



For our use only

Date received at:

Local authority office date stamp

Initials

Date issued

Claim number

Case type LA PT OO 2AR

Do you want to claim Second Adult Rebate? No Yes

If you are just claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 19 of this form.

Are you (please tick one box):

a council tenant?

a private tenant?

an owner-occupier?

a housing association or social landlord tenant?

Please read the notes before you fill in this application form.

Part 1 About you and your partner

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

By partner we mean: -

- A person you are married to or live with as if you were married.
- A civil partner or a person you live with as if you are civil partners.

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"/> |
| | 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 contact phone number | Code <input type="text"/> Number <input type="text"/> | Code <input type="text"/> Number <input type="text"/> |
| Date of birth | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |



INVESTOR IN PEOPLE



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 council tenant or a lodger at this address.

You

Letters Numbers Letter

If you do not have an NI number, or cannot find it, tick this box.

No

Yes Please tell us about it below.

/ /

Postcode

No

Yes

Postcode

Your partner

Letters Numbers Letter

If your partner does not have an NI number, or cannot find it, tick this box.

No

Yes Please tell us about it below.

/ /

Postcode

No

Yes

Postcode

We need to see proof of your identity and NI number. See the checklist in Part 15.

| | 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 <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this. | No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this. |
| What is your nationality? | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| If your nationality is not British, on what date did you last enter and apply to stay in the UK? <small>The UK is England, Northern Ireland, Scotland and Wales.</small> | <input style="width: 100%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> | <input style="width: 100%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> |
| Are you or your partner in hospital at the moment? | No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below. | No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below. |
| When did you go in? | <input style="width: 100%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> | <input style="width: 100%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> |
| When will you come out (if you know this)? | <input style="width: 100%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> | <input style="width: 100%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> / <input style="width: 10%; text-align: center;" type="text"/> |
| Do you or your partner get Disability Living Allowance? | No <input type="checkbox"/> Yes <input type="checkbox"/> How much? | No <input type="checkbox"/> Yes <input type="checkbox"/> How much? |
| Care | <input style="width: 100%; text-align: right;" type="text"/> £ | <input style="width: 100%; text-align: right;" type="text"/> £ |
| Mobility | <input style="width: 100%; text-align: right;" type="text"/> £ | <input style="width: 100%; text-align: right;" type="text"/> £ |
| Do you or your partner get Attendance Allowance? | No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this. | No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this. |
| Does anyone get Carer's Allowance for looking after you or your partner? | No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this. | No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this. |
| Have you or your partner been told that you are entitled to Carer's Allowance, even if you do not receive it, because you are getting another benefit instead? | No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this. | No <input type="checkbox"/> Yes <input type="checkbox"/> 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).

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"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Name of child's school | <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 |
|--|--------------------|---------------------|--------------------|---------------------|
|--|--------------------|---------------------|--------------------|---------------------|

| | | | | |
|--------------------------------|------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|
| 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

Other names

Date of birth

National Insurance Number

| First person | Second person | Third person |
|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text" value=" / /"/> | <input type="text" value=" / /"/> | <input type="text" value=" / /"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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.

What date did they move to this address.

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

Do they get Income Support, income-based Jobseeker's Allowance, Employment Support Allowance, Pension Credit (Guarantee Credit)?

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.

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

| | 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. |

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.

First person

Second person

Third person

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

Part 4 About Income Support, income-based Jobseeker's Allowance, Income Based Employment Support Allowance and Pension Credit

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

Which benefit are they getting or waiting to hear about?

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

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 15 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?

 Postcode

 Postcode

Do you have any business partners?

Please send us the partnership agreement and proof of how the income is split.

No

Yes Tell us their name and address.

No

Yes Tell us their name and address.

 Postcode

 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 15 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.

What kind of work do you do?

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

| Your partner |
|----------------------|
| <input type="text"/> |

What is your employer's name and address?

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

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

When did you start this job?

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

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

What is your payroll, employee or staff number?

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

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

Are you employed for a limited period?

No

Yes When will you finish?

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

No

Yes When will you finish?

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

How often do you get paid?

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

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

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

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

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

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

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

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

When was your last pay rise?

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

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

When will your next pay rise be?

