



Derbyshire Dales District Council

Town Hall, Matlock, Derbyshire DE4 3NN

A claim form for Housing Benefit and Council Tax Benefit

Please contact the Benefits Section if you need help or advice in completing this form:

Phone: 01629 761188

Fax: 01629 761148

Benefit Fraud Hotline: 01629 761330

Website: www.derbyshiredales.gov.uk

E-mail: benefits@derbyshiredales.gov.uk

The office is open from 9 am to 5 pm Monday to Friday.

If you believe someone to be in receipt of benefit fraudulently, you can contact the Investigation Officers in complete confidence to report your suspicions. Please note the number of the Benefit Hotline - 01629 761330

Please remember to return this form to the District Council at the above address without delay. Proof that is unavailable at the time you completed the form can be sent in separately.

Please also remember that you must report all changes in circumstances immediately in writing to the Council. Please do not rely on other persons or the DWP to do this on your behalf. Please contact the District Council where you need assistance.

Housing Benefit and Council Tax Benefit

The notes on pages 1 to 3 give information to help you fill in this form. Please detach these pages and keep them for your future reference.

- 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
- How we collect and use information
- Changes you must tell us about

About this form

We have designed this claim form to be easy to fill in. It may look 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.

About Housing Benefit and Council Tax Benefit

Housing Benefit can pay all or part of your rent. However, certain items are not covered. Council Tax Benefit can pay all or part of your Council Tax. However, Housing Benefit and Council Tax Benefit cannot 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 **Part 1**, **Part 3** and **Part 16** 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 in **Part 18** of the form to help you. If you are not sure if we need to see proof of something, get in touch with us. We will tell you what we need to see. We cannot pay you 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 box that applies to you. 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 this form

If you need any help, contact us. You can find our phone number and address at the front of this form.

Or you can get in touch with an organisation like your local Citizens Advice Bureau. You can find their phone number and address in the business numbers section of your local phone book.

What to do next

When you have filled in the form, sign it and send it (with all the documents and proof we have asked for) to the address shown on the front of this form. **If you cannot get all the proof we need straight away, do not worry. Send us the form now with the proof you do have and let us know that you will be sending more proof later. If you do not send the form in now, you could lose money.**

Do not send valuable items such as benefit order books or bank pass books in the post.

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 law. We may check information you have provided, or information about you that someone else has provided, with other information they 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. We 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 purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

Changes you must tell us about

If you get Housing Benefit or Council Tax Benefit, you must tell us in writing if your circumstances change. A phone call is not enough. You must tell us as soon as the change takes place. If you do not tell us about a change, you may lose benefit or you may get too much benefit. 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 may affect your benefit, and we may take court action against you. If we pay you too much benefit, you will probably have to pay it back to us. Examples of the types of change you must tell us about are shown below, but this is not a full list. If you are not sure if a change is relevant ask us for advice.

- Tell us straight away if:
- 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, savings or investments change;
 - your rent changes;
 - you move to another address;
 - 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;
 - you or anyone living with you starts work;
 - you or your partner are going to be away from home for more than a month;
 - you receive any decision from the Home Office; or
 - anything you have told us about changes.

A claim form for Housing Benefit and Council Tax Benefit

For our use only

Date received at:

DWP office date stamp

Initials

Local authority office date stamp

Initials

Name and address

Date of issue

If you are just claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 16 of this form.

Are you (please tick one box):

a Dales Housing tenant?

a private tenant?

a subtenant?

an owner-occupier?

a housing association or social landlord tenant?

Part 1 About you and your partner

Do you have a partner who normally lives with you? No

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

Yes

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

	You	Your partner
Last name or family name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other names you have used	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>
Address, including a room number if you have one Do not tell us your partner's address if it is the same as yours.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode	Postcode
What date did you move to this address?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Your daytime phone number	Code <input type="text"/> Number <input type="text"/>	Code <input type="text"/> Number <input type="text"/>
What is this number? Please tick.	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

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.

