 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 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 Council Tax Reduction 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. 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.	Letters <input type="text"/>   <input type="text"/> Numbers <input type="text"/>   <input type="text"/>   <input type="text"/> Letter <input type="text"/> <input type="checkbox"/> If you do not have a National Insurance number, or cannot find it, tick this box.	Letters <input type="text"/>   <input type="text"/> Numbers <input type="text"/>   <input type="text"/>   <input type="text"/> Letter <input type="text"/> <input type="checkbox"/> If you do not have a National Insurance number, or cannot find it, tick this box.
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 17.**

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"/> <input type="text"/> Postcode <input type="text"/>	<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"/>

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

	You	Your partner
If you are not British, on what date did you last enter and apply to stay in the UK?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	The UK is England, Northern Ireland, Scotland and Wales.	
Are you or your partner in hospital at the moment?	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"/>
Does anyone get Carer's Allowance for looking after you or your partner?	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.
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?	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.
Are you or your partner a student? 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"/>
What are the term dates of your course?	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"/>
Is this your final year?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you or your partner get a bursary? 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
Do you or your partner get a grant? 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
Do you or your partner get a student loan? 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
Please tick if you or your partner are any of the following. You can tick more than one box.	<input type="checkbox"/> An apprentice	<input type="checkbox"/> Severely mentally ill
	<input type="checkbox"/> On youth training	<input type="checkbox"/> Long-term sick or disabled
	<input type="checkbox"/> In legal custody	<input type="checkbox"/> A carer
	<input type="checkbox"/> A care leaver	<input type="checkbox"/> Registered blind
	<input type="checkbox"/> An apprentice	<input type="checkbox"/> Severely mentally ill
	<input type="checkbox"/> On youth training	<input type="checkbox"/> Long-term sick or disabled
	<input type="checkbox"/> In legal custody	<input type="checkbox"/> A carer
	<input type="checkbox"/> A care leaver	<input type="checkbox"/> Registered blind

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 15 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
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"/>	<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"/> £ We need to see proof of this.	<input type="text"/> £ We need to see proof of this.	<input type="text"/> £ 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 16.

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? / /	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? / /	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? / /
Are they in hospital at the moment?	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. / /
When did they go in?	/ /	/ /	/ /
What is the name of the hospital?			
When will they come out (If you know this)?	/ /	/ /	/ /
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. £ a week	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ a week	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ a week
Number of hours worked?	a week	a week	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			
How much is it before deductions?	£ a week	£ a week	£ a week
2 Name of second other income			
How much is it before deductions?	£ a week	£ a week	£ a week
3 Name of third other income			
How much is it before deductions?	£ a week	£ a week	£ 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 Council Tax Reduction you can get. Read the checklist in part 17 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"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the business address?	<input type="text"/> <input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> <input type="text"/> Postcode
Do you have any business partners?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their names and addresses.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their names and addresses.
	<input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> Postcode
	<input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> 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"/> Yes <input type="checkbox"/> How much and how often?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often?
	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Do you pay into a private 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?
	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>

## 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 17 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 <input type="text"/>	Postcode <input type="text"/>
	Phone <input type="text"/>	Phone <input type="text"/>
When did you start this job?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
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"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
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"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
When will your next pay rise be?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How many hours a week do you 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"/> / <input type="text"/> / <input type="text"/>	When did this start? <input type="text"/> / <input type="text"/> / <input type="text"/>

## 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 Council Tax Reduction you can get. Read the checklist in part 17 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 <b>Yes</b> 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.

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?

**You**

No

Yes  Please name the benefit or pension.

When did you start getting it?

 /  / 

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

Yes  Please name the benefit or pension.

When did you claim?

 /  / 

**Your partner**

No

Yes  Please name the benefit or pension.

 /  / 

No

Yes  Please name the benefit or pension.

 /  / 

**You**

If you have been awarded Universal Credit please give details of your award (as shown in your award letter).

Housing element

 £

Child care element

 £

Total maximum amount

 £

Total reduction for loans, advances, sanctions, penalties, deductions, overpayments or third party payments

 £

Your Universal Credit monthly payment

 £

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**  Go to **part 9**.

