

Claim form for Housing Benefit and Council Tax Benefit



Private and confidential

Name:

Address:

Postcode:

DATE STAMP

Which benefits would you like to claim? (Please tick the boxes)

Housing Benefit

Council Tax Benefit

Second Adult Rebate

You may get help with your rent and Council Tax if you are on a low income and have savings of less than £16,000 or if you receive the guaranteed part of the Pension Credit from the Pension Service.

You must pay your full rent and Council Tax until we let you know if you can get benefit.

In order to process your claim as **quickly as possible** it would help us if you could give a telephone number that you can be contacted on during the day. We will then be able to contact you straight away in case we need any further information or evidence to support your claim.

Please write in this box a telephone number you can be contacted on.

Do not delay filling in and returning this form as you can normally receive benefit only from the Monday after we receive it. If you do not have all the proof we need to see, send your form back straight away and send us the proof when you have it. You are normally given 1 calendar month from the date your form is received to provide this. If you do not provide all the details within this time you may be asked to complete a new claim. Make sure that your name and address is on all documents you let us have.

Please answer **all** the questions on this form, unless you are instructed not to. There is a checklist at Part 19 of this form which tells you about the proof you will need to support your claim.

If you need help in completing this form we can assist you.

You can **visit** our Customer Service Centre at BAYARD PLACE, BROADWAY (opposite the Central Library). We are open from 9.00am to 5.00pm Monday to Friday. EXCEPT Wednesday when we are open 11.00am to 5.00pm

OR

You can **telephone** us on 01733 452241. The lines are open from 8.00am to 6.00pm Monday to Friday.

If you do not need help with the form you can either **hand the form in** to our Customer Services Centre at BAYARD PLACE or at one of the CROSS KEYS HOMES LTD Area Offices. (See the back of this form for details)

OR

You can send it by **post** to:

Peterborough City Council
Benefits Service
Town Hall
Bridge Street
Peterborough
PE1 1BF

FOR OFFICIAL USE ONLY

Claim ref _____

Issue date: __/__/__



Fraud Hotline

If you have any information on suspected Housing Benefit or Council Tax Benefit fraud ring: **01733 452250 or 0800 3286340**
You can also log on to our website at www.peterborough.gov.uk/susites/benefits/fraud and complete our on line form.

All information will be dealt with in the strictest confidence.

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

About this form

The Housing Benefit and Council Tax Benefit claim form has been specially designed to be easy to fill in. It may look rather long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of benefit.

You may not have to fill in all parts of the form, but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

Second Adult Rebate

Second Adult Rebate is Council Tax Benefit for people who do not have a partner but who share their home with someone who:

- is 18 or over; and
- is on a low income; and
- does not pay them rent.

If you are claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 21 of this form.

Proof

We need to see proof of some of the things you tell us about. There is a checklist at the end of the form (part 19) to help you. If you are not sure if we need to see evidence of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the evidence we have asked for. In the middle of this form there are some certificates you can use to prove your rent and earnings.

Filling in the form

If you are filling in this form by hand, use black or blue ink. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer 'Yes' or 'No' questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. Do not put a cross in any boxes. If you answer a question with a cross we will have to send the form back, and this will delay the claim.

If someone else fills in the form for you, at part 21 there is a special space for them to sign.

If you need help filling in the form.

If you need any help, our phone numbers and opening times are given on the front of this form.

If you need someone to visit you, we can arrange this.

Or you can get in touch with an organisation like Citizens Advice. The address and phone number of your nearest branch is:

Peterborough Citizens Advice Bureau

41a Park Road

Peterborough

Phone: 08444 994120

What to do next

When you have filled in the form, sign it and send it to us, with the proof we need to see. Or you can bring the form and proof to us. Do not send valuable items such as bank books or passports in the post. Bring them to our office or any Cross Keys Offices (see back of form) and a copy will be made of the information we need and it will be given back to you.

If you cannot get the proof we need straight away, do not worry. Send the form to us, but let us know that you will be sending some proof later. If you do not send the form to us straight away, you might lose money. If, after sending in this form, you cannot get the proof within 2 or 3 weeks, let us know. We may be able to help you.

When we usually pay benefit from

If this is your first claim: We will usually pay your benefit from the Monday after we get your form.