Have you or your partner claimed Housing Benefit or Council Tax Benefit before?

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?

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

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

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

You				
Letters	Numbers		Letter	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If you do not have an NI number, or cannot find it, tick this box.				<input type="checkbox"/>
No	<input type="checkbox"/>			
Yes	<input type="checkbox"/> Please tell us about it below.			
<input type="text" value=" / /"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
Postcode				
No	<input type="checkbox"/>			
Yes	<input type="checkbox"/>			
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
Postcode				
<input type="text"/>				

Your partner				
Letters	Numbers		Letter	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If your partner does not have an NI number, or cannot find it, tick this box.				<input type="checkbox"/>
No	<input type="checkbox"/>			
Yes	<input type="checkbox"/> Please tell us about it below.			
<input type="text" value=" / /"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
Postcode				
No	<input type="checkbox"/>			
Yes	<input type="checkbox"/>			
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
Postcode				
<input type="text"/>				

We need to see proof of your identity and NI number. See the checklist in Part 18.

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?

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.

Are you or your partner in hospital at the moment?

When did you go in?

When will you come out (if you know this)?

Do you or your partner get Disability Living Allowance?

Care

Mobility

Do you or your partner get Attendance Allowance?

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

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?

You

No
 Yes We will write to you about this.

 / /

No
 Yes Please tell us about it below.

 / /
 / /

No
 Yes How much?

£

£

No
 Yes We will write to you about this.

No
 Yes We will write to you about this.

No
 Yes We will write to you about this.

Your partner

No
 Yes We will write to you about this.

 / /

No
 Yes Please tell us about it below.

 / /
 / /

No
 Yes How much?

£

£

No
 Yes We will write to you about this.

No
 Yes We will write to you about this.

No
 Yes We will write to you about this.

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

You

No
 Yes How much do you pay and how often?
 £ every

Your partner

No
 Yes How much do they pay and how often?
 £ every

Are you or your partner a student?
 By *student* we mean anyone who is studying at an educational establishment, including student nurses.

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

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

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

£ a year

£ a year

Please tick if you or your partner are:

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

-
-
-
-
-
-

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

No
 Yes

No
 Yes

We will contact you if we need any more information.

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

- under 16;
- aged 16 or 17 and registered for work or youth training; or
- aged 16, 17 or 18 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).
- Aged 19 to 20 and you still receive child benefit. Please give the final date of entitlement

Are there any children in your household as described above?

No Go to Part 3.

Yes If there are more than four children, use a separate sheet of paper to tell us all the information we ask for on this page. Then send the sheet with the form.

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

	First child	Second child	Third child	Fourth child
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address if different from yours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

We need to see proof of this.

	First child	Second child	Third child	Fourth child
--	-------------	--------------	-------------	--------------

Does the child have any savings?

No	<input type="checkbox"/>	No	<input type="checkbox"/>	No	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/> How much are their savings?	Yes	<input type="checkbox"/> How much are their savings?	Yes	<input type="checkbox"/> How much are their savings?	Yes	<input type="checkbox"/> How much are their savings?
	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>			

We need to see proof of this. We need to see proof of this. We need to see proof of this. We need to see proof of this.

Is the child registered blind?

No	<input type="checkbox"/>	No	<input type="checkbox"/>	No	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/> We need to see proof of this.	Yes	<input type="checkbox"/> We need to see proof of this.	Yes	<input type="checkbox"/> We need to see proof of this.	Yes	<input type="checkbox"/> We need to see proof of this.

Does the child get Disability Living Allowance?

No	<input type="checkbox"/>	No	<input type="checkbox"/>	No	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/> How much?	Yes	<input type="checkbox"/> How much?	Yes	<input type="checkbox"/> How much?	Yes	<input type="checkbox"/> How much?
Care	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>			
Mobility	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>			

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

No	<input type="checkbox"/>	No	<input type="checkbox"/>	No	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/> Please tell us about it below.	Yes	<input type="checkbox"/> Please tell us about it below.	Yes	<input type="checkbox"/> Please tell us about it below.	Yes	<input type="checkbox"/> Please tell us about it below.