**Yes**  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 benefit is correctly paid.**

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	How much?	How often?	Waiting to hear
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"/>
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 Mother's Allowance	£		<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

### Section A

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 .

No  Go to section B 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 Council Tax Reduction you can get. Read the checklist in part 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?

How often?

#### Pension 2

What is the name of the company paying the pension?

When did this pension start?

How much do you get?

How often?

### Section B

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

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

Income amount

Capital amount

No  Yes

If yes, please provide details below

Pension provider

Current value of pension pot

No  Yes

If yes, please provide details below

Income amount

Capital amount

## Part 9 About money coming in (continued)

### Section C

Do you or your partner, or any children you are claiming 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

--

### Other money

What is the money for?

Who gets it?

How much do they get?

£ <input type="text"/>	How often? <input type="text"/>
------------------------	---------------------------------

When did this income start?

<input type="text"/> / <input type="text"/> / <input type="text"/>	When is the income likely to go up?	<input type="text"/> / <input type="text"/> / <input type="text"/>
--	-------------------------------------	--

## Part 10 About accounts, savings, investments and property

This includes cash, current accounts and savings accounts with a bank or building society, post office accounts, Premium Bonds, National Savings Certificates, and stocks and shares. You must provide your statement for the last two months.

Do you or your partner have any bank accounts, investments or property in the UK or abroad?

No

Go to **part 11**.

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 Council Tax Reduction you can get. Read the checklist in part 16 to see what you can use as evidence.**

Do you have any of the following?

Bank accounts

No

Yes

If Yes, answer the questions below.

Money in a bank account

Name of the bank

Whose name is the account in?

£ <input type="text"/>
------------------------

£ <input type="text"/>
------------------------



## Part 10 About accounts, savings, investments and property (continued)

**Building society accounts** No  Yes  If Yes, answer the questions below.

Money in a building society Name of the building society Whose name is the account in?

£

£

**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?

£

£

Tell us about any Premium Bonds, National Savings Certificates, stocks, shares or unit trusts you have.

**Do you or your partner have any other savings or investments?**

For example, cash, PEPs, ISAs, Income Bonds, compensation or any other money you have not told us about on this form.

No  Yes

Tell us about this.

**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 next question.

First child	Second child	Third child
Tell us the name and registration number of the minder, nursery or club.	Tell us the name and registration number of the minder, nursery or club.	Tell us the name and registration number of the minder, nursery or club.
<input type="text"/>	<input type="text"/>	<input type="text"/>
How much do you pay each week?	How much do you pay each week?	How much do you pay each week?
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
We need to see evidence.	We need to see evidence.	We need to see evidence.

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

You	Your partner
No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> How much do you pay?	Yes <input type="checkbox"/> How much do you pay?
£ <input type="text"/>	£ <input type="text"/>
How often?	How often?
<input type="text"/> Every	<input type="text"/> Every
We need to see evidence.	We need to see evidence.

## Part 12 Anything else you need to tell us

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 13 Backdating

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

### Backdating rules

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).

### PLEASE NOTE THE CHANGE TO THE TIME LIMIT FOR WORKING AGE CUSTOMERS

Date you want 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 applied before. Your reasons must clearly state why you were unable to make an application between the date you have asked it to be backdated to and the date of this 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 14 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 15 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 application for Council Tax Reduction. 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 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 application, such as changes to who shares my home with me and changes to my income or the income of people who live with me.
- I **agree** to act as the applicant for the purposes of the Council Tax Benefit Regulations Regulation 68(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 applicant. If this is the case, I agree that you will decide which one of us will be the applicant and which will be the partner. If you decide my partner should be the applicant, they agree to accept the legal rights and responsibilities of applicant.

Your signature

Your partner's signature

Date

Date

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

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

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

Name of the person who filled in this form

Relationship to the person applying

Signature

Date

## Part 16 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 17 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 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 your application, but we will not be able to grant you any reduction until we have all the evidence.

- |   |                          |   |
|---|--------------------------|---|
| <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.   |

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

## Part 18 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.