

Claim form for Council Tax Support and Housing Benefit

Your name:

Address you are claiming for:

Date you moved in to this address.

Office use only

First contact date:

Date of issue:

Claim number:

Even if you don't have all the evidence you need to make your claim please send this form back to us straight away or you may lose benefit.

You can take this form and your original documents to the Benefits Office at the Town Hall, Ripley. Please see the back of the form for the opening times. If this is not possible, please post your form and your original documents to the address at the top of this form. We will send your documents back to you by post once we have checked them.

- Fill in this form to claim help towards your rent or your Council Tax bill.
- If you need help to fill in this form, please contact Revenues Customer Services.
- If you are unable to complete and return the form to us due to age or disability please contact us for advice.
- We need to see **original documents** as proof as we cannot accept copies.
- **You must complete every section on the form and answer every question asked.**
- Your benefit claim will normally begin from the **Monday after** we receive your form.
- For married or unmarried couples, or civil partners, one partner must claim benefit on behalf of both partners.

If you have changed address in the last 12 months, please give your last address.

When did you leave this address ? _____

Date stamp

It may be quicker and easier for you to make an application for benefit on-line. We will only ask you the questions relevant to your circumstances and we will then let you know what you need to provide to enable us to calculate your entitlement to benefit.

If you need help with making a claim please call us on 01773 841470.
If you would like to claim on-line please visit our website www.ambervalley.gov.uk

Part 1 About you and your partner

In this part, please give details about yourself and your partner, if you have one. By 'partner' we mean a person you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple.)

Do you have a partner who normally lives with you?

No

Yes

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

You

Your partner

Last name

Other names

Title (Mr, Mrs, Miss and so on)

Date of birth

National Insurance number. We cannot process your claim if we do not have your National Insurance number.

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Tell us any other names you or they have used.

Your daytime phone number (You do not have to tell us this, but it may help us to deal with your claim more quickly)

Your e-mail address. (You do not have to tell us this, but it may help us to deal with your claim more quickly.)

If you or your partner have moved home in the last 12 months, tell us your or their last address.

Postcode

Postcode

Were you or your partner the homeowner, a private tenant or a boarder at this address ?

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

Yes

We will write to you about this.

No

Yes

We will write to you about this.

What is your and your partner's nationality?

If you or your partner have previously lived in a country other than England, Northern Ireland, Scotland and Wales, on what date did you or they last enter the UK?

Part 1 About you and your partner - continued

Have you or your partner been continuously in hospital for the last 52 weeks?

You		Your partner	
No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

If 'Yes', when did you or your partner go into hospital?

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	/
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When do you or your partner expect to come out?

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	/
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Are you or your partner in legal custody?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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If 'Yes', when did you or they go into custody

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	/
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Are you or your partner severely mentally impaired?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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Does anyone get Carer's Allowance for looking after you or your partner?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
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If 'Yes', please give the name and address of the person who receives it and how many hours they care for you or your partner each week.

<input type="text"/>	<input type="text"/>
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Are you or your partner looking after someone but cannot get Carers Allowance because you get another benefit? (This is called underlying entitlement)

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
----	--------------------------	-----	--------------------------	----	--------------------------	-----	--------------------------

Are you or your partner registered blind?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
----	--------------------------	-----	--------------------------	----	--------------------------	-----	--------------------------

Are you or your partner away from your home address at the moment?

No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
----	--------------------------	-----	--------------------------	----	--------------------------	-----	--------------------------

If 'Yes', where are you or your partner living and from what date did you or they move there?

<input type="text"/>	<input type="text"/>
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We need to see proof of your identity and National Insurance number. We also need to see the same for your partner, if you have one. We must see two original documents such as a birth certificate, passport or driving licence. If you have sent these to us previously, we do not need to see them again.

Part 2 About children

In this part, please give details of any children you get Child Benefit for if they normally live with you and they are:

- under 16;
- aged 16 or 17 and registered for work or youth training; or
- aged 16 or over, but still under 20 and in education doing a course not higher than GCE A-level or GNVQ(advanced).

Do you have any children who normally live with you?

No

Go to **part 3**.

Yes

Tell us about these children by answering the questions below.

There is space below to tell us about six children. If you have more children than this, please use a separate sheet of paper and send it to us with this form.

Last name	Other names	Date of birth	Child's sex	Relationship to you

Are any of these children registered blind or getting Disability Living Allowance or Personal Independence Payment?