Tell us the name and registration number of the minder.

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

How much do you pay a week?

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

We need to see proof of this. We need to see proof of this. We need to see proof of this. We need to see proof of this.

Now tell us about all the people who usually live with you and your partner.

Do not tell us about people who just share a hall, bathroom or toilet with you.

If you want to tell us about more than three people, use a separate sheet of paper.

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

Do any adults usually live with you and your partner?

By *adults* we mean people over 16 who nobody gets Child Benefit for.

No Go to Part 4.

Yes Fill in this section.

Last name

Second person

Third person

Other names

Date of birth

 / /
 / /
 / /

Their relationship to you or your partner

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 or Pension Credit (the guaranteed part)?

No

Yes

No

Yes

No

Yes

Do they get Disability Living Allowance or Attendance Allowance?

No

Yes How much?

No

Yes How much?

No

Yes How much?

 £ a week

 £ a week

 £ a week

Are they registered blind?

No

Yes

No

Yes

No

Yes

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.

	First person	Second person	Third person
Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
How much?	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Does this include money for food?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does this include money for heating?	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 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"/>
Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>
Are they in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
When did they go in?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
When are they due to come out (if you know)?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. <input type="text"/> £	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. <input type="text"/> £	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. <input type="text"/> £
	We need to see proof of their earnings.	We need to see proof of their earnings.	We need to see proof of their earnings.

First person

Second person

Third person

Do they have any other income at all?
 Make sure you tell us about all other income they have. This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.

No
 Yes Tell us about it below.

No
 Yes Tell us about it below.

No
 Yes Tell us about it below.

1 Where does this income come from?

How much is it before deductions?

 £

 £

 £

2 Where does this income come from?

How much is it before deductions?

 £

 £

 £

3 Where does this income come from?

How much is it before deductions?

 £

 £

 £

We need to see proof of their income.

We need to see proof of their income.

We need to see proof of their income.

Are any of the people who normally live with you married to each other or living together as if they were married? We call these people *partners*.

No
 Yes Tell us their names below.

 is the partner of
 is the partner of

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

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

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

You

- No
 Yes When did you start getting it?
 / /

Your partner

- No
 Yes When did they start getting it?
 / /

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

- No
 Yes When did you claim?
 / /

- No
 Yes When did they claim?
 / /

Which benefit are you getting or waiting to hear about?

- Income Support
 Income-based Jobseeker's Allowance
 Pension Credit

Which benefit are they getting or waiting to hear about?

- 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 in Part 18 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.

What kind of work do you do?

You

Your partner

When did the business start?

 / /
 / /

What is the business address?

 Postcode

 Postcode

Do you have any business partners?

No

Yes Tell us their name and address.

 Postcode

No

Yes Tell us their name and address.

 Postcode

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

No

Yes How much and how often?

 £ every

No

Yes How much and how often?

 £ every

Do you pay into a private pension scheme?

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 at Part 18 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?

What is your employer's name and address?

 Postcode

 Postcode

When did you start this job?

 / /
 / /

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?

 / /

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?

 / /
 / /

When will your next pay rise be?

 / /
 / /

	You	Your partner
How many hours a week do you usually work?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	How much and how often? <input style="width: 100%; border: 1px solid #ccc;" type="text" value="£ every"/>	How much and how often? <input style="width: 100%; border: 1px solid #ccc;" type="text" value="£ every"/>

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at **Part 18** to see what you can use as evidence. If you get tips or bonuses, tell us about these in **Part 14**.

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 Answer the questions on this page.

What other work do you do?

You [Text input box]

Your partner [Text input box]

What is the name and address of the person you do this work for?

You [Name and address input box] Postcode

Your partner [Name and address input box] Postcode

When did you start this work?

