

Housing Benefit & Council Tax Benefit Application

PLEASE MAKE SURE YOU ANSWER ALL THE QUESTIONS USING **BLACK INK ONLY**. DO NOT USE PENCIL.

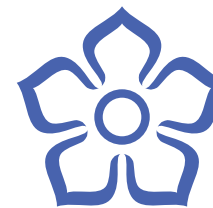
Answer all “YES” or “NO” questions by putting a ‘✓’ in the relevant box

Remember filling in this form correctly first time and providing all the evidence required will prevent a delay in processing your claim.

ORIGINALS MUST BE PROVIDED. PHOTOCOPIES ARE NOT ACCEPTABLE.

Our name and address:

Leicester City Council
Housing Benefit Section
Welford Place
LEICESTER
LE1 6ZH



Leicester
City Council

Your name and address:

Name: _____

Address: _____

Postcode: _____

A claim form for Housing Benefit and Council Tax Benefit

Notes for filling in the claim form for Housing Benefit and Council Tax Benefit

• About this form

This claim form has been designed to be as easy as possible to fill in. It may be rather long but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of benefit. You may not have to fill in all parts of the form, but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part. Read the checklist and guidance notes in Part 17 to help with completion of the form.

• About Housing Benefit and Council Tax Benefit

Housing Benefit can pay all or part of your rent. Certain items however are not covered. Council Tax Benefit can pay all or part of your Council Tax but neither Housing Benefit or Council Tax Benefit can help with water charges, or mortgage payments.

• Second Adult Rebate

Second Adult rebate is Council Tax Benefit 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 claiming second adult rebate, only fill in PARTS 1, 3 and 15 of this form.

OFFICIAL USE ONLY

Date to Customer

Day	/	Month	/	Year	
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Originating Office

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DATE RECEIVED AT
OTHER COUNCIL OFFICE

DATE RECEIVED AT
WELFORD HOUSE

A Claim form for Housing Benefit and Council Tax Benefit

If you are just claiming **Second Adult Rebate**, only fill in **Part 1**, **Part 3**, and **Part 15** of this form.

Are you (please tick one box) a council tenant? a private tenant? a housing association or social landlord tenant? an owner occupier?

Part 1

About you and your partner

Do you have a partner who normally lives with you?

By *partner* we mean someone of the opposite sex you are married to or live with as if you were married.

No

Yes

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

You

Surname or family name

Other names

Any other names you have used

Title (Mr, Mrs, Ms, other)

Address

House Number/Name, Street, Town

Postcode

What date did you move to this address?

Your daytime phone number

What is this number? Please tick

Date of birth

Mr Mrs Ms Miss Other

If you have not yet moved in, please state what date you expect to move to this address.

You do not have to tell us this, but it may help us to deal with your claim more quickly.

Home Work Mobile Textphone

You *continued*

National Insurance (NI) number

You can find this on payslips or letters from social security or the tax office. We cannot normally decide your claim if we do not have your NI number. We need to see proof of this.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	If you do not have a National Insurance Number, or cannot find it, tick this box. <input type="checkbox"/>
<i>Letters</i>	<i>Numbers</i>			<i>Letter</i>		

Have you claimed Housing Benefit or Council Tax Benefit before?

No Yes Please tell us about it below.

When did you last claim?

Which council did you claim from?

What name did you use for the claim?

What address did you claim for?

Postcode

If you have moved from this address, have you told the council you claimed from?

No Yes

If you have moved home in the last 12 months tell us your last address if it is different from the one above.

Postcode

Tell us whether you were the homeowner, a private tenant, a council tenant or a lodger at this address.

Your Partner

Surname or family name

[Grid for Surname or family name]

Other names

[Grid for Other names]

Any other names your partner has used

[Text box for Any other names your partner has used]

Title (Mr, Mrs, Ms, other)

Mr Mrs Ms Miss

Other [Text box]

Partner's address

Do not tell us if is the same as yours.
House Number/Name, Street, Town

[Grid for Partner's address]

Postcode

[Grid for Postcode]

Your partner's daytime phone number

[Grid for Your partner's daytime phone number]

You do not have to tell us this, but it may help us to deal with your claim more quickly.

What is this number?

Please tick

Home Work Mobile Textphone

Date of birth

Day [Grid] Month [Grid] Year [Grid]

National Insurance (NI) number

You can find this on payslips or letters from social security or the tax office. We cannot normally decide your claim if we do not have your NI number. We need to see proof of this.

[Grid for National Insurance (NI) number]
Letters Numbers Letter

If your partner does not have a National Insurance Number, or cannot find it, tick this box.

