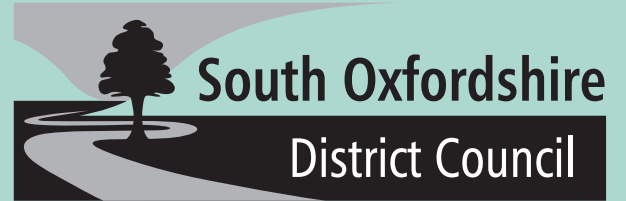


# Housing Benefit and Council Tax Reduction Scheme Claim Form



Listening Learning Leading

Title (Mr, Mrs, Miss, Ms)
Surname/Family Name
First Names
Address
Postcode

Benefit Reference (if claimed at South Oxfordshire before)

• Fill in this form to claim help with your rent or Council Tax

• Tick the box which applies to you



I want to claim housing benefit (HB)

I want to claim a council tax reduction (CTRS)

Do you live in a hotel?

YES  NO

Do you live in a hostel?

YES  NO

Are you an owner occupier?

YES  NO

Do you pay rent to a housing association?

YES  NO

Do you pay rent to a private landlord?

YES  NO

Do you have a partner?

YES  NO

Are you a joint tenant?

YES  NO

If YES, who with?

Have you been placed here by a Council's homeless persons section or by a Social Services department?

YES  NO

- Read the notes leaflet, then fill in the form and return it to us straight away.
- You will need to provide various original documents or proofs to support your claim for benefit.
- Even if you do not have all the proofs we want, you must return this form to us immediately or you will lose benefit and/or council tax reduction.
- You must provide the missing proofs within one month or we may decide you are not entitled.
- If you need help with this form or you need more information please contact the Benefit Section on 0345 302 2313 or by text phone 18001 0345 302 2313.
- You can visit our office at South Oxfordshire District Council, Benson Lane, Crowmarsh Gifford, Wallingford, Oxon OX10 8NX.
- Alternatively we can arrange a home visit if you need one. Please contact the Benefit Section on 0345 302 2313.
- Please return the form to Benefit section, South Oxfordshire District Council, PO Box 870 Erith, DA8 1UN.

## FOR OFFICE USE ONLY

Date Received Stamp:

Reference No:

Issue Date:

Form Sent by:

Team:

# Part 1 About you and your partner

**Do you have a partner who normally lives with you?**

By *partner*, we mean someone you are married to or live with as if you are married. This includes same-sex couples.

No   
 Yes

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

**Surname/family name**

**First name and any other names**

**Title** Mr, Mrs, Ms, Miss

**Address**

This should be the address you want to claim for.

Do not tell us your partner's address if it is the same as yours.

**Your daytime phone number**

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

If you have an e-mail address that we could use to contact you please enter it in this box

**Date of birth**

**National Insurance number**

You can find this on payslips or letters about your income benefits or letters from the tax office. We cannot decide your claim if we do not have your National Insurance number

**Tell us any other names you have used or names you were previously known by eg name before marriage**

**If you have moved home in the last 2 years, tell us your last address**

**Have you or your partner come to live in the UK or Ireland in the last 2 years?**

**What date did you or your partner come to live in the UK or Ireland?**

The UK is England, Northern Ireland, Scotland and Wales.

**Do you or your partner have another home elsewhere?**

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

**Have you or your partner just finished work?**

If you answered yes, did you or your partner get:

Redundancy Payment  
 Pay instead of notice or holiday pay instead of notice

**You**

Postcode

Letters	Numbers	Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Postcode

No   
 Yes  We may write to you about this

--

No   
 Yes  What is the address?

Postcode

No   
 Yes

If Yes, how much?

No	Yes	£
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

**Your partner**

Postcode

Letters	Numbers	Letter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Postcode

No   
 Yes  We may write to you about this

--

No   
 Yes  What is the address?

Postcode

No   
 Yes

If Yes, how much?

No	Yes	£
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## Part 1 About you and your partner – continued

Have you or your partner claimed Housing Benefit or a Council Tax Reduction (previously Council Tax Benefit) before?