You [Date input box]

Your partner [Date input box]

How many hours a week do you usually work?

You [Hours input box]

Your partner [Hours input box]

Do you get paid?

If you only get expenses or tips, still tick Yes and give details.

No

Yes Tell us about it below.

No

Yes Tell us about it below.

How much do you get before any deductions?

You £ [Amount input box]

Your partner £ [Amount input box]

How often are you paid?

You [Frequency input box] Every

Your partner [Frequency input box] Every

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.

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

No Go to Part 9.

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

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

- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Contribution-based Jobseeker's Allowance
- Maternity Allowance
- Working Tax Credit
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Carer's Allowance
- Severe Disablement Allowance
- Statutory Sick Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Adoption Pay
- Bereavement Allowance
- Guardian's Allowance
- Pension Credit (including Savings Credit)
- State Pension
- War Disablement Benefit
- War Pension or War Widow's Pension
- Widow's or Widower's Benefit

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	Your partner
The name of the benefit or pension	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 95%;" type="text" value="£ every by"/>	<input style="width: 95%;" type="text" value="£ every by"/>
The name of the benefit or pension	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 95%;" type="text" value="£ every by"/>	<input style="width: 95%;" type="text" value="£ every by"/>
The name of the benefit or pension	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 95%;" type="text" value="£ every by"/>	<input style="width: 95%;" type="text" value="£ every by"/>

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?

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 as boarders, lodgers or subtenants.

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

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

What is the money for?

Who gets it?

How much do they get?

How often?

How is this paid?

When did they start getting this income?

When is the income likely to go up?

	Other money 1	Other money 2	Other money 3
What is the money for?			
Who gets it?			
How much do they get?	£	£	£
How often?	Every	Every	Every
How is this paid?			
When did they start getting this income?	/ /	/ /	/ /
When is the income likely to go up?	/ /	/ /	/ /

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

What for?

How much?

Who is it owed to?

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.

What for?

How much?

Other money 1

No
Yes Tell us about it below.

No
Yes Tell us about it below.

Other money 2

No
Yes Tell us about it below.

No
Yes Tell us about it below.

Other money 3

No
Yes Tell us about it below.

No
Yes Tell us about it below.

We must see evidence of any money coming in before we can decide how much benefit you can get. Read the checklist in Part 18 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 Dales Housing tenant?

No Answer the questions below.

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 or houseboat

Semi-detached house

Flat in a block

Board and lodgings

Terraced house

Flat over a shop

Hotel

Maisonette

Bedsit or rooms or a studio flat

Residential nursing home

Detached bungalow

Hostel

Residential care home

Semi-detached bungalow

Other – give details _____

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

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

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

When did you start renting your home?

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.

What sort of tenancy do you have?

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

How long is the tenancy for?

What is the property let as?

Tick the box that applies.

How much rent do you pay and how often?

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

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 What is the relationship?

is my landlord's or agent's

/ /

/ /

/ / to / /

Furnished

Partly furnished

Hardly any furniture

Unfurnished

£ every

No

Yes Tell us the details below.

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

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

£ 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 at Part 18 to see what you can use as proof.

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?

Who has to pay the Council Tax bill for your home?

Tick the box that applies.

You or your partner

Your landlord

Someone else Tell us who it is.

What is the Council Tax reference number?

Does your rent include money for the following?

Meals

No

Yes How much? £ every

For which meals? Breakfast

Please tick. Lunch

Evening meal

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

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.

We need to know if you, your partner or any children you are claiming for have any bank accounts, savings, investments or property in the UK or abroad. This includes cash, current accounts and savings accounts with a bank or building society, Post Office® accounts, Premium Bonds, National Savings Certificates, and stocks and shares.

Do you, your partner or any children you are claiming for have any of the following?