Your Partner *continued*

Has your partner claimed Housing Benefit or Council Tax Benefit before?

No Yes Please tell us about it below.

When did your partner last claim?

Day / Month / Year

Which council did your partner claim from?

What name did your partner use for the claim?

What address did your partner claim for?

Postcode

If your partner has moved from this address, has the council they claimed from been informed?

No Yes

If your partner has moved home in the last 12 months tell us the last address if it is different from the one above.

Postcode

Tell us whether your partner was the homeowner, a private tenant, a council tenant or a lodger at this address.

You

Your Partner

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 need to see proof of this.*

No Yes *We need to see proof of this.*

What is your nationality?

If your nationality is not British, on what date did you last enter and apply to stay in the UK? The UK is England, Northern Ireland, Scotland and Wales.

Day / Month / Year

Day / Month / Year

Are you or your partner in hospital at the moment?

No Yes *Please tell us about it below.*

No Yes *Please tell us about it below.*

When did you or your partner go in?

Day / Month / Year

Day / Month / Year

When will you or your partner come out, if you know this?

Day / Month / Year

Day / Month / Year

Do you or your partner get Disability Living Allowance?

No Yes *Which type?*

No Yes *Which type?*

Care

Lower Middle Higher

Lower Middle Higher

Mobility

Lower Higher

Lower Higher

Do you or your partner get Attendance Allowance?

No Yes *We need to see proof of this.*

No Yes *We need to see proof of this.*

Do you or your partner have a vehicle from a Mobility scheme?

No Yes

No Yes

Does anyone get Carer's Allowance for looking after you or your partner?

No Yes *We need to see proof of this.*

No Yes *We need to see proof of 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 Yes *We need to see proof of this.*

No Yes *We need to see proof of this.*

You

No Yes *How much do you pay and how often?*

£ every

No Yes *Tell us if this is full or part time.*

Full time Part time

£ a year

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

Your Partner

No Yes *How much do you pay and how often?*

£ every

No Yes *Tell us if this is full or part time.*

Full time Part time

£ a year

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

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

Are you or your partner a student?

By *student* we mean anyone who is attending a course of study at an educational establishment.

How much of your income is taken into account when working out your grant?

Please tick if you or your partner are:

First Child

Second Child

Third Child

Does the child have any savings?

No
 Yes How much are their savings?

£

We need to see proof of this.

No
 Yes How much are their savings?

£

We need to see proof of this.

No
 Yes How much are their savings?

£

We need to see proof of this.

Is the child registered blind?

No
 Yes We need to see proof of this.

No
 Yes We need to see proof of this.

No
 Yes We need to see proof of this.

Does the child get Disability Living Allowance?

No
 Yes Which type?

Care | **Mobility**
 Lower | Lower
 Middle | Higher
 Higher

We need to see proof of these.

No
 Yes Which type?

Care | **Mobility**
 Lower | Lower
 Middle | Higher
 Higher

We need to see proof of these.

No
 Yes Which type?

Care | **Mobility**
 Lower | Lower
 Middle | Higher
 Higher

We need to see proof of these.

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

No
 Yes Please tell us about it below.

No
 Yes Please tell us about it below.

No
 Yes Please tell us about it below.

Tell us the name and registration number of the minder.

How much do you pay a week?

£ a week

We need to see proof of this.

£ a week

We need to see proof of this.

£ a week

We need to see proof of this.

First Person *continued*

Second Person *continued*

Third Person *continued*

Are they registered blind?

No Yes *We need to see proof of this.*

No Yes *We need to see proof of this.*

No Yes *We need to see proof of this.*

Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?

No Yes *Tell us which.*

No Yes *Tell us which.*

No Yes *Tell us which.*

Do they pay rent or money for board and lodgings to you or your partner?

No Yes *How much?*

No Yes *How much?*

No Yes *How much?*

£ a week

£ a week

£ a week

Does this include money for food?

No Yes

No Yes

No Yes

Does this include money for heating?

No Yes

No Yes

No Yes

Are they severely mentally impaired?

No Yes

No Yes

No Yes

Are they in legal custody at the moment?

No

No

No

Yes *When are they expected to come out?*

Yes *When are they expected to come out?*

Yes *When are they expected to come out?*

Day / Month / Year

Day / Month / Year

Day / Month / Year

Are they in hospital at the moment?

No

No

No

Yes *Tell us about it below.*

Yes *Tell us about it below.*

Yes *Tell us about it below.*

When did they go in?

Day / Month / Year

Day / Month / Year

Day / Month / Year

When are they due to come out (if you know)?