You  
No   
Yes

What address did you claim for?

Postcode

When did you claim?

Are you or your partner in hospital at the moment?

You  
No   
Yes  When did you go in?

When do you expect to come out?

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

You  
No   
Yes  Please say who gets it

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

You  
No   
Yes

Are you registered blind?

You  
No   
Yes  What is your registration number?

Please tick if you or your partner are:

- a student
- a student nurse
- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- long term sick or disabled and incapable of work

Your partner

No   
Yes

What address did they claim for?

Postcode

When did they claim?

No   
Yes  When did they go in?

When do they expect to come out?

No   
Yes  Please say who gets it

No   
Yes

No   
Yes  What is their registration number?

## Part 1 About you and your partner – *continued*

### Applicant only

Are you waiting to hear about an asylum application?

No

Yes

Have you come to live in the United Kingdom under a sponsorship undertaking?

No

Yes  Please tell us the name and address of your sponsor

Postcode

Date of sponsorship. We will write to you about this

/	/
---	---

Home Office Ref. No.

/	/
---	---

How long have you continually lived in the UK or Ireland?

--

What is your nationality?

--

We will contact you if we need any more information.

**We will need to see proof of your identity and your partner's (if you have one) before we can assess your claim. Read the checklist in Part 17 to see what you can use as proof.**

## Part 2 Council Tax

Who pays the Council Tax on your home?

Please tick:

**You and your partner**

**Your landlord**

**Someone else**

Tell us who pays the Council Tax.

--

If you are responsible for Council Tax and are not registered please contact:  
Council Tax Department 0345 302 2313.

Council Tax reference No.:

--

## Part 3 About children

Do you have any children living with you?

No  Go to **Part 4**.

Yes  Tell us about the children who live in your household. If you have more than 4 children, use a separate sheet of paper.

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

	First child	Second child	Third child	Fourth child
<b>Last name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other names</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>What is the child's sex</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>The child's relationship to you</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Usual address if different from yours</b>	<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"/>
<b>Who is the Child Benefit paid to?</b> We need to see proof of this.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Is the child registered blind or getting Disability Living Allowance?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Do you pay any childminding costs for this child?</b> For example, to a childminder, nursery or after school club.	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.	Yes <input type="checkbox"/> 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?	How much do you pay a week?	How much do you pay a week?	How much do you pay a week?	
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	
<b>We need to see proof</b>	<b>We need to see proof</b>	<b>We need to see proof</b>	<b>We need to see proof</b>	

## Part 4 About sub-tenants and lodgers

Do you sub-let part of your home to a sub-tenant or lodger?

No  Go to **Part 5**.

Yes  Tell us about the rent they pay

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount of rent you charge them	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is heating included?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are meals included?	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part 5 About other people who live with you

Do any adults normally live with you and your partner?

No  Go to **Part 6**.

By *adults* we mean people over 16 who nobody gets Child Benefit for and who are neither sub-tenants nor lodgers.

Yes  Tell us about all the adults, except your partner, who usually live with you. If you want to tell us about more than 3 people, use a separate piece of paper.

Now tell us about all the people who normally live with you and your partner who are not joint tenants/subtenants.

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Their relationship to you For example, aunt, brother, daughter, father, grandson, grandmother, stepdaughter.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they get Income Support or income-based Jobseeker's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their National Insurance number	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their National Insurance number	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their National Insurance number
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they get Disability Living Allowance, Attendance Allowance, Personal Independence Payment (PIP) or are they registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