No

Yes

If 'Yes', please say who.

Do any of these children have more than £3000 in savings?

No

Yes

If 'Yes', please say who.

First child

Second child

Third child

Do you pay a registered childminder, a nursery or an after-school club any childminding costs for this child?

No

No

No

Yes Tell us the name and registration number of the childminder.

Yes Tell us the name and registration number of the childminder.

Yes Tell us the name and registration number of the childminder.

How much do you pay a week?

How much do you pay a week?

How much do you pay a week?

£

£

£

We need to see proof that your childminder, nursery or after-school club is registered and proof of the amount you pay. We also need to see proof of any Disability Living Allowance or Personal Independence Payment you get for any of your children.

Part 3 About other people living with you

In this part, please give details of any other adults who live with you in your home. For example, children over 16 who nobody gets Child Benefit for, relatives, friends, lodgers and anyone who pays you rent to live in your home. Do not include your partner or any children you told us about in part 2.

Do any adults normally live with you and your partner?

No

Go to **part 4**.

Yes

Tell us about these other adults by answering the questions below.

There is space below to tell us about three adults. If you have more adults living with you than this, please use a separate sheet of paper to tell us about them and send it to us with this form.

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
National Insurance Number (You do not have to tell us this, but it may help us to deal with your claim more quickly)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Their relationship to you or your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger, boarder or friend			
Do they get 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"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

We need to see original proof of their Income Support, Income-Based Jobseeker's Allowance, Pension Credit, Income Related Employment and Support Allowance or Universal Credit.

Do they work?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', how many hours per week do they normally work?	<input type="text"/>	<input type="text"/>	<input type="text"/>
If they work tell us their earnings before deductions for things like tax and national insurance.	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

We need to see original proof of their earnings.

Do they get Disability Living Allowance, Personal Independence Payment or 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 or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they severely mentally impaired?	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 living with you - continued

First person

Second person

Third person

Are they in legal custody at the moment?

No Yes

No Yes

No Yes

If 'Yes', when are they expected to come out?

/

/

/

Are they in hospital at the moment?

No Yes

No Yes

No Yes

If 'Yes', when did they go in?

/

/

/

When are they expected to come out?

/

/

/

Do they have any other income at all? For example, pensions, allowances or benefits.

No Yes

No Yes

No Yes

If 'Yes', tell us their other income before deductions for things like Income Tax and National Insurance.

£

£

£

We need to see original proof of their other income.

If they have no income tell us why

Do they get any interest from any accounts, savings or investments?

No Yes

No Yes

No Yes

If 'Yes', tell us how much interest they get each year.

£

£

£

We need to see original proof of how much interest they get.

Do they pay rent to you or your partner?

No Yes

No Yes

No Yes

If 'Yes', tell us how much they pay each week.

£

£

£

Does this rent include any meals?

No Yes

No Yes

No Yes

Are any of the people who normally live with you married to each other or living together as if they were married?

No

Yes Tell us their names.

is the partner of

is the partner of

We need to see original proof of the earnings, income and interest of any other people in your home unless they are a boarder or subtenant who pays rent to you or your partner.

If you do not send us this original proof, we may make the highest rate of deduction from your benefit in respect of these people. If any of these people are not willing to give you this original proof, we may be able to contact them direct to get it. If you would like us to do this, please write and let us know.

Part 4 About accounts, savings and investments

You must tell us if you have any bank accounts, savings or investments. This includes current and savings accounts with a bank or building society, post office accounts (even if they are empty or overdrawn), premium bonds, stocks and shares, PEPs, TESSAs, ISAs, property, land and time-shares in the UK or abroad.

Do you or your partner have any bank accounts?

No Yes

Tell us about all **bank accounts**. Give the name of the bank and the account numbers and say how much is in each account.

	You	Your partner
	How much	How much
	£	£

We must see full original account statements (not mini-statements) showing the last two months' transactions.

Do you or your partner have any building society accounts?

No Yes

Tell us about all **building society accounts**. Give the name and account numbers and say how much is in each account.

	You	Your partner
	How much	How much
	£	£

We must see full original account statements (not mini-statements) showing the last two months' transactions.

Do you or your partner have any post office accounts?

No Yes

Tell us about all **post office accounts**. Give the name and account numbers and say how much is in each account.