Day / Month / Year

Day / Month / Year

Day / Month / Year

Do they normally work for more than 16 hours or more a week?

No

No

No

Yes *Tell us their earnings before any deductions.*

Yes *Tell us their earnings before any deductions.*

Yes *Tell us their earnings before any deductions.*

£

£

£

We need to see proof of their earnings.

We need to see proof of their earnings.

We need to see proof of their earnings.

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

No Go to Part 5.
 Yes Answer both the questions in this part.

You

Your Partner

Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance, Minimum Income Guarantee or Pension Credit at the moment?

No
 Yes When did you start getting it?

No
 Yes When did you start getting it?

Day / Month / Year

Day / Month / Year

Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Minimum Income Guarantee or Pension Credit?

No
 Yes When did you claim?

No
 Yes When did you claim?

Day / Month / Year

Day / Month / Year

Which benefit are you getting or waiting to hear about?

Income Support
 Income-based Jobseeker's Allowance
 Pension Credit

Income Support
 Income-based Jobseeker's Allowance
 Pension Credit

We must see evidence of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist with the guidance notes to see what you can use as evidence.

Are you or your partner self-employed?

No Go to Part 6. 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.

You

Your Partner

What kind of work do you do?

When did the business start?

What is the business address?

Do you have any business partners?

Tell us their name and address

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

Do you pay into a private pension scheme?

Day / Month / Year

Postcode

No Yes Tell us their name and address.

Postcode

No Yes How much and how often?

£ every

No Yes How much and how often?

£ every

Day / Month / Year

Postcode

No Yes Tell us their name and address.

Postcode

No Yes How much and how often?

£ every

No Yes How much and how often?

£ every

We must see evidence of your earnings before we can decide how much benefit you can get. Read the checklist in the guidance notes to see what you can use as evidence.

Do you or your partner work for an employer?

No Go to Part 7. Yes

Answer the questions on this page. If you work for more than one employer, tell us about all the employers on a separate sheet of paper and send it with this form.

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

You

Your Partner

What kind of work do you do?

Text input box for 'You' work type

Text input box for 'Your Partner' work type

You continued

What is your employer's name and address?

Grid for employer name and address with a Postcode field

Your Partner continued

What is your partner's employer's name and address?

Grid for partner's employer name and address with a Postcode field

You continued

Your Partner continued

When did you start this job?

Day / Month / Year input box for 'You'

Day / Month / Year input box for 'Your Partner'

You *continued*

Your Partner *continued*

What is your payroll, employee or staff number?

Are you employed for a limited period?

No Yes When will you finish?

No Yes When will you finish?

Day / Month / Year

Day / Month / Year

How often do you get paid?

every

every

How much do you get paid before tax and National Insurance are taken off?

£

£

How are you paid, for example, in cash, by cheque or straight into a bank or building society account?

When was your last pay rise?

Day / Month / Year

Day / Month / Year

When will your next pay rise be?

Day / Month / Year

Day / Month / Year

How many hours a week do you usually work?

Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment?

Statutory Sick Pay
 Statutory Paternity Pay
 Statutory Maternity Pay
 Adoption Pay

Statutory Sick Pay
 Statutory Paternity Pay
 Statutory Maternity Pay
 Adoption Pay

Are you getting any other sick pay or maternity pay from your employer at the moment?

No Yes

No Yes

Please provide details in Part 14.

Do you pay into a private or company pension scheme?

No Yes How much and how often?

No Yes How much and how often?

£ every

£ every

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist in the guidance notes to see what you can use as evidence. If you get any tips or bonuses, tell us about these in Part 14.

You continued**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 8.

Yes If yes tell us about this in Part 14.

Your Partner continued

No Go to Part 8.

Yes If yes tell us about this in Part 14.

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 below.
 Tell us the full rate of the benefits before any deductions.

Read the list of benefits opposite and tell us about any you or your partner are getting now or have claimed?

Enter the red numbers in the appropriate boxes below.

- | | | |
|---|---------------------------------|--|
| 01 Child Benefit | 09 Industrial Death Benefit | 18 Pension Credit (including Savings Credit) |
| 02 Child Tax Credit | 10 Carer's Allowance | 19 State Retirement Pension |
| 03 Fostering Allowance | 11 Severe Disablement Allowance | 20 War Disablement Benefit |
| 04 Contribution-based Jobseeker's Allowance | 12 Statutory Sick Pay | 21 War Pension or War Widow's Pension |
| 05 Maternity Allowance | 13 Statutory Maternity Pay | 22 Widow's or Widower's Benefit |
| 06 Working Tax Credit | 14 Statutory Paternity Pay | |
| 07 Incapacity Benefit | 15 Adoption Pay | |
| 08 Industrial Injuries Disablement Benefit | 16 Bereavement Allowance | |
| | 17 Guardian's Allowance | |

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper and send it with the form.