How you will be paid

We take Council Tax Benefit off the amount of Council Tax you have to pay.

We pay Housing Benefit straight into your bank or building society account. If you rent from a Housing Association we may pay your landlord. We may also pay to someone else if you rent from a private landlord and there are reasons as to why you cannot accept Housing Benefit payments yourself (see section Part 15 Local Housing Allowance Claim).

Changes you must tell us about

Tell us straight away if:

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

You must tell us about these changes in writing and send it to our address shown on the front of this form– a phone call is not enough.

If you don't tell us about these changes you may lose money you are entitled to or you may get too much benefit.

You must make sure that you tell us about these changes. Don't rely on someone else to pass the message on.

It is an offence not to tell us about any change of circumstance that affects your benefit. We may take court action against you and if we pay you too much benefit, you will probably have to pay it back.

How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for Housing Benefit and Council Tax Benefit.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and H.M. Revenue and Customs, as allowed by law.

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

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

These third parties include government departments, local authorities and private-sector companies 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 us to.

We, **Peterborough City Council**, are the data controller for the purposes of the Data Protection Act.

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

Further information

You can get further details about benefits in the following leaflets.

| | | | |
|---------------------------------------|------------|----------------------------------|-------------|
| "Claiming help with your rent" | BF1 | "Backdated Claims" | BF8 |
| "Claiming help with your Council Tax" | BF2 | "Benefits Performance Standards" | BF9 |
| "The verification Framework" | BF3 | "Overpayment of HB and CTB" | BF10 |
| "Non-Dependants" | BF4 | "Opening a basic bank account" | BF11 |
| "The role of the Rent Service" | BF5 | "Safeguard request form" | BF12 |
| "How to Appeal" | BF6 | "Local Housing Allowance Scheme" | BF13 |
| "Second Adult Rebate" | BF7 | | |

If you are just claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 21 of this form.

Part 1 About you and your partner

Are you:

a housing association tenant?

an owner-occupier?

a private tenant?

(this includes Cross Keys Homes tenants)

Do you have a partner who normally lives with you?

No

Yes

By partner we mean someone you are married to or live with as if you were married or someone you are civil partners with or are living as civil partners

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

You

Your partner

Surname or family name

Other names

Any other last names you have used or are currently known as

Title (e.g. Mr, Mrs or Ms)

Address

You do not need to tell us your partner's address if it is the same as yours.

Postcode

Postcode

Date you started living at this address

Date of birth

National Insurance number

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

Letters Numbers Letter

Letters Numbers Letter

If you do not have a National Insurance number, or cannot find it, tick this box.

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

Daytime:

Daytime:

Mobile:

Mobile:

E-mail address:

E-mail address:

Your e-mail address

Are you or your partner currently in receipt of Housing Benefit or Council Tax Benefit?

No

Yes

If 'Yes' please confirm at what address

No

Yes

Part 1 About you and your partner – continued

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

You

No

Yes When did you claim?

 / /

Which council did you claim from?

What name did you claim in?

What address did you claim for?

Postcode

 / /

If your claim was for a different address

Date you moved out of this address

Have you told the Council that paid your benefit that you have moved?

No

Yes

Postcode

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

Were you the home owner, a private tenant, a council tenant or a boarder at this address?

What is your nationality?

If your nationality is not British, on what date did you last enter the UK?

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

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 2 years?

No

Yes We will write to you about this.

Are you or your partner in hospital at the moment?

No

Yes When did you go in?

 / /

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

 / /

Your partner

No

Yes When did they claim?

 / /

Which council did they claim from?

What name did they claim in?

What address did they claim for?

Postcode

 / /

No

Yes

Postcode

 / /

No

Yes We will write to you about this.

No

Yes When did they go in?