	You	Your partner
	How much	How much
	£	£

We must see original account passbooks showing the last two months' transactions.

Do you or your partner have any premium bonds?

No Yes

Tell us if you or your partner have any **premium bonds**. Say how many are held and how much they are worth.

	You	Your partner
	How much	How much
	£	£

We must see these original premium bonds to confirm how much they are worth.

Do you or your partner have any National Savings Certificates?

No Yes

Tell us if you or your partner have any **National Savings Certificates**. Give the issue numbers and number of units held.

	You	Your partner
Issue numbers	Units held	Units held

We must see these original National Savings Certificates to confirm the number held.

Part 4 About accounts, savings and investments - continued

Do you or your partner have any stocks and shares?

No

Yes

Tell us about any **stocks and shares** you and your partner hold. Give the company name, share type and the number held.

You

Your partner

Number held

Number held

Company name and share type

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We must see original share certificates or dividend warrants.

Tell us about any savings such as **PEPs, TESSAs, ISAs, unit trusts and income bonds**. Give details and say how much.

You

Your partner

How much

How much

£

£

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We must see original proof of these, for example, certificates or letters from the savings company.

Tell us about any other accounts, savings, investments or cash. Give details and say how much they are worth.

You

Your partner

How much

How much

£

£

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We must see original proof of these accounts, savings or investments.

Have you or your partner received a Far Eastern Prisoner of War payment?

No

Yes

Have you or your partner received a personal injury compensation payment?

No

Yes

Ownership of Land or Property

Do you or your partner own or partly own any land, property, time-shares, boats or caravans in this country or abroad other than the home you live in?

No

Go to **part 5**.

Yes

Tell us about this land or property below.

What is the location or address of the land or property?

Do you or your partner have a mortgage on the property?

No

Yes

If 'Yes', how much do you or your partner still owe?

£

We need to see original proof of any mortgage on this property, such as a statement or letter from the lender.

Does an elderly or disabled relative live in this property?

No

Yes

Does a former partner still live in the property?

No

Yes

Are you or your partner trying to sell the property?

No

Yes

We need to see original proof that you are selling the property, such as a letter from the estate agent.

If the property is for sale, how long has it been on the market?

 months

Do you or your partner have any other capital, savings or investments you have not mentioned above?

No

Yes

If 'Yes', please tell us what they are.

We may need to get a valuation of any land or property. We will write to you if we do.

Part 5 About benefits, pensions and allowances

In this part, please give details of any benefits, pensions or allowances that you or your partner are getting now or have claimed but are still waiting to hear if you will get anything. (Include income in your name paid to someone else.)

Do you or your partner get any benefits, pensions or allowances? No Yes

Have you or your partner made a claim but are still waiting to hear if you will get anything? If 'Yes' what benefit are you waiting to hear about. No Yes

Income Support or Jobseeker's Allowance No Yes

When did it start?

	You		Your partner	
	How much?	How often?	How much?	How often?
Income Support	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Income-based Jobseeker's Allowance	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Contribution-based Jobseeker's Allowance	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Universal Credit	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>

Employment and Support Allowance No Yes

When did it start?

	You		Your partner	
	How much?	How often?	How much?	How often?
Benefits and allowances for families, parents and widows	No <input type="checkbox"/> Yes <input type="checkbox"/>			
Child Benefit	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Maternity Allowance	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Maintenance payments for you or your children	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Custodianship or Adoption Allowance	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Guardian's or Fostering Allowance	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Widowed Parents Allowance	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Bereavement Allowance	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>

Tax credits No Yes

Important please provide all pages of your tax credit award letters.

	How much?	How often?	How much?	How often?
Working Tax Credit	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
Child Tax Credit	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	£ <input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>

Part 5 About benefits, pensions and allowances - continued

Benefits and allowances for disability

No Yes

	You		Your partner	
	How much?	How often?	How much?	How often?
Incapacity Benefit	£		£	
Attendance Allowance	£		£	
Constant Attendance Allowance	£		£	
Disability Living Allowance (care component)	£		£	
Disability Living Allowance (mobility component)	£		£	
Personal Independence Payment (Daily Living Component)	£		£	
Personal Independence Payment (Mobility Component)	£		£	
Carer's Allowance	£		£	
Who is this for, and what is their address?				