## Part 5 About other people who live with you – *continued*

	First person	Second person	Third person
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/>	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 working?	No <input type="checkbox"/> Yes <input type="checkbox"/> number of hours worked <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> number of hours worked <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> number of hours worked <input type="text"/>
	Gross wages each week before Tax (including tips, bonus and commission) £ <input type="text"/>	Gross wages each week before Tax (including tips, bonus and commission) £ <input type="text"/>	Gross wages each week before Tax (including tips, bonus and commission) £ <input type="text"/>
Do they receive any other income?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, what is the income? For example Tax Credits, Child Benefit etc	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is the income they receive?	£ <input type="text"/> per <input type="text"/>	£ <input type="text"/> per <input type="text"/>	£ <input type="text"/> per <input type="text"/>
Are any of the people who normally live with you married to each other or living together as if they are married?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their names: <input type="text"/> And <input type="text"/>	<input type="text"/> is the partner of <input type="text"/> <input type="text"/> is the partner of <input type="text"/>	<input type="text"/>
	If you are sending a separate sheet of paper, tick this box.		<input type="checkbox"/>

## Part 6 About being self-employed

Are you or your partner self-employed

No

Go to Part 7.

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 proof of your income and your business projection. 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

Are there any other partners in the business?

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 work?



Do you get a Business Start-Up Allowance?

No

Yes

How much?

 £

How often?

 Every

No

Yes

How much?

 £

How often?

 Every

Do you pay into a private pension scheme?

No

Yes

How much?

 £

How often?

 Every

No

Yes

How much?

 £

How often?

 Every

**We must see proof of any earnings and private pension contributions before we can decide how much benefit or council tax reduction you can get. Read the checklist in Part 17 to see what you can use as proof.**



## Part 7 About working for an employer

Do you or your partner have a job?

No

Go to **Part 8**.

Yes

Answer the questions on this page. If you work for more than one employer, tell us about all the employers on another piece 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?

 /  / 
 /  / 

Are you employed for a limited period?

No

Yes

When will you finish?

 /  / 

No

Yes

When will they finish?

 /  / 

How often do you get paid?

Every

Every

How much do you get paid?

£  net/gross

£  net/gross

When was your last pay rise?

 /  / 
 /  / 

When is your next pay rise due?

 /  / 
 /  / 

How are you paid?

Cash

Cheque

Bank transfer

Other, Please specify

Cash

Cheque

Bank transfer

Other, Please specify

Payroll Number



Do you receive payslips?

No

Yes

No

Yes

What are the average hours that you work each week?



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

No

Yes

When did this start?

No

Yes

When did this start?

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

No

Yes

When did this start?

No

Yes

When did this start?

Do you pay into a private or company pension scheme?

No

Yes

How much?

£

No

Yes

How much?

£

How often?

Every

How often?

Every

When did you start this?

When did they start this?

Do you receive any of the following?

Bonus

Commission

Tips

Overtime

Bonus

Commission

Tips

Overtime

Please provide details:



**We must see proof of any earnings and private pension contributions before we can decide how much benefit or council tax reduction you can get. Read the checklist in Part 17 to see what you can use as proof.**

## Part 8 About any other work/second job for which you are paid

Do you or your partner do any other work at all?

No  Go to **Part 9**.

Yes  Answer the questions on this page.

This could be voluntary work or any other work, even if it is not paid work.

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
What is the name and address of the person you do this work for?	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
When did you start this work?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do you get paid	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If you only get expenses or tips, still tick 'Yes' and give details.	How much? <input type="text"/>	How much? <input type="text"/>
	£ <input type="text"/>	£ <input type="text"/>
	How often? <input type="text"/>	How often? <input type="text"/>
	Every <input type="text"/>	Every <input type="text"/>

We must see proof of any earnings before we can decide how much benefit or council tax reduction you can get. Read the checklist in Part 17 to see what you can use as proof.

## Part 9 About Income Support and income-based jobseeker's Allowance

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

No  Go to **Part 10**.

Yes  Answer all the questions below and then go to **Part 13**.

	You	Your partner
Are you or your partner getting Income Support or income-based Jobseeker's Allowance at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did your entitlement begin? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did their entitlement begin? <input type="text"/> / <input type="text"/> / <input type="text"/>
Are you or your partner waiting to hear about a claim for Income Support or income-based Jobseeker's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you claim? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they claim? <input type="text"/> / <input type="text"/> / <input type="text"/>
Are you or your partner getting Attendance Allowance, Personal Independence Payment, or Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> You only need to provide proof of this benefit if you have anyone living with you that you told us about in Part 5.	No <input type="checkbox"/> Yes <input type="checkbox"/> You only need to provide proof of this benefit if you have anyone living with you that you told us about in Part 5.