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

You continued

Your Partner continued

Enter the code for the benefit or pension from the list above
 See list above for the appropriate number.

If getting now, how much, how often and by what method?

<input type="text"/>	<input type="text"/>	Waiting to hear <input type="checkbox"/>	Getting now <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Waiting to hear <input type="checkbox"/>	Getting now <input type="checkbox"/>
£ every				£ every			
method: Order Book <input type="checkbox"/> Giro Cheque <input type="checkbox"/> Bank Account <input type="checkbox"/>				method: Order Book <input type="checkbox"/> Giro Cheque <input type="checkbox"/> Bank Account <input type="checkbox"/>			

Enter the code for the benefit or pension from the list above
 See list above for the appropriate number.

If getting now, how much, how often and by what method?

<input type="text"/>	<input type="text"/>	Waiting to hear <input type="checkbox"/>	Getting now <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Waiting to hear <input type="checkbox"/>	Getting now <input type="checkbox"/>
£ every				£ every			
method: Order Book <input type="checkbox"/> Giro Cheque <input type="checkbox"/> Bank Account <input type="checkbox"/>				method: Order Book <input type="checkbox"/> Giro Cheque <input type="checkbox"/> Bank Account <input type="checkbox"/>			

Enter the code for the benefit or pension from the list above
 See list above for the appropriate number.

If getting now, how much, how often and by what method?

<input type="text"/>	<input type="text"/>	Waiting to hear <input type="checkbox"/>	Getting now <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Waiting to hear <input type="checkbox"/>	Getting now <input type="checkbox"/>
£ every				£ every			
method: Order Book <input type="checkbox"/> Giro Cheque <input type="checkbox"/> Bank Account <input type="checkbox"/>				method: Order Book <input type="checkbox"/> Giro Cheque <input type="checkbox"/> Bank Account <input type="checkbox"/>			

Do you or your partner, or any children you are claiming for, have any money coming in (or expect to have some money coming in) that you have not already told us about on this form?

No Go to Part 10.
 Yes Answer the questions on this page.

You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

This includes:

- occupational pensions
- work pensions and private pensions
- maintenance or child support for you, your partner or any of the children you have told us about on this form
- money from a trust fund
- training allowances
- a student grant or loan and any cash payments.

Also tell us about any money you get from people living in your house such as:

- boarders
- lodgers
- subtenants.

	Other money 1	Other money 2	Other money 3
What is the money for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets it?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How is this paid?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much do they get?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text" value="Every"/>	<input type="text" value="Every"/>	<input type="text" value="Every"/>
When did they start getting this income?	<input type="text" value="Day / Month / Year"/>	<input type="text" value="Day / Month / Year"/>	<input type="text" value="Day / Month / Year"/>
When is the income likely to go up?	<input type="text" value="Day / Month / Year"/>	<input type="text" value="Day / Month / Year"/>	<input type="text" value="Day / Month / Year"/>

Other money 1 *continued*

Other money 2 *continued*

Other money 3 *continued*

Does anyone owe money to you, your partner, or any children you are claiming for?

No
 Yes *Tell us about it below.*

No
 Yes *Tell us about it below.*

No
 Yes *Tell us about it below.*

Who is it owed to?

How much?

£

£

£

What for?

Are you expecting to get any money in the next 12 months?

For example, a redundancy payment or a payment instead of notice or holiday.

No
 Yes *Tell us about it below.*

No
 Yes *Tell us about it below.*

No
 Yes *Tell us about it below.*

What for?

How much?

£

£

£

We must see evidence of any money coming in before we can decide how much benefit you can get. Read the checklist in the guidance notes to see what you can use as evidence.

Do you own your home or have a mortgage?

No Go to the next question.

Yes Go to Part 12.

Are you a council tenant?

No Fill in this section.

Yes Go to Part 11.

What sort of building do you live in?

Tick one box only.

Detached house

Flat in a house

Caravan, mobile home

Semi-detached house

Flat in a block

or houseboat

Terraced house

Flat over a shop

Board and lodgings

Maisonette

Bedsit or rooms or

Hotel

Bungalow

a studio flat

Residential nursing home

Other - give details

Hostel

Residential care home

Does your home have central heating?

No

Yes

Does your home have a garden?

No

Yes

Does your home have a garage?

No

Yes

Does your home have a parking space?

No

Yes

How many floors are there?

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

No

Yes Where in the building do you live?