Severe Disablement Allowance

Industrial Death Benefit

Industrial Injuries Disablement Benefit

Reduced Earnings Allowance

Pension Credit, pensions and benefits at retirement

No Yes

	You		Your partner	
	How much?	How often?	How much?	How often?
State Retirement Pension	£		£	
Guaranteed Pension Credit	£		£	
Savings Pension Credit	£		£	
Occupational Pensions				
British Coal Pension	£		£	
Miners' Union Pension	£		£	
Occupational or private pension (first)	£		£	
What is the date of the next increase?	/ /		/ /	
Occupational or private pension (second)	£		£	
What is the date of the next increase?	/ /		/ /	
Tell us who pays these occupational or private pensions.				

Part 5 About benefits, pensions and allowances - continued

War and army pensions

No Yes

	You		Your partner	
	How much?	How often?	How much?	How often?
War Pension	£		£	
War Widow's or Widower's Pension	£		£	
War Disablement Pension	£		£	
Armed Forces Pension	£		£	
Armed Forces Independence Payment	£		£	

We need to see original proof of all the benefits, pensions, allowances and tax credits that you and your partner receive. This should be a notification letter or order book if you are paid in that way.

Part 6 About working for an employer

In this part, please give details of any income or earnings you or your partner get from employment, for example, wages, salary and so on.

Do you or your partner work for an employer?

No Go to **part 7**.

Yes Tell us about this employment below.

Do you or your partner have more than one employer?

No Yes

If 'Yes', use a separate sheet of paper to tell us about these jobs.

	You	Your partner
What is your employer's name, address and phone number?		
What is your payroll, employee or staff number?		
When did you start this job?	/ /	/ /
If your job is temporary or fixed term, when does it finish?	/ /	/ /
How often do you get paid?	Every	Every
How much do you get paid?	£	£
How do you get paid?		
On average, how many hours a week do you work?		
For how long have you worked this amount of hours?		
Give details of any regular overtime, bonuses or commission.		
When is your next pay increase due?	/ /	/ /
Do you pay into a private or company pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
	£	£
	How often?	How often?
	Every	Every

Part 6 About working for an employer - continued

Are you off work at the moment?

No Yes

No Yes

If 'Yes', from what date have you been off work?

/ /

/ /

Are you getting Statutory Sick, Paternity or Maternity Pay from your employer at the moment?

No Yes

No Yes

We must see original proof of any earnings before we can decide how much benefit you can get. If you are paid every week, we must see your last five wage slips. If you are paid every two weeks, we must see your last three wage slips, and if you are paid every month, we must see your last two wage slips. If you cannot send wage slips, ask your employer to fill in the pay form at the back of this form.

Part 7 About being self-employed

In this part, please give details of any self-employment that you or your partner are involved in.

Are you or your partner self-employed?

No

Go to **part 8**.

Yes

Tell us about your and your partner's self-employment below.

You

Your partner

What kind of work do you do?

When did the business start?

What is the business name and address?

Are there any other partners in the business?

No Yes

No Yes

If 'Yes', tell us their name and address (include all other partners on a separate sheet of paper if necessary)

On average, how many hours a week do you work ?

For how long have you worked this amount of hours ?

Do you get a business start-up allowance or any other grant? (If 'Yes' please provide details)

No Yes

No Yes

How much? How often?

How much? How often?

Do you pay into a private pension scheme?

No Yes

No Yes

If 'Yes', how much do you pay and how often?

How much? How often?

How much? How often?

Have you temporarily ceased trading?

No Yes

No Yes

If yes, please tell us why?

On what date do you expect to start work again?

We must see original proof of any self-employed earnings, profit or loss before we can decide how much benefit you can get. This should be your most recent trading accounts or your day-to-day records of income and expenditure. If you are not able to provide either of these, please contact us straightaway for advice.

Part 8 About being a student

In this part, tell us if you or your partner are a student. By 'student' we mean someone who is in higher or further education.

Are you or your partner a student?

No

Go to **part 9**.

Yes

Tell us about your and your partner's course and income below.

	You		Your partner	
Tell us the name of the course and the name and address of the college or university.	<input type="text"/>		<input type="text"/>	
Is the course full time or part time?	<input type="text"/>		<input type="text"/>	
What date does the academic year start and end?	Start	End	Start	End
	/ /	/ /	/ /	/ /
If you get a grant, how much is it and how often is it paid?	How much?	How often?	How much?	How often?
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If you get a student loan, how much is it and how often is it paid?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If you get money from your parents or a deed of covenant, how much is it and how often is it paid?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

We must see original proof of any grant, covenant or other income you or your partner get for being a student. We must also see original proof of any student loan that you or your partner get.