## Part 10 About state benefits

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

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

- Attendance Allowance
- Bereavement Benefit
- Carer's Allowance
- Child Support Agency Payments
- Children's Tax Credit
- Community Care Grant
- Contribution-based Jobseeker's Allowance
- Disability Living Allowance
- Disabled Persons Tax Credit
- Employment Support Allowance
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Maternity Allowance
- Mobility Allowance
- Pension Credit (Guarantee Credit, Savings Credit or both)
- Retirement Pension

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate page and send it with the form. Use a separate page if there is not enough space below.

No  Go to **Part 11**.

Yes  Tell us about the benefits below.

- Severe Disablement Allowance
- Severe Hardship Payment
- Universal Credit
- War Disablement pension
- War Pension
- War Widow's Pension
- Widow's or Widower's Benefits
- Working Tax Credit

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

	You	Your partner
<b>The name of the benefit</b>		
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
	Getting now	Getting now
	<input type="checkbox"/>	<input type="checkbox"/>
	How much?	How much?
	£	£
	How often?	How often?
	Every	Every
	When did it start?	When did it start?
	<b>Please provide the entitlement letter you received</b>	<b>Please provide the entitlement letter they received</b>
<b>The name of the benefit</b>		
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
	Getting now	Getting now
	<input type="checkbox"/>	<input type="checkbox"/>
	How much?	How much?
	£	£
	How often?	How often?
	Every	Every
	When did it start?	When did it start?
	/ /	/ /
	<b>Please provide the entitlement letter you received</b>	<b>Please provide the entitlement letter they received</b>
<b>The name of the benefit</b>		
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
	Getting now	Getting now
	<input type="checkbox"/>	<input type="checkbox"/>
	How much?	How much?
	£	£
	How often?	How often?
	Every	Every
	When did it start?	When did it start?
	<b>Please provide the entitlement letter you received</b>	<b>Please provide the entitlement letter they received</b>

## Part 11 About private pensions and any other income

Do you or your partner, or any children you are claiming for, have any income that you have not already told us about on this form?

This includes occupational pensions, private pensions, annuities, student grants, maintenance or child support for you, your partner or any of the children you have told us about on this form; and any cash payments. 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 12**.  
Yes  Answer the questions on this page.

### Other income 1

Where is the income from?	<input type="text"/>
Who receives the income?	<input type="text"/>
How much is paid?	£ <input type="text"/>
How often?	Every <input type="text"/>
When did it start?	<input type="text"/> / <input type="text"/> / <input type="text"/>
When is the next increase due?	<input type="text"/> / <input type="text"/> / <input type="text"/>

### Other income 2

Where is the income from?	<input type="text"/>
Who receives the income?	<input type="text"/>
How much is paid?	£ <input type="text"/>
How often?	Every <input type="text"/>
When did it start?	<input type="text"/> / <input type="text"/> / <input type="text"/>
When is the next increase due?	<input type="text"/> / <input type="text"/> / <input type="text"/>

### Other income 3

Where is the income from?	<input type="text"/>
Who receives the income?	<input type="text"/>
How much is paid?	£ <input type="text"/>
How often?	Every <input type="text"/>
When did it start?	<input type="text"/> / <input type="text"/> / <input type="text"/>
When is the next increase due?	<input type="text"/> / <input type="text"/> / <input type="text"/>

We must see proof of any income coming in before we can decide how much benefit or council tax reduction you can get. Read the checklist in Part 17 to see what you can use as proof.

## Part 12 About capital, savings and investments

Answer all the questions in this Part. We must see proof of all capital, savings and investments. Read the checklist in Part 17 to see what you can use as proof.

Do you or your partner have any bank accounts, building society accounts or post office accounts?