At the front

In the middle

At the back

Which floors do you live on?

For example, ground floor, first floor.

How many 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"/>
Edsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you use your home for business?

No

Yes

Do you have a main home somewhere else?

If your main home is somewhere else in the UK or abroad, tick Yes, even if you do not pay rent for it.

No

Yes *Tell us about it below.*

Do you pay rent on this home?

No

Yes *How much?*

£

What is the address?

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

When did you move to this address?

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

Day / Month / Year

What sort of tenancy do you have?

For example, shorthold, assured tied rent or something like this.

How long is the tenancy for?

Day / Month / Year to Day / Month / Year

What is the property let as?

Tick the box that applies.

Furnished Partly furnished Hardly any furniture Unfurnished

How much rent do you pay and how often?

For example, every week, every fortnight, every four weeks, monthly.

£ every

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

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

No Yes *Tell us the details below.*

How much of the rent do you pay and how often?

For example, every week, every fortnight, every four weeks, monthly.

£ every

Has your rent changed in the last 12 months?

No Yes *Send us proof of the date it changed and how much it changed.*

When is the next rent increase due?

/ /

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist in the guidance notes to see what you can use as evidence.

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

No Yes Please send us the notice of registration form RO5.

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

No Yes How many in a year?

Are you behind with your rent?

No Yes By how many weeks?

Does your rent include money for the following?

Meals

No Yes How much?

£ every

For which meals? Breakfast Lunch Evening meal
Please tick.

Council Tax

No Yes How much?

£ every

Water authority charges

No Yes How much?

£ every

Lighting

No Yes How much?

£ every

Hot water

No Yes How much?

£ every

Fuel for cooking

No Yes How much?

£ every

Laundry

No Yes How much?

£ every

Cleaning rooms or windows

No Yes How much?

£ every

Gardening

No Yes How much?

£ every

Garage or parking space

No Yes How much?

£ every

Do you have to rent the garage as part of your tenancy agreement?

No Yes

Personal care and support

No Yes How much?

£ every

Do you pay any service charges separate from your rent, for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance?

No Yes How much?

£ every

What for?

I give my consent for information to be exchanged between the Leicester Supporting People Team and Housing Benefit Section for the purposes of paying Supporting People Subsidy.

No Yes

Are you living away from your usual home at the moment?

No Yes Tell us about it below.

Why are you not living at home?

[Empty text box for explaining why not living at home]

When did you last live at home?

Day / Month / Year

When do you expect to go back home?

Day / Month / Year

What is the address of where you are living at the moment?

[Address input fields including Postcode]

Have you sublet your home?

No Yes Who lives there now?

[Empty text box for who lives there now]

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist in the guidance notes to see what you can use as evidence.

Tell us about all your bank or building society accounts, even empty or overdrawn ones.

Do you, your partner or any children you are claiming for have any savings, investments or property in the UK or abroad?

Yes Answer the questions on this page. No Go to Part 13.

Money in bank & building society accounts

Which bank or building society is your account with?

Name of account holder

Account number

Type of account

Account total

£

Which bank or building society is your account with?

Name of account holder

Account number

Type of account

Account total

£

Which bank or building society is your account with?

Name of account holder

Account number

Type of account

Account total

£

Which bank or building society is your account with?

Name of account holder

Account number

Type of account

Account total

£

More spaces for account details overleaf.

Money in bank & building society accounts *continued*

Which bank or building society is your account with?

Name of account holder

Type of account

Account number

Account total

£

Which bank or building society is your account with?

Name of account holder

Type of account

Account number

Account total

£

Premium Bonds

Do you, your partner or any of the children you are claiming for have any National Savings Certificates?

No Yes *Please send us the original certificates as proof. We will return the certificates to you.*

Issue Number

Value

£

How many?

Unit trusts, ISAs, PEPs, TESSAs or other investments

Income bonds or capital bonds

Money or property held in trust

Shares - approximate value

Name of the company the shares are held in

Number of shares held

Name of the company the shares are held in

Number of shares held

Name of the company the shares are held in

Number of shares held

We must see evidence of any savings, investments or property before we can decide how much benefit you can get. Read the checklist in the guidance notes to see what you can use as evidence.

Any other savings or investments

£

Type of other savings or investments

Do any of your savings or investments include:

- money from the sale of a house, or
- money from a charity?

No Yes *We will write to you about it.***Apart from your home, do you, your partner or any children you are claiming for own any other property or land in this country or abroad?**

If it is on a mortgage or a loan, still tick Yes.