Part 9 About other income

In this part please give details of any other income you or your partner get from any source which you have not yet told us about.

			You		Your partner	
			How much?	How often?	How much?	How often?
Cash in place of coal from British Coal	No	Yes	£		£	
Government training schemes	No	Yes	£		£	
Tell us the name of the training scheme.			<input type="text"/>		<input type="text"/>	
Rent or income from another property	No	Yes	£		£	
Voluntary or charitable payment	No	Yes	£		£	
Home income plan or annuity	No	Yes	£		£	

We need to see original proof if you get any of the incomes listed above.

Part 9 About other income - continued

Do you or your partner get any other benefit, pension, allowance or income you have not yet told us about ?

No Yes

You

Your partner

If 'Yes', tell us what this income is, how much you or your partner get and how often it is paid.

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If you or your partner have claimed but have not been paid or are due to get any other income, tell us here.

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We must see original proof of any income you have told us about here.

Part 10 About your personal circumstances

Please tell us if there has been a death in your household within the last 12 months

No
Yes

Please tell us which member of your household died and when this happened

--

Do you or your partner help to support a son or daughter under 25 who is at college or university?

No Go to **part 11**.
Yes Tell us about what you pay below.

You

Your partner

How much?

How often?

How much?

How often?

How much do you give them and how often do you give it?

--	--

--	--

We must see original proof of how much you give them and their grant assessment form if they get a grant.

Part 11 About your home

Do you or your partner own this property?

No Go to **part 12**.

Yes Tell us about who owns the property below.

Except for your partner, does anyone else own this property with you?

No Go to **part 14**.

Yes Tell us about the other owners below.

Name

Address

Relationship to you

Tell us the name and address of these other owners and their relationship to you or your partner.

--	--	--

Part 12 About rent and your tenancy

Are you charged rent for your home? (This includes private landlords and housing associations.)

No Go to **part 14**.

Yes Answer all the questions in this part.

When you first took on the tenancy for this property could you afford the rent without having to claim housing benefit?

No

Yes

What sort of tenancy do you have (assured, assured shorthold and so on)?

--

Part 12 About rent and your tenancy - continued

About your tenancy

When did you move into this address ?
(This is the date you started living there)

 / /

Start

End

When did your tenancy start
and when is it due to end?

 / /
 / /

Does your landlord live
at this address?

No Yes

Has a fair rent been registered
on the property?

No Yes

**If 'Yes', send us the notice
of registration form, RO5.**

Does anyone else share the
rent with you and your partner?

No Yes

If 'Yes', tell us the names of the
other people who share the rent.

What is your landlord's name and 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 name and address.
By 'agent' we mean the person or
organisation you actually pay rent to.

Postcode

Are you, your partner or your children related
to your landlord or agent, or to your landlord's
partner or the agent's partner?
Related includes related through marriage,
even if the marriage has ended.

No Yes

What is the
relationship?

Have you or your partner ever
owned or part-owned this property?

No Yes

About where you live

What sort of building do you live in?

Detached house	<input type="checkbox"/>	Semi-detached house	<input type="checkbox"/>	Terraced house	<input type="checkbox"/>
Detached bungalow	<input type="checkbox"/>	Semi-detached bungalow	<input type="checkbox"/>	Terraced bungalow	<input type="checkbox"/>
Flat in a block	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Hotel or hostel	<input type="checkbox"/>	Caravan or mobile home	<input type="checkbox"/>
Bedsit or rooms	<input type="checkbox"/>	What is your room number?	<input type="text"/>		

Other (please say what)

How many floors and rooms are
there in the whole building?

Floors Rooms

Which floor or floors do you live on?

Do you and your household
occupy only part of the building?

No Yes

If 'Yes', where in the building
do you live?

Front	<input type="checkbox"/>	Middle	<input type="checkbox"/>	Back	<input type="checkbox"/>
Left	<input type="checkbox"/>	Right	<input type="checkbox"/>	Centre	<input type="checkbox"/>

Part 12 About rent and your tenancy - continued

How many different rooms are there in the building?