This includes savings accounts and Girobank accounts.

No

Yes

Tell us about **all your accounts**. If you need more space use a separate piece of paper and send it with this form.

Name of bank

Account Number

Whose name is the account in?

Current Balance

Name of bank

Account Number

Whose name is the account in?

Current Balance

Name of bank

Account Number

Whose name is the account in?

Current Balance

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

Name of building society

Account Number

Whose name is the account in?

Current Balance

Name of building society

Account Number

Whose name is the account in?

Current Balance

Name of building society

Account Number

Whose name is the account in?

Current Balance

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

## Part 12 About capital, savings and investments – Continued

Tell us about **post office accounts**. If you have more than 2 post office accounts, tell us about the others on a separate piece of paper and send it with this form.

Type of account  Account Number

Whose name is the account in?  How much is in the account?

Type of account  Account Number

Whose name is the account in?  How much is in the account?

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

Do you, your partner, or any children you are claiming for have any premium bonds?

No   
Yes

Holders name  Value

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

No   
Yes

Holders name	Issue number	Value	How many?
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>

Holders name	Issue number	Value	How many?
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>

Holders name	Issue number	Value	How many?
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>

Holders name	Issue number	Value	How many?
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>

Do you, your partner, or any children you are claiming for have any stocks, shares, bonds or unit trusts?

No   
Yes

Holders name	Company name	How many?
<input type="text"/>	<input type="text"/>	<input type="text"/>

Holders name	Company name	How many?
<input type="text"/>	<input type="text"/>	<input type="text"/>

Holders name	Company name	How many?
<input type="text"/>	<input type="text"/>	<input type="text"/>

Holders name	Company name	How many?
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you, your partner, or any children you are claiming for have any other capital, savings or investments? Tell us about any ISAs, PEPs or any cash savings you have.

No   
Yes  Tell us about this.

**Part 12 About capital, savings and investments – Continued**

Do you or your partner own or partly own any land or property other than the home you live in?

No

Yes

What is the address?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode

Valuation

\_\_\_\_\_

Mortgage outstanding

\_\_\_\_\_

**Part 13 About where you live**

Are you claiming a council tax reduction only?

Yes

Go to **Part 15**.

No

You must complete this section.

What sort of building do you live in?

- |   |   |  |
|---|---|--|
| Detached house <input type="checkbox"/>         | Flat in a house <input type="checkbox"/>                | Caravan, mobile home or houseboat <input type="checkbox"/> |
| Semi-detached house <input type="checkbox"/>    | Flat in a block <input type="checkbox"/>                | Board and lodgings <input type="checkbox"/>                |
| Terraced house <input type="checkbox"/>         | Flat over a shop <input type="checkbox"/>               | Hotel <input type="checkbox"/>                             |
| Maisonette <input type="checkbox"/>             | Bedsit or rooms or studio flat <input type="checkbox"/> | Residential nursing home <input type="checkbox"/>          |
| Detached bungalow <input type="checkbox"/>      | Hostel <input type="checkbox"/>                         | Residential care home <input type="checkbox"/>             |
| Semi-detached bungalow <input type="checkbox"/> | Supported accommodation <input type="checkbox"/>        | Other – give details <input type="checkbox"/>              |

Do you share this with anyone else?

My partner

I do not share with anyone else

My family

Joint-tenants that you are not related to

If you live in a single room tick the box that best describes your accommodation

- Bed-sitting room with access to shared kitchen & bathroom
- Bed-sitting room that includes cooking facilities & shared bathroom
- Bed-space in a shared room (eg hotel room)

If you live in accommodation with more than one bedroom; please give details

Total number of rooms occupied, including bedrooms, living rooms, kitchen and bathroom

Total number of bedrooms occupied

Total number of bedrooms in property

## Part 14 About rent

Do you pay rent for your home?

No  Go to **Part 15**.

Yes

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.

/  /

You must inform us in writing of the date you moved in.

Have you previously owned the property you are renting in the last five years?

No

Yes  Go to **Part 15**.