 / /

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

 / /

Part 1 About you and your partner – continued

| | You | Your partner |
|--|---|---|
| Do you or your partner get Disability Living Allowance? | No <input type="checkbox"/> Yes <input type="checkbox"/> How much each week ? | No <input type="checkbox"/> Yes <input type="checkbox"/> How much each week ? |
| | Care: £ <input style="width: 150px;" type="text"/> | Care: £ <input style="width: 150px;" type="text"/> |
| | Mobility: £ <input style="width: 150px;" type="text"/> | Mobility: £ <input style="width: 150px;" type="text"/> |
| Do you or your partner get Attendance Allowance? | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| Does anyone get Carer's Allowance for looking after you or your partner? | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| If 'Yes', give the name and address of the person getting it. | | |
| Have you or your partner ever claimed Carer's Allowance? | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| Still tick 'Yes' if you were not paid any Carer's Allowance. This could have been because you were better off getting another social security benefit. | | |
| Do you or your partner pay towards the upkeep of a student? | No <input type="checkbox"/> Yes <input type="checkbox"/> How much do you pay? | No <input type="checkbox"/> Yes <input type="checkbox"/> How much do they pay? |
| | £ <input style="width: 150px;" type="text"/> | £ <input style="width: 150px;" type="text"/> |
| | How often? Every <input style="width: 150px;" type="text"/> | How often? Every <input style="width: 150px;" type="text"/> |
| Do you or your partner have a vehicle from a Mobility scheme? | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| Are you or your partner a student? | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| If 'Yes', you will need to provide the letter confirming the assessment of your student grant, student loan or bursary income. | | |
| | Do you study full time or part time? Full time <input type="checkbox"/> Part time <input type="checkbox"/> | Do they study full time or part time? Full time <input type="checkbox"/> Part time <input type="checkbox"/> |
| | How much of your income is taken into account when working out your grant? £ <input style="width: 100px;" type="text"/> a year | How much of their income is taken into account when working out their grant? £ <input style="width: 100px;" type="text"/> a year |

Part 1 About you and your partner – continued

Please tick if you or your partner are:

| | You | Your partner |
|------------------------------|--------------------------|--------------------------|
| • an apprentice | <input type="checkbox"/> | <input type="checkbox"/> |
| • on youth training | <input type="checkbox"/> | <input type="checkbox"/> |
| • in legal custody | <input type="checkbox"/> | <input type="checkbox"/> |
| • severely mentally impaired | <input type="checkbox"/> | <input type="checkbox"/> |
| • registered blind | <input type="checkbox"/> | <input type="checkbox"/> |
| • long-term sick or disabled | <input type="checkbox"/> | <input type="checkbox"/> |

We will contact you if we need any more information.

Part 2 About children

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

- under 16;
- aged 16 or 17 and registered for work or youth training; or
- aged 16, 17, 18 or 19 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?

No Go to **Part 3**.

Yes If there are more than 3 children, use a separate sheet of paper to tell us all the information we ask for on this page.

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

| | First child | Second child | Third child |
|--|----------------------------------|----------------------------------|----------------------------------|
| Surname or family 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="/ /"/> |
| What is the child's sex? | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| The child's relationship to you | <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"/> |
| 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"/> |
| Child Benefit number | <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"/> |
| We need to see proof of this. | | | |
| Date child benefit is expected to end. | <input type="text" value="/ /"/> | <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |

Part 2 About children – continued

First child

Second child

Third child

Is the child registered blind?

No

No

No

Yes We need to see proof of this.

Yes We need to see proof of this.

Yes We need to see proof of this.

Does the child get Disability Living Allowance?

No

No

No

Yes How much each week?

Yes How much each week?

Yes How much each week?

Care:

£

£

£

Mobility:

£

£

£

We need to see proof of this.

We need to see proof of this.

We need to see proof of this.

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

No

No

No

Yes

Yes

Yes

If 'Yes':

Tell us the name and registration number of the minder.

How much do you pay a week?

£

£

£

We will write to you about this

We will write to you about this

We will write to you about this

Part 3 About other people who live with you

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

Do not tell us about people who are not part of your household and just share a hall, bathroom or toilet with you.

If you want to tell us about more than 3 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?

No Go to Part 4.

Yes Give details in this part.