	In the whole building	Just for you and your household	That you share with other people
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please confirm what the other rooms are.	<input type="text"/>		

Are you responsible for decorating inside the building?

No Yes

Do you use your home for business?

No Yes

Please tick to show if the property is let as:

fully furnished partly furnished minimally furnished (carpets and curtains only) unfurnished

About your rent

How much is the rent for your home?

£ every

(week, fortnight, four weeks, calendar month)

Do you get any rent-free weeks during the year?

No Yes

If 'Yes', how many?

Has your rent changed in the last 12 months?

No Yes

If 'Yes', send us proof of the date it changed, and by how much.

When is the next rent increase due?

/ /

Do you pay water charges direct to a water authority?

No Yes

Who pays the Council Tax on your home?

You and your partner

Your landlord

Does your rent include money for any of the following services?

	No	Yes	How much?
Heating	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Hot water	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Fuel for cooking	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Laundry	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Gardening	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Having your room or rooms cleaned	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Other services	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Council Tax	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Water rates	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>

Part 12 About rent and your tenancy - continued

Garage or parking space No Yes Do you have a choice to rent it? No Yes

Meals No Yes Say which Breakfast Lunch Evening

Do you have central heating? No Yes

Is anyone who lives at the property unable to share a bedroom due to a disability? No Yes

Does anyone who lives at the property receive overnight care from a non-resident carer? No Yes

Paying your benefit

Are you behind with your rent? No Yes If 'Yes', how many weeks are you behind by and by how much?

Tenants of private landlords will normally be paid any housing benefit directly to themselves. It will then be their responsibility to pay their full rental liability to their Landlords themselves. However, we will consider making direct payments to landlords for tenants who are unable to manage their own financial affairs; or who are not capable of taking responsibility for the payment of their own rent; or if they are 8 weeks or more in arrears with their rent. Please contact us if you want to discuss this in more detail.

We will pay your Housing Benefit entitlement by BACS straight into your bank account.

As such please give us the details of the bank account into which you want your Housing Benefit entitlement to be paid and provide a bank statement showing the account details into which you want your payments to be made.

Name of bank or building society:

Address of bank or building society:

Postcode

Whose name is the account in?

Account number:

Sort code:

If you do not already have a bank account and would like to open one please contact us for advice.

Housing Association Tenants Only

If you pay rent to a Housing Association (Registered Social Landlord) we can send your Housing Benefit direct to them

Would you like us to pay your Housing Benefit direct to the Housing Association? Yes No

If you are a Housing Association tenant and you want us to pay your benefit straight to your landlord you must sign this declaration

Please pay my Housing Benefit straight to my landlord. I understand that:

I must always tell you about any change in my circumstances;
If I do not tell you about any change of circumstances and you pay me too much benefit because of this, I will have to pay back the extra benefit; and I may be prosecuted if I do not tell you about any change of circumstances.

Signature Date:

Part 12 About rent and your tenancy - continued

Authority to discuss your claim with your landlord

Allowing us to discuss your claim with your landlord may help us to deal with your claim quickly and reduce the risk of you falling behind with your rent because of your claim being delayed. However we will not give your landlord any information relating to your personal, household or financial circumstances.

May we discuss the progress of your claim with your landlord ? No Yes

If you want to allow us to discuss your claim with your landlord you must sign this declaration.

I authorise the Council to discuss the progress of my claim with my landlord

Signature

Date:

We must see original proof of your rent and tenancy before we can decide how much benefit you can get. This should be your original tenancy agreement or letters from your landlord or agent. We also need to see original proof that you have been paying your rent, such as a rent book or receipts.

Part 13 Supported accommodation

In this part, please tell us if any support services are included in your rent. For example, a warden or caretaker service, an emergency alarm system, cleaning for any shared areas, general counselling and support, or personal care and support.

Does your rent include any support services?

No Go to **part 14**.

Yes Please tell us which below.

How much?

A warden or caretaker

No

Yes

£

An emergency alarm system

No

Yes

£

Cleaning for shared areas

No

Yes

£

General counselling and support

No

Yes

£

Personal care and support

No

Yes

£

Housing Benefit does not cover the cost of support charges but if you are entitled to Housing Benefit, you may get help from your Supporting People Partnership Team. So they can help you, they will need information about your entitlement to Housing Benefit. If you want us to, we can give them this information so that they do not have to ask you for it but we need your permission to do this. If you would like us to pass on this information, please read and sign the declaration below. The information we will pass on is your full name and address, National Insurance number and the dates your entitlement to Housing Benefit starts and ends. The Supporting People Partnership Team will use this information to assess how much they can pay towards the cost of your support services. Your support provider will have given you more information about the Supporting People Partnership Team and what they do.