What sort of tenancy do you have?

How long is the tenancy for?

/  /  to  /  /

Do you have any rent-free weeks?

No

Yes

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

No

Yes  When?

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

No

Yes  Tell us their names

Did you have to pay a deposit?

No

Yes  Amount

(Please note that housing benefit cannot help you with your deposit)

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?

/  /

What is the total rent for your accommodation?

£  every   
(week/fortnight/4 weeks/month)

How much of the total rent do you pay?

£  every   
(week/fortnight/4 weeks/month)



## Part 14 About rent – Continued

### What is your landlord's name and address?

By *landlord* we mean the person or organisation who **owns the property you live in.**

Postcode

### If your landlord has an agent, tell us their full name and address

By *agent* we mean the person or organisation you actually **pay your rent to.**

Postcode

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

*Related* includes related through marriage, even if the marriage has ended.

No

Yes

What is the relationship?

--

### Do you wish to have your Benefit paid direct to your registered Housing Association Landlord?

No

Yes

If your Landlord is a registered Housing Association you may choose to have your Housing Benefit paid direct to your Landlord.

### Do you want us to tell your landlord about the progress of your claim?

No

Yes

If you agree, we will not tell them any personal or household information such as income and savings details. We will only tell them whether your claim is in payment, how much Housing Benefit you will receive and if any further information is needed.

## How you want to be paid

We can pay your Housing Benefit by cheque, straight into your bank or building society account.

### How do you want us to pay your Housing Benefit?

I want to be paid by cheque

I want my benefit to go straight into my landlord's bank or building society account

I want my benefit to go straight into my bank or building society account

Tell us the following details:

Name of bank or building society

--

Address

Postcode

Whose name is the account in?

--

Account Number

--

Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Part 15 Backdating

We can usually award benefit, or a reduction, from the date on which your claim is treated as made under the Benefit Regulations and our reduction scheme rules. We can pay benefit, or a reduction, from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit or reduction from an earlier date, tell us when you want benefit or a reduction from and why you did not claim earlier.

Please backdate my claim to

Date you want to claim benefit from

You must sign here for backdating to be considered

Tell us why you have not claimed before or what prevented you claiming earlier

Please provide any evidence required to support this

## Part 16 Anything else you need to tell us

If there is anything else you think we should know about, please use a separate sheet and attach it to this form.

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

### Housing Benefit and Council Tax Reduction Scheme Equalities Information

<b>White</b>	<b>Black or Black British</b>
British..... <input type="checkbox"/>	Caribbean..... <input type="checkbox"/>
Irish..... <input type="checkbox"/>	African ..... <input type="checkbox"/>
Any other White background (PLEASE WRITE IN)..... <input type="checkbox"/>	Any other Black background (PLEASE WRITE IN)..... <input type="checkbox"/>
.....	.....
<b>Mixed</b>	<b>Asian or Asian British</b>
White & Black Caribbean ..... <input type="checkbox"/>	Indian..... <input type="checkbox"/>
White & Black African ..... <input type="checkbox"/>	Pakistani ..... <input type="checkbox"/>
White & Asian ..... <input type="checkbox"/>	Bangladeshi..... <input type="checkbox"/>
Any other mixed background (PLEASE WRITE IN)..... <input type="checkbox"/>	Any other Asian background (PLEASE WRITE IN)..... <input type="checkbox"/>
.....	.....

## Part 17 Checklist

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

**If you do not provide all the proof we need, we might not be able to pay you any benefit or council tax reduction. We need the same proof for your partner, if you have one, and for any other adults living in your home.**

If you cannot send the proof we need at the moment, **send the form back to us now** and send the proof later. We can start to process your claim, **but we will not be able to pay you any benefit or council tax reduction until we have all the proof. Please complete this form in Black ink.**

**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 straightaway. If you cannot get into the office, phone us for more advice. Contact numbers are on the front page at the bottom.