No Yes *We will write to you about it.***Have you or your partner received a Far Eastern Prisoner of War Compensation Payment?**No Yes *Who received the payment?* You Your Partner **Have you or your partner received a compensation payment made to victims of atrocities during the Second World War?**No Yes *Who received the payment?* You Your Partner **Have you, your partner or any children you are claiming for received a payment from the vCJD (Creutzfeldt-Jakob Disease) Trust?**No Yes *We will write to you about it.*

We must see evidence of any savings, investments or property before we can decide how much benefit you can get. Read the checklist in the guidance notes to see what you can use as evidence.

- If you are a council tenant, your council will pay any Housing Benefit you are awarded into your rent account.
- If you are not a council tenant and are awarded Housing Benefit, in most cases you can choose where to have your money paid. Your council can arrange to pay your money:
 - straight into a bank, building society, GIRO account or National Savings Bank account
 - by cheque, or
 - direct to your landlord.
- If you are awarded Council Tax Benefit, your council will pay this into your Council Tax account.

Payment direct into an account

We recommend that you get your money in this way because:

- it is safe and secure
- it is convenient - you decide when and how much you want to withdraw
- using an account may help you to save
- from some accounts you could have regular bills paid (this could save you money but you will need to make sure that there is enough money in your account to pay the bills - if not, you may be charged a fee), and
- you can get your money from many different places.

The account can be:

- in your name
- in the name of your partner (we use partner to mean a person you are married to or a person you live with as if you are married to them)
- in both the names of yourself and your partner
- in the name of the person acting on your behalf, or
- in both the names of yourself and the person acting on your behalf.

If we cannot pay you direct, we will pay you by cheque.

You must tick Yes to one of these questions:

Would you like your Housing Benefit paid straight into an account?

No Go to the next question.

Yes Go to the section asking for your account details.

Would you like to be paid by cheque?

No Go to the next question.

Yes

Would you like your Housing Benefit to be paid direct to your landlord?

No

Yes If you ticked Yes, do not forget to fill in the authorisation sheet at the end of this claim form. Then tear it off and give it to your landlord to sign. Go to part 14.

Payment direct into an account *continued*

What name or names is the account in?

Please tick one box only to say what type of account you want your money paid into. Then fill in the details of the account.

Bank or building society cheque account or bank deposit account - not a mortgage account

Sort code

Account number

Type of account - for example,
a deposit or current account

Building society savings account- not a cheque or mortgage account

Name of building society

Account number

Roll number

GIRO account

Account number

National Savings Bank investment account- not an ordinary account

Account number

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

Use a separate sheet of paper and attach it to this form if you need to.

If you are sending any separate sheets of paper with this form, tell us how many.

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

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

- **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, and I understand I could be prosecuted.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may cross check the information with other sources within the council, rent offices and other councils. Data held may be used in comparison for the purposes of prevention and detection of fraud.
- **I understand** that you may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- **I know** that I must let you know in writing about any change in my circumstances, which might affect my claim, as soon as they happen.
- **I understand** that if benefit is paid direct to my landlord and a dispute arises over the amount paid, that you may have to disclose all the details of my claim and any subsequent correspondence to my landlord, their representative and a court or an appeal tribunal.

Signature of person claiming

[Signature box]

Date

Day / Month / Year

Partners Signature

[Signature box]

Date

Day / Month / Year

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.

[Text box for explanation]

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

Name of the person who filled in the form

[Name box]

Signature

[Signature box]

Relationship to the person claiming

[Relationship box]

Date

Day / Month / Year

Equality

Leicester City Council is committed to applying positive action and promoting best equality action in its efforts to eliminate discrimination. In order to ensure that our equality policies are effective, we need to monitor the number of benefit applicants in relation to their ethnic origin.

Please tick the one box that describes your ethnic origin most closely. I am:

- Asian or Asian British
- Black or Black British
- Chinese
- White
- Other (Please State)

[Other ethnic origin box]

Sharing information with your landlord

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

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission.

Under the Data Protection Act 1998 we need your permission to discuss anything else. If you give us permission by signing this form, we will only share information with your landlord if you have agreed that your Housing Benefit can be paid direct to your landlord.

If you give us permission, we would be able to tell your landlord whether:

- you have claimed or renewed your claim for Housing Benefit, or
- we have made a decision on your claim, or
- we need more information to make a decision on your claim, and what that information may be.

We will not give your landlord any information about:

- your personal or household circumstances, or
- your financial circumstances.

You can withdraw your permission at any time. It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

If you want to give us permission to discuss your claim with your landlord, please sign below.