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

Part 3 About other people who live with you – continued

| | First person | Second person | Third person |
|---|--|--|--|
| Surname or family 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="/"/> <input type="text" value="/"/> | <input type="text" value="/"/> <input type="text" value="/"/> |
| Their relationship to you or your partner | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend. | | | |
| Do they get Income Support or income-based Jobseeker's Allowance? | No <input type="checkbox"/> Yes <input type="checkbox"/> We need proof of this. | No <input type="checkbox"/> Yes <input type="checkbox"/> We need proof of this. | No <input type="checkbox"/> Yes <input type="checkbox"/> We need proof of this. |
| Do they get Pension Credit? | No <input type="checkbox"/> Yes <input type="checkbox"/> We need proof of this. | No <input type="checkbox"/> Yes <input type="checkbox"/> We need proof of this. | No <input type="checkbox"/> Yes <input type="checkbox"/> We need proof of this. |
| Do they get Disability Living Allowance or Attendance Allowance? | No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week | No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week | No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week |
| Are they registered blind? | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training? | No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/> |
| Do they pay rent or money for board and lodgings to you or your partner? | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> | No <input type="checkbox"/> Yes <input type="checkbox"/> |
| If 'Yes': How much? | <input type="text" value="£"/> a week | <input type="text" value="£"/> a week | <input type="text" value="£"/> 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"/> |

Part 3 About other people who live with you – continued

First person

Second person

Third person

Are they in legal custody at the moment?

No

Yes

When are they expected to come out?

/ /

No

Yes

When are they expected to come out?

/ /

No

Yes

When are they expected to come out?

/ /

Are they in hospital at the moment?

No

Yes

If 'Yes':

When did they go in?

/ /

No

Yes

/ /

No

Yes

/ /

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

/ /

/ /

/ /

Do they work?

No

Yes

If 'Yes':
How many hours do they work each week?

No

Yes

No

Yes

Tell us their earnings before any deductions.

£

We need to see proof of their earnings.

£

We need to see proof of their earnings.

£

We need to see proof of their earnings.

Do they have any other income at all?

No

Yes

This includes any benefits or allowances they may get (see page 19, part 10 for examples of these) and interest from savings and investments.

If 'Yes':

1 Type of income?

How much before deductions?

£ a week

£ a week

£ a week

2 Type of income?

How much before deductions?

£ a week

£ a week

£ a week

3 Type of income?

How much before deductions?

£ a week

£ a week

£ a week

We need to see proof of other incomes.

We need to see proof of other incomes.

We need to see proof of other incomes.

Are any of the people you have told us about married to each other, civil partners, or living together as if they were married or civil partners?

No

Yes

Tell us their names.

is the partner of

And is the partner of

Part 4 About where you live

Are you living away from the property you are claiming for at the moment?

No

Yes Tell us why you are not living at home.

When did you last live at home?

When do you expect to go back home?

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

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

Have you sublet your home?

No

Yes Who lives there now?

Has your home been built or adapted for people with disabilities?

No

Yes

Do you run a business from your home?

No

Yes

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

No

Yes

If 'Yes':
What is the address?

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

Do you pay rent on this home?

No

Yes How much?

£

Do you own your own home?

No Go to next question.

Yes Give the name of anyone else who owns the property with you then go to **Part 6**.

Part 5 About rent and your rented home

When did you start renting your home?

 / /

When did you move to this address?

 / /

Are you a joint tenant?

No

Yes If 'Yes', how many tenants are named on your tenancy agreement (including you).

How much of the rent do you pay?

 £

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

What is the name and address of the person who owns your property?

 Postcode

If the owner has an agent, tell us their full name and address.

 Postcode

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

No

Yes What is the relationship?

 is my landlord's or agent's

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

What sort of tenancy do you have?

For example, shorthold, assured tied rent.

How long is the tenancy for?

 / / to / /

How much is the rent for your home?

 £ every

(For example, every week/ fortnight/4 weeks/month.)

Who decorates the inside of your home when necessary?

You Your landlord Don't know

What sort of accommodation do you rent?

House (e.g. detached, semi detached or terrace)
 Bedsit or room
 Flat (e.g. in a house, in a block or over a shop)
 Residential nursing or care home

Hotel Caravan
 Mobile Home Houseboat
 Board and Lodging Hostel
 Other

(Please specify)

(We may need to write to you to ask for further details if you have ticked one of these)

Part 5 About rent and your rented home– continued

When is the next rent increase due?

 / /

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

No

Yes Please send us the notice of registration (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?

Have you or your partner previously owned the home you are living in now?

No

Yes We will write to you about this.

Who receives the Council Tax bill for your home?

You or your partner

Your landlord

Someone else Tell us who receives the Council Tax bill.