### Proof of identity

We need to see at least 2 of the following documents for you and your partner:

- Passport
- National ID card
- Any Home Office document that includes your photo
- Driving licence
- Birth, Adoption or Marriage Certificate
- Divorce or annulment papers
- National Insurance number card
- Medical card with NHS number
- Bank statement or building society passbook
- A letter from Solicitor or social worker or probation officer confirming how long they have known you
- Current benefit book or notification award or current benefit giro cheque with National Insurance number
- Disability freedom pass
- Valid UK residence permit
- Life assurance or insurance policy documents
- Tax certificate or letter from the Inland Revenue.

### National Insurance number

You must provide an official document that includes your National Insurance number.

### Proof of capital, savings and investments

Consecutive bank or building society statements covering at least 2 months. Slips from ATM cash machines are not acceptable. A savings book – balance must have been updated within the 2 months immediately before the date of your benefit claim. Original certificates, bonds, unit trusts and shares.

### Proof of earnings

5 recent consecutive weekly wage slips or 3 recent consecutive fortnightly wage slips or 2 recent consecutive monthly wage slips or Certificate of earnings – properly completed and stamped by your employer.

### Earnings from self-employment

If you are making a new claim or starting a new business, you should provide a projection of your likely income. For an established business, you must provide profit and loss accounts supported by business bank accounts and a sample of invoices and receipts.

### Benefits and pensions

The following are acceptable: A typed letter from Jobcentre Plus, Pension Service, or pension company informing you of your entitlement for the current financial year. This should be supported by a current bank statement or an order book that shows the amount you receive.

### Proof of income

If you receive any income that is not earnings, benefits or pensions, you must provide proof of it. A letter from the person or company paying the income will normally be acceptable.

### Proof of rent

You must provide your current tenancy agreement or an 'up-to-date' letter from the landlord that confirms the amount of rent, how often it is paid, what services are included, the name of the landlord, and the name and address of the person who collects the rent.

## Part 18 Declaration

Even if someone else has filled in this form for you, you must know what details are given and you must sign the declaration if you can.

If you have a partner, they must sign the declaration as well.

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

**I understand that:**

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or a Council Tax Reduction, or both. You may check some of the information with other sources within the council, rent offices and other councils.
- 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 government organisations, if the law allows this.
- If I am on the Council's Rent Deposit Scheme, or placed in temporary accommodation, I consent for the Council's Housing Department to access this information.

**I know** I must let the council know in writing about any change in my circumstances which might affect my claim within one calendar month.

**WARNING: it is a criminal offence to knowingly provide false information, to make a false statement or fail to notify the Council of a change in circumstances for the purpose of obtaining benefit or a reduction. It is also an offence to knowingly cause or allow another to provide false information, make a false statement or fail to declare a change in circumstances for the purposes of obtaining Benefit. Offences can lead to a fine and/or term of imprisonment.**

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

**Signature of person claiming**

**Date**

**Partner's Signature**

**Date**

I declare that I have read the form and confirm that the information provided about me is correct and complete.

**YOU MUST SIGN THE FORM. IF YOU HAVE A PARTNER THEY MUST SIGN THIS AS WELL.**

**If this form has been filled in by someone other than the person claiming:  
Please tell us why you are filling in this form for the person claiming.**

**Name of the person who filled in the form**

**Signature of the person**

**Relationship to the person claiming**

**Date**

This request for information is made by Capita Business Services Limited on behalf of South Oxfordshire District Council

### DATA PROTECTION

South Oxfordshire District Council will use the Information you have given in this form, and in any supporting proof you send, to process your claim for housing benefit, a council tax reduction and discretionary housing payments. We may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue & Customs, as allowed by the law.

We may also pass information to other agencies which are providing services which promote the well being of those on low incomes

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

- Make sure the information is accurate
- Prevent or detect crime, and
- Protect public funds

The 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.

South Oxfordshire District Council is the data controller for the purpose of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way that we use that information, please write to the Data Protection Officer, South Oxfordshire District Council, Benson Lane, Crowmarsh Gifford, Wallingford, Oxon OX10 8NX.