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

Signature

Full name (in CAPITAL LETTERS)

Date

Day / Month / Year

Address

Postcode

If you want us to pay your benefit straight to your landlord, you must sign this declaration

Your declaration

Please pay my Housing Benefit straight to my landlord.

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

Your signature

Full name (in CAPITAL LETTERS)

Date

Day / Month / Year

Your landlord's declaration

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

I understand that by law:

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

Your landlord's signature

Date

Day / Month / Year

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 our reception. We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

If you do not provide all the evidence we need, we might not be able to pay you any benefit. 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 claim, but we will not be able to pay you any benefit until we have all the evidence.

• Evidence of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

• Evidence of your address

Such as a recent gas or electricity bill or a TV licence.

• Evidence of National Insurance number

Such as a National Insurance number card, payslips or letters from social security or the tax office.

• Evidence of capital, savings and investments

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

• Evidence of earnings

We also need this for any other adults living in your home.

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 or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than six months, a summary of your trading records so far.

• Evidence of other income

We also need this for any other adults living in your home.

Such as pension slips from a former 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.

• Evidence of benefits, allowances or pensions

We also need this for any other adults living in your home.

Such as current award notices or letters from social security 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.

• Evidence of private rent and tenancy

Such as a rent book, rent receipts, a tenancy agreement 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 child carers.

Notes for filling in the claim form for Housing Benefit and Council Tax Benefit

- About this form
- About Housing Benefit and Council Tax Benefit
- Second Adult Rebate
- Proof
- Filling in the form
- If you need help to fill in the form
- What to do next
- Changes you must tell us about
- How we collect and use information

About this form

We have designed this claim form to be easy to fill in. It may look rather long, but there need to be enough questions to make sure that everyone who claims gets the right amount of benefit.

You may not have to fill in all parts of the form (for example, a few questions would not apply to most pensioners) but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

About Housing Benefit and Council Tax Benefit

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

Second Adult Rebate

Second Adult Rebate is Council Tax Benefit 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 claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 15 of this form.

Proof

We will need to see proof of some of the things you write about on the form. There is a checklist included with these notes to help you. If you are not sure if we need to see proof of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the proof we need.

Filling in the form

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 again. Do not put a cross in any boxes. If you answer a question with a cross, we may have to send the form back, and this will delay the claim. If someone else fills in the form for you, there is a special space for them to sign.

If you need help to fill in the form

If you need any help contact us. Our contact details are shown on page 40 of this form. This includes our telephone number and the addresses of our Neighbourhood Housing Offices.

What to do next

When you have filled in the form sign it and send it to us at the following address with the proof we need to see.

**Leicester City Council
Housing Benefits
Welford House
Welford Place
Leicester
LE1 6ZH**

Or you can take the form and proof to our offices.

Do not send valuable items such as benefit order books, bank books or passports in the post. Bring them to our reception and we will get the information we need and give them back to you.

If you cannot get the proof we need straightaway, do not worry. Send the form to us with the proof you do have and let us know that you will be sending some proof later. If you do not send the form to us straight away, you might lose money.

Changes you must tell us about

For example:

- any of your children leave school or leave home
- anyone moves into or out of your home, including lodgers and subtenants
- your income or the income of anyone living with you, including benefits, changes
- your capital or savings change
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or changes or leaves a job.
- your rent changes
- you move
- you or your partner are going to be away from home for more than a month
- you or anyone living with you starts work
- you receive any decision from the Home Office, or
- anything you have told us about changes.

This is not a full list. If you are not sure, ask us for advice. You must tell us about any changes in writing - a phone call is not enough. If you do not tell us about these changes, you may lose money you are entitled to or you may get too much benefit. You must make sure that you tell us about any changes.

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 affect your benefit. We may take court action against you and if we pay you too much benefit, you will probably have to pay it back.

How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send, to process your claim for Housing Benefit and Council Tax Benefit. We may pass the information to other agencies or organisations such as the Department for Work and Pensions and the Inland Revenue, as allowed by the law.

We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give information to them to:

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

These third parties include government departments, other local authorities and private-sector organisations such as banks and organisations that may lend you money.

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

We are the data controller for the information on this form for the purposes of the Data Protection Act. Information will normally be held for six years.

If you want to know more about what information we have about you, or the way we use that information, please ask us.