Does your rent include money for the following?

Meals

No

Yes How much each week? £

Which meals are included?

Breakfast Lunch Evening meal

Personal care and support

No

Yes How much each week? £

Do you pay any service charges separate from your rent?

No

Yes How much each week? £

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.

What for?

We also need the following details of your household

How many bedrooms are in the accommodation you rent?

How many:

For your own use

Shared with other tenants

Kitchens

Bathrooms

Toilets

Other rooms (suitable for living in)

Part 6 About Income Support, income-based Jobseeker's 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 or Pension Credit?

No Go to **Part 7**.
 Yes

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

No
 Yes When did you start getting it?
 / /

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

No
 Yes When did you claim?
 / /

Which benefit are you getting or waiting to hear about?

You

Income Support
 Income-based Jobseeker's Allowance
 Pension Credit

Your partner

No
 Yes When did they start getting it?
 / /

No
 Yes When did they claim?
 / /

Your partner

Income Support
 Income-based Jobseeker's Allowance
 Pension Credit

We must see proof of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can provide as proof.

Part 7 About being self-employed

Are you or your partner self-employed?

No Go to **Part 8**.

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

What kind of work do you do?

When did the business start?
 / /

What is the business address?

 Postcode

Your partner

/ /

Postcode

Certificate of earnings

Note to the employee

Please fill in your name and address below and pass this certificate to your employer.

Employee's name
and address

| |
|--|
| |
| |

Note to the employer

Please fill in this certificate with details of your employee's earnings, and return it to us at the address over the page. Thank you for your help.

Employee's job title

Employee's National Insurance number

Employee's
Tax code

Employee's
Works number

How often is your employee paid?

Every week Every fortnight Every four weeks Every calendar month

How are they paid?

Cash Cheque BACS

What date did their employment start?

What date did they leave? (if appropriate)

How many hours a week do they normally work?

What is their normal basic wage or salary?

What was the date of their last pay rise?

When will their next pay rise be?

Please turn over and provide details of their earnings, as appropriate.

Certificate of earnings

Note to the employee

Please fill in your name and address below and pass this certificate to your employer.

Employee's name
and address

| |
|--|
| |
| |

Note to the employer

Please fill in this certificate with details of your employee's earnings, and return it to us at the address over the page. Thank you for your help.

Employee's job title

Employee's National Insurance number

Employee's
Tax code

Employee's
Works number

How often is your employee paid?

Every week Every fortnight Every four weeks Every calendar month

How are they paid?

Cash Cheque BACS

What date did their employment start?

What date did they leave? (if appropriate)

How many hours a week do they normally work?

What is their normal basic wage or salary?

What was the date of their last pay rise?

When will their next pay rise be?

Please turn over and provide details of their earnings, as appropriate.

In the table below, please give details of your employee's earnings.

Give details of the last 5 weeks' pay (if they are paid weekly), 3 fortnights' pay (if they are paid every two weeks), 2 months', or four weeks' pay (if they are paid monthly or every four weeks). Include overtime, bonus, SSP, SMP and so on.

| Week or month ending | Gross pay (not including tax credit) | Tax | National Insurance | Works pension | Net pay |
|----------------------|--------------------------------------|-----|--------------------|---------------|---------|
| / / | £ | £ | £ | £ | £ |
| / / | £ | £ | £ | £ | £ |
| / / | £ | £ | £ | £ | £ |
| / / | £ | £ | £ | £ | £ |
| / / | £ | £ | £ | £ | £ |

Year to date as at:

| | | | | | |
|-----|---|---|---|---|---|
| / / | £ | £ | £ | £ | £ |
|-----|---|---|---|---|---|

For office use only:

If your employee receives a bonus which is not included in the above, please confirm how much, and how often this is paid.

Amount £ Paid every

Is Statutory Sick Pay included in any of these payments? No Yes

Employer's signature:

Name, and position in firm:

Company name and business address:

Official business stamp:

Business phone number:

Date: / /

Please return this BY POST to Peterborough City Council's Benefits Service, Town Hall, Bridge Street, Peterborough, PE1 1BF or BY HAND to the Customer Service Centre, Bayard Place, Broadway, Peterborough.

In the table below, please give details of your employee's earnings.