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

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

You

Your partner

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?

No
 Yes When did it start?

 / /

No
 Yes When did it start?

 / /

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

No
 Yes

No
 Yes

Do you pay into a private or company pension scheme?

No
 Yes How much and how often?

 £ every

No
 Yes How much and how often?

 £ every

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 15 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 |
|-----|
| |

| Your partner |
|--------------|
| |

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

| |
|----------|
| |
| |
| |
| Postcode |

| |
|----------|
| |
| |
| |
| Postcode |

When did you start this work?

| |
|-----|
| / / |
|-----|

| |
|-----|
| / / |
|-----|

How many hours a week do you usually work?

| |
|--|
| |
|--|

| |
|--|
| |
|--|

Do you get paid?

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

No

Yes Tell us about it below.

No

Yes Tell us about it below.

How much do you get before any deductions?

| |
|---|
| £ |
|---|

| |
|---|
| £ |
|---|

How often are you paid?

| |
|-------|
| Every |
|-------|

| |
|-------|
| Every |
|-------|

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at **Part 15 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 this 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
- Contribution-based Employment Support 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 the savings part)
- 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%; height: 25px;" type="text"/> | <input style="width: 95%; height: 25px;" 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%; height: 25px;" type="text" value="£"/> every <input style="width: 50px;" type="text"/> by <input style="width: 50px;" type="text"/> | <input style="width: 95%; height: 25px;" type="text" value="£"/> every <input style="width: 50px;" type="text"/> by <input style="width: 50px;" type="text"/> |
| The name of the benefit or pension | <input style="width: 95%; height: 25px;" type="text"/> | <input style="width: 95%; height: 25px;" 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%; height: 25px;" type="text" value="£"/> every <input style="width: 50px;" type="text"/> by <input style="width: 50px;" type="text"/> | <input style="width: 95%; height: 25px;" type="text" value="£"/> every <input style="width: 50px;" type="text"/> by <input style="width: 50px;" type="text"/> |
| The name of the benefit or pension | <input style="width: 95%; height: 25px;" type="text"/> | <input style="width: 95%; height: 25px;" 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%; height: 25px;" type="text" value="£"/> every <input style="width: 50px;" type="text"/> by <input style="width: 50px;" type="text"/> | <input style="width: 95%; height: 25px;" type="text" value="£"/> every <input style="width: 50px;" type="text"/> by <input style="width: 50px;" type="text"/> |

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.

This includes:

- occupational pensions;
- work pensions;
- private pensions;
- **maintenance or child support, for you, your partner or any of the children you have told us about;**
- money from a trust fund;
- training allowance;
- student grant or loan;
- any cash payments;
- any money you receive from people living in your house as boarders, lodgers or subtenants.
- BSC pension;
- NCB pension;
- cash in lieu of coal;
- charitable payments;
- rent from properties you own;
- payments received from a Home Income Plan;
- payments received from Mortgage Protection Insurance; or
- any other income;

| | 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 much do they get? | £ <input type="text"/> | £ <input type="text"/> | £ <input type="text"/> |
| How often? | Every <input type="text"/> | Every <input type="text"/> | Every <input type="text"/> |
| How is this paid? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| When did they start getting this income? | <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 is the income likely to go up? | <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"/> |

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 15 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 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

Terraced house

Flat over a shop

Board and lodgings

Maisonette

Bedsit or rooms or a studio flat

Hotel

Detached bungalow

Hostel

Residential nursing 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

Is your landlord responsible for decorating your home?

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

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 or every month.

£ every

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

No

Yes Tell us the details below.

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

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 15 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 receives 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?

You can find this on your bill.

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

Yes How much?