You may hand in your form to any of the following Council Offices:

Housing Benefits

Welford House
Welford Place

Customer Services Centre

Ground Floor
B Block
New Walk Centre

Any of the following Neighbourhood Housing Offices:

Beaumont Leys

2-4 Home Farm Square
Beaumont Leys
Leicester, LE4 0PY

Charnwood / St Andrews

Charnwood Walk
Charnwood Estate
Leicester, LE5 3FN

Humberstone

200 Uppingham Road
Leicester, LE5 0QG

New Parks

321 Aikman Avenue
Leicester, LE3 9PY

Saffron

499 Saffron Lane
Leicester, LE2 6UQ

St Matthews

34-38 Malabar Road
St Matthews Estate
Leicester, LE1 2PD

Thurnby Lodge

194 Thurncourt Road
Leicester, LE5 2NG

Braunstone

24 Guthridge Crescent
Braunstone South Estate
Leicester, LE3 1JX

Eyres Monsell

29-31 The Exchange
Eyres Monsell Estate
Leicester, LE2 9BA

Mowmacre Hill

Jersey Road
Mowmacre Hill
Estate Leicester, LE4 2LT

Rowlatts Hill

Balderstone Close
Rowlatts Hill
Leicester, LE5 4DY

St Marks

16 Catherine Street
St Marks Estate
Leicester, LE4 6BA

St Peters / Highfields

1-3 Hydra Walk
St Peters Estate
Leicester, LE2 0UY

Before completing the form please read these guidance notes

Please contact the Housing Benefits section if you need help with this form by ringing one of the following numbers according to your surname:

Surnames **A-K** please ring 0116 252 6944 and for

Surnames **L-Z** please ring 0116 252 6948

Hadaad foomkan caawimaad ugu baahantahay, fadlan laxariir Housing Benefit Section(Howsin Benefit Sekshan), oo kuyaal Welford House, Welford Place, Leicester, adigoo telefoonadan midka magacaaga-familku kabilowda soowacaya:

Magaca-familka **A ilaa K** Fadlan wac 0116 2526944 iyo

Magaca-familka **L ilaa Z** Fadlan wac 0116 2526948

wacaad kaloo helaysaa turjumaan.

जे तमने आ झोम अंजे मदेननी जूरु डोय तो, मडेरानी करी डाउजिंज पेनिफिट सेकशननो वेल्डोर्ड

डाउस, वेल्डोर्ड प्लेस, वेस्टर उपर तमारी अटक प्रमाणे नीयिनामांथी अक नंबर उपर होन करी:

अटक अ-के (अ-घ) मडेरानी करी 0116 252 6944 उपर होन करी अने

अटक अल-जे (ल-ज) मडेरानी करी 0116 252 6948 उपर होन करी

टुभाषियानी सेवा पणु उपलब्ध छे.

اگر آپ کو اس فارم میں کوئی مدد چاہیے، تو برائے مہربانی ویلفورڈ ہاؤس، ویلفورڈ ہیلز، لیسٹر کے ہاؤزنگ بینیفٹ سیکشن کے ساتھ اپنے خاندانی نام کے مطابق درج

ذیل میں سے ایک نمبر پر فون کر کے رابطہ کریں:

برائے کرم **0116 2526944** پر فون کریں اور

A - K نام خاندانی نام

ترجمانی کی سہولت بھی دستیاب ہے۔

برائے کرم **0116 2526948** پر فون کریں اور

کیلئے **L - Z** نام خاندانی نام

नेवर उवाठुं इस ढाठम ढिँच बेई मसँद चावीली वडे उां डैलढेवड गपुस, डैलढेवड पलस, लैसटर ढिडे गपुसिंगा
बैनिफिट सेकशन नाल, अपढे धानदानी ताम डे अतुसार वेठ लिधिआं ढिँचें ढिड नंघर उे डेठ वरबे संपवब वरै:

धानदानी ताम **A-K** बिरपा वरबे 0116 252 6944 उे डेठ वरै अउे

धानदानी ताम **L-Z** लई बिरपा वरबे 0116 252 6948 उे डेठ वरै

सुडामाी सवढिस ढी उेपलंसप वी ।

आपनार यदि এই ফরমের ব্যাপারে কোন সাহায্যের প্রয়োজন হয়, তাহলে অনুগ্রহ করে লেটার'এর
ওয়ালফোর্ড হাউজ, ওয়েলফোর্ড প্লেস'এ অবস্থিত হাউজিং বেনিফিট সেকশনে আপনার সারনেম
(পারিবারিক নাম) অনুযায়ী নিম্নের যেকোন একটি নাম্বারে যোগাযোগ করুন :

সারনেম A-K'এর জন্য অনুগ্রহ করে ফোন করুন 0116 252 6944 এবং

সারনেম L-Z'এর জন্য অনুগ্রহ করে ফোন করুন 0116 252 6948

ইন্টারপ্রিটেশন (দোভাষী) সার্ভিসের ব্যবস্থাও আছে ।