- I agree to let you give the Supporting People Partnership Team information about my Housing Benefit.

Your signature

Date

Part 14 Backdating

We can usually award benefit from the Monday after the day we get your claim. Sometimes, we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim before. If you are of pension age we can only backdate benefit for up to 3 months from the date we get your claim. If you are working age we can only backdate benefit for up to 1 month from the date we get your claim.

Tell us the date you want to claim benefit from.

Please give reasons for your delay in claiming and provide any evidence you can to support your reasons.

Part 15 About help dealing with your benefit claim

If you cannot manage your own affairs because you are sick, disabled or elderly, you can choose someone to act for you. This person is called a representative. If you want someone to act for you, please answer all the questions below.

Tell us your representative's name, address and phone number.

How is your representative related to you?

Do you want us to send your Council Tax bill to your representative?

No Yes

Your declaration

Please sign below to confirm that you want the person you have told us about to act for you.

Your signature

Date

Please remember that you must also sign the declaration in part 17 as well.

Your representative's declaration

Please ask the person you want to act for you to read the notes below and then sign to confirm that they are prepared to be your representative.

If you agree to act as a person's representative, you must take full responsibility for their claim. This means you must tell us about any change in the person's circumstances. You would be treated in the same way as the person whose claim it is and have the same rights, responsibilities and liabilities.

I agree to act as representative for the person making this claim.

Representative's signature

Date

Part 16 Checklist

Please tick to tell us what proof you are sending with this form. We must see **original** documents, not copies.

If you do not provide all the proof we need we will not be able to pay you any benefit. As such send in as much as you can with your form and send in anything that is missing within the next seven days. We need the same proof for your partner, if you have one, and for any other members of your household.

If you cannot send the proof we need at the moment, send the form back to us now and send the proof later. **We will not be able to pay you any benefit until we have all the proof.**

Please do not send valuables through the post. If you can, bring them to the Town Hall in Ripley. We will take the details we need and give you the documents back straightaway. If you cannot get to the Town Hall phone us for more advice. Our phone number is on the front of this form.

Proof of identity (for new claims only)

Such as a birth certificate, marriage certificate, passport, National Insurance number or medical card, driving licence or recent utility bill. We need to see two documents each for you and your partner.

Please tick

Evidence of National Insurance number

Such as National Insurance number card, payslips or letters from the Department for Work and Pensions (DWP) or HMRC tax office.

Proof of accounts, savings and investments

Such as all your bank, building society or post office statements or books, or certificates for premium bonds, or National Savings Certificates, ISAs, stocks, shares and unit trusts.

Proof of benefit, pensions and allowances

Such as award notices, itemised statements from Post Office accounts, or letters from the Department for Work and Pensions (DWP) or HMRC tax office confirming how much you get. If you do not have proof, let us know straight away.

Proof of other income

Such as pension slips from a former employer or letter confirming a voluntary or charitable payment.

Proof of earnings or self-employment

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you do not have any payslips, ask your employer to fill in the earnings certificate at the back of this form. If you or your partner are self-employed, we need to see your accounts for the last financial year, or your trading accounts for the last year.

Proof of private rent and tenancy

Such as a tenancy agreement, rent book, rent receipts or a letter from your landlord.

Evidence of other money paid out

Such as letters about student grants or maintenance, agreements or receipts from registered childminders.

Bank statement showing the account details into which you want your Housing Benefit payment to be made.

Part 17 Declaration

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

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

I understand the following.

- Amber Valley Borough Council will use the information we hold about you to process your claim for Housing Benefit and Council Tax Support.
- We may pass the information to other agencies or organisations such as the Department for Work and Pensions or HM Revenues and Customs, as allowed by law.
- We may check information you have provided, or information about you that someone else has provided, with other information held by us.
- We may also get information about you from certain third parties, or give them information to:
 - Prevent or detect crime;
 - Protect public funds; and
 - Make sure the information is correct.