Money in bank accounts	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	How many accounts?	<input type="text"/>	Total amount	£ <input type="text"/>
Money in building society accounts	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	How many accounts?	<input type="text"/>	Total amount	£ <input type="text"/>
Money in Post Office® accounts	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	How many accounts?	<input type="text"/>	Total amount	£ <input type="text"/>
Premium Bonds	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	How many bonds?	<input type="text"/>	Total amount	£ <input type="text"/>
Unit trusts, ISAs, PEPs, TESSAs or other investments	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	How many?	<input type="text"/>	Total amount	£ <input type="text"/>
Income bonds or capital bonds	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	How many bonds?	<input type="text"/>	Total amount	£ <input type="text"/>
Money or property held in trust	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	How many?	<input type="text"/>	Total amount	£ <input type="text"/>
Any other savings or investments	No <input type="checkbox"/>				
	Yes <input type="checkbox"/>	How many?	<input type="text"/>	Total amount	£ <input type="text"/>
		Type of other savings or investment	<input type="text"/>		

	£	Name of the company the shares are held in	Number of shares held
Shares – approximate value	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shares – approximate value	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shares – approximate value	<input type="text"/>	<input type="text"/>	<input type="text"/>

We must see evidence of any savings, investments or property before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.

Do you, your partner or any 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.

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; or
 • a compensation payment made to victims of atrocities that happened during the Second World War?

- No
 Yes What payment did you receive? Who received the payment?

A Far Eastern Prisoner of War Compensation payment You Your partner

A compensation payment made to victims of atrocities that happened during the Second World War You Your partner

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

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.

- In most cases you can choose where to have your money paid. We can arrange to pay your money.
 - straight into a bank, building society, GIRO account or National Savings Bank account;
 - by cheque; or
 - straight to your landlord
- If you are awarded Council Tax Benefit, we will pay this into your Council Tax account.

Paying 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 us to pay your Housing Benefit straight into an account?

- No Go to the next question.
Yes Go to page 27.

Would you like to be paid by cheque?

- No Go to the next question.
Yes

Would you like us to pay your Housing Benefit straight to your landlord?

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

- No
Yes Go to Part 14.

sign.

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.

I am enclosing a filled-in *Paying benefit to your landlord* form.

I will send you a filled-in *Paying benefit to your landlord* form later.

We can usually award benefit from the Monday after the day we receive 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 earlier.

Date you want to claim benefit from

For this earlier period, were your circumstances the same as on this form?

No

Yes

Tell us why you have not claimed before.

Part 16 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, 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 confirm that the information I have given on this form is correct and complete.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I agree that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law.

- 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.

Signature of person claiming

Date

Partner's signature

Date

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.

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

Signature

Relationship to the person claiming

Date

Part 17 What to do next

You should now have:

- filled in the claim form for Housing Benefit and Council Tax Benefit
- collected any evidence to support your claim – but remember not to send valuable items; and
- filled in the *Paying benefit to your landlord* form.

If you cannot send in all the supporting evidence or a filled-in *Paying benefit to your landlord* form (or both) straight away, do not worry. Send the form to us now and let us know that you will be sending these to us later.

If you do not send in the form now, you could lose money.

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. We will contact your employer if you do not have these payslips. 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 childcarers.

Make sure you read and sign the declaration on page 29.

Under the Race Relations Act we have a responsibility to gather details of our clients' backgrounds. This information is used to help us with our equal opportunities policies.

This information is confidential and will be used only to improve access to our services and help provide equal opportunities for everyone.

The completion of this survey is voluntary.

A Please indicate which background you feel you belong to:

Asian

Bangladeshi

Indian

Pakistani

Other Asian background Please specify

Black

African

Caribbean

Other black background Please specify

Chinese

Any Chinese background

Mixed ethnic background

Asian and white

Black African and white

Black Caribbean and white

Other mixed ethnic background Please specify

White

Any white background

Any other ethnic background

Any other ethnic background Please specify

B Please indicate your nationality:

British or mixed British

Scottish

English

Welsh

Irish

Any other nationality Please specify

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.

Signature

Date

Full name
(in CAPITAL LETTERS)

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.

Signature

Date