£ every

Heating

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

We need to know if you or your partner 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 or your partner have any of the following?

| | | | | | | | |
|------------------------------------------------------|-----|--------------------------|--------------------|----------------------|--------------|---|----------------------|
| Cash savings | No | <input type="checkbox"/> | | | Total amount | £ | <input type="text"/> |
| | Yes | <input type="checkbox"/> | | | | | |
| Bank accounts | No | <input type="checkbox"/> | | | Total amount | £ | <input type="text"/> |
| | Yes | <input type="checkbox"/> | How many accounts? | <input type="text"/> | | | |
| Building society accounts | No | <input type="checkbox"/> | | | Total amount | £ | <input type="text"/> |
| | Yes | <input type="checkbox"/> | How many accounts? | <input type="text"/> | | | |
| Post Office® accounts | No | <input type="checkbox"/> | | | Total amount | £ | <input type="text"/> |
| | Yes | <input type="checkbox"/> | How many accounts? | <input type="text"/> | | | |
| Premium bonds | No | <input type="checkbox"/> | | | Total amount | £ | <input type="text"/> |
| | Yes | <input type="checkbox"/> | How many bonds? | <input type="text"/> | | | |
| Unit trusts, ISAs, PEPs, TESSAs or other investments | No | <input type="checkbox"/> | | | Total amount | £ | <input type="text"/> |
| | Yes | <input type="checkbox"/> | How many? | <input type="text"/> | | | |
| Income bonds or capital bonds | No | <input type="checkbox"/> | | | Total amount | £ | <input type="text"/> |
| | Yes | <input type="checkbox"/> | How many? | <input type="text"/> | | | |
| Money or property held in trust | No | <input type="checkbox"/> | | | Total amount | £ | <input type="text"/> |
| | Yes | <input type="checkbox"/> | How many? | <input type="text"/> | | | |
| Any other savings or investments | No | <input type="checkbox"/> | | | Total amount | £ | <input type="text"/> |
| | Yes | <input type="checkbox"/> | How many? | <input type="text"/> | | | |

Type of other savings or investment

| | £ | 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 15 to see what you can use as evidence.

Do you or your partner 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 or your partner 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 What is the address?

| |
|----------|
| |
| |
| |
| Postcode |

Does anyone live in the property?

No Does your former partner live in the property? No
 Yes Yes

Their relationship to you

What date did you leave?

 / /

What is the approximate value of the property?

 £

Is the property up for sale?

No
 Yes How long has the property been up for sale? Please send proof that the property is up for sale.

Is there a mortgage on the property?

No
 Yes please send proof of the amount you owe

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 received a payment from the vCJD (Creutzfeldt-Jakob Disease) Trust?

No
 Yes We will write to you about it.

- If you are a council tenant, we will pay any Housing Benefit you are awarded into your rent account.
- If you are a Housing Association Tenant or a tenant exempt from Local Housing Allowance (LHA) you can have payments made to you or your landlord - Go to PART 14.
- If you are a private tenant and are awarded LHA your benefit will be paid directly to you into an account. - Go to PART 15.
- 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 you do not provide bank account details, payment will be made by cheque to the nominated party.

Part 14 Housing Association and Tenants exempt from LHA

You must tick 'Yes' to one of these questions.

Would you like us to pay your Housing Benefit straight into your account?

No Go to the next question.

Yes Go to PART 15.

Would you like us to pay your Housing Benefit straight into your landlord's account?

No

Yes Go to Part 15.

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

Payment into an account

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

Name of bank or building society

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

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.

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 Benefit Office. 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 as quickly as you can. 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 need to see at least two 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 and all transactions 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 you trading records so far, business bank account and latest income-tax assessment.

• 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 and private pension schemes.

Make sure you read and sign the declaration on page 30.

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 19 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 this information I have provided to process my claim for Housing Benefit, Council Tax Benefit, Second Adult Rebate, Free School Meals and School Uniform Grant. 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 the Benefits Section know in writing about any change in my circumstances which might affect my claim, even if I have already informed the Department for Work & Pensions.

Signature of person claiming

Partner's signature

Date

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

Do you want this person to deal with your affairs?

No

Yes

Signature

Relationship to the person claiming

Date

Part 20 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 want any benefit you may be entitled to paid to your landlord.

If you are claiming **Jobseeker's Allowance, Income Support or Pension Credit**, send the above documents to us.

If you are going to send evidence or a filled-in *Paying benefit to your landlord* form at a later date, sent these to us.

We must protect the public funds we handle, and we may use the information you have given on this form to prevent and detect fraud. We may also share this information, for the same reasons, with other organisations which handle public funds.

MAE COPI O'R FFURFLEN HON ARGael YN GYMRAEG OND GOFYN AMDANI

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