These third parties include government departments, local authorities and private-sector companies such as banks, organisations that may lend you money and companies that assist us in fraud detection and prevention such as Credit Reference Agencies.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

- We will also use any information you have provided to keep your or your partner's Council Tax accounts up to date and to award or remove any relevant discounts.
- Under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, the contents of this form may have to be disclosed in response to a request.

Under the Data Protection Act 1998, however, your own personal data will be processed and held securely and not be released to unauthorised third parties without your consent, except where the law allows.

The Council may, however, disclose your personal information to other local authorities and governmental departments and agencies for data-matching purposes with a view to the possible prevention and detection of fraud, corruption, money laundering and other forms of crime and for the proper administration of your affairs, where appropriate.

For further information on the use of the information you provide in support of your claim please see our website – www.ambervalley.gov.uk/datamatching or contact the Council's Data Protection Officer on 01773 841430.

I know I must let you know of any change in my circumstances or the circumstances of anyone in my household which might affect my claim. I know I must let you know of any change as soon as I know about it.

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

Signature of person claiming

Date

Partner's signature

Date

Even if you don't have all the evidence you need to make your claim please send this form back to us straight away or you may lose benefit

If this form has been filled in by someone other than the person claiming

Please tell us why you are filling in this form for the person claiming.

Name of the person who filled in this form

Signature of the person

Relationship to the person claiming

Date

Supporting Documents

To enable us to process your claim we need you to provide various documents as requested on this form.

You may take or post these to the Town Hall at Ripley or, if you have the facility to do so, you may scan and email them to benefits@ambervalley.gov.uk

If you have a mobile phone or a tablet you may wish to photograph the documents and email them to benefits@ambervalley.gov.uk

How to contact us

If you need help to fill in this form, need more information or want us to copy your original documents, please contact the Benefits Service at **Ripley Town Hall**. We are open from **9am to 4.30 pm Monday, Tuesday, Thursday and Friday and from 10am to 4.30pm on Wednesday**. If you would like to contact us by phone, e-mail or fax, the details are on the front of the form. If you want to visit us at the Town Hall, the address is also on the front of the form.

Benefit Fraud

You can report suspected Housing Benefit fraud by phone or online:

By telephone: Contact the National Benefit Fraud Hotline on **0800 854 440**. Your call is free and confidential. You do not have to give your name or address. Lines are open Monday to Friday 8.00am to 6.00pm. If you prefer to use textphone, the number is **0800 328 0512**.

Online at: www.gov.uk/report-benefit-fraud

To report a suspected Council Tax Support Fraud please contact the Council on **01773 841466**.

Don't forget to visit our website.

You can get more information on Housing Benefit and Council Tax Support, apply on-line, work out your benefit entitlement, and download an application form at www.ambervalley.gov.uk

Please only ask your employer to complete this tear off form if you are unable to provide wage slips

Certificate of earned income

Benefit reference:

PO Box 1, Town Hall
Ripley, Derbyshire
DE5 3BT



To be filled in by the employee

Your name:

Your occupation:

Your address:

I authorise any enquiry which may be necessary to confirm the information I have put on my application.

Your signature:

Date:

To be filled in by the employer.

We would be grateful if you could help your employee by confirming the details above and providing the information we have asked for below and over the page. Please then return it to the address at the top of this form or return it to the employee.

How often do you pay the employee (for example, every four weeks, every month and so on)?

Your name:

How many hours do they normally work each week?

Business address:

Please say how you normally pay them (for example, cash, cheque, into their bank).

Employee's National Insurance number:

Business phone number:

What date did they start work for you?

I confirm that the information provided is true and correct.

Employee or work number:

Your signature:

Date:

What date will the next pay increase occur?

Print your name:

Your position in the firm:

To be filled in by the employer.

If paid weekly, give the last five periods. If paid fortnightly, give the last three periods. If paid every four weeks or every month, give the last two periods.

Period number	Period ending	Number of hours worked	Basic gross pay	Overtime or bonus	Holiday pay	SSP, Maternity Pay or Paternity Pay	Expenses	Profit-related pay	Working Tax Credit	Total gross pay	Tax paid	National Insurance paid	Pension superannuation

Pay to date for the current year

From: **To:**

Period number: **Period number:**

Gross pay: £

Tax: £

National Insurance contributions: £

Pension or superannuation: £

Business stamp

We will not accept this certificate without a business stamp or accompanying letter on headed paper that has been signed by the employer.