Give details of the last 5 weeks' pay (if they are paid weekly), 3 fortnights' pay (if they are paid every two weeks), 2 months', or four weeks' pay (if they are paid monthly or every four weeks). Include overtime, bonus, SSP, SMP and so on.

| Week or month ending | Gross pay (not including tax credit) | Tax | National Insurance | Works pension | Net pay |
|----------------------|--------------------------------------|-----|--------------------|---------------|---------|
| / / | £ | £ | £ | £ | £ |
| / / | £ | £ | £ | £ | £ |
| / / | £ | £ | £ | £ | £ |
| / / | £ | £ | £ | £ | £ |
| / / | £ | £ | £ | £ | £ |

Year to date as at:

| | | | | | |
|-----|---|---|---|---|---|
| / / | £ | £ | £ | £ | £ |
|-----|---|---|---|---|---|

For office use only:

If your employee receives a bonus which is not included in the above, please confirm how much, and how often this is paid.

Amount £ Paid every

Is Statutory Sick Pay included in any of these payments? No Yes

Employer's signature:

Name, and position in firm:

Company name and business address:

Official business stamp:

Business phone number:

Date: / /

Please return this BY POST to Peterborough City Council's Benefits Service, Town Hall, Bridge Street, Peterborough, PE1 1BF or BY HAND to the Customer Service Centre, Bayard Place, Broadway, Peterborough.

Proof of rent certificate

(For private and housing association tenants)

If you do not have a written tenancy agreement that is dated within the last 12 months, the person you pay rent to (the owner or agent) should fill in this form.

The tenant's or lodger's full name and address (including postcode)

| |
|-----------------|
| Name: |
| Address: |

The owner's name, address (including postcode) and phone number (We need this to verify who the owner is – 'c/o the agent's address' is not acceptable)

| |
|-----------------|
| Name: |
| Address: |
| Phone: |

The agent's name, address (including postcode) and phone number (if appropriate)

| |
|-----------------|
| Name: |
| Address: |
| Phone: |

From what date did the tenant start renting this property?

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

How much rent do you charge for this property?

| |
|---|
| £ |
|---|

every

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

When did you start charging this amount of rent?

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

Does the tenant share the rent with any other people?

No

Yes

If 'Yes', please list the names of the other people who share the rent with this tenant.

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

Do you provide your tenant with meals?

No

Yes

If 'Yes', which meals?

Breakfast

Midday meal

Evening meal

Please continue over the page.

Does the rent that you charge include money for the following.

| | | | | | | |
|---------------------------------|----|--------------------------|-----|--------------------------|-----------|---|
| General counselling and support | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| Hot water | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| heating | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| Gas / Electricity for cooking | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| Lighting | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| Cleaning the home or windows | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| Laundry | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| Water rates | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| Cleaning shared areas | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| Lighting shared areas | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| Warden, caretaker, porter | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| Nursing or personal care | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |
| Other services | No | <input type="checkbox"/> | Yes | <input type="checkbox"/> | How much? | £ |

What for?

Use the box below if there is any other information about your property, or the rent that your tenant has to pay, that you would like to tell us about.

Declaration

- **I confirm** that the information above is correct and complete.
- **I understand** that I must let you know straight away if any of my tenant's circumstances that I know of change.

Landlord's or agent's signature

Date

/ /

Please return this BY POST to Peterborough City Council's Benefits Service, Town Hall, Bridge Street, Peterborough, PE1 1BF or BY HAND to the Customer Service Centre, Bayard Place, Broadway, Peterborough.



Part 7 About being self-employed – continued

Do you have any business partners?

No
 Yes Tell us their name and address.

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

No
 Yes Tell us their name and address.

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

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

No
 Yes How much?

£

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 your earnings before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can provide as proof.

Part 8 About working for an employer

Do you or your partner work for an employer?

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.

No Please confirm the date you and or your partner last worked.

You

Your partner

If you or your partner do not work please go to **Part 9**.

What are you employed as? (for example, plumber, cleaner)

What do you do? (for example, painting, sales work)

What is your employer's name and address?

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

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

When did you start this job?

What is your payroll, employee or staff number?

Part 8 About working for an employer – continued

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 before tax and National Insurance are taken off?

£

£

How are you paid?

For example, in cash, by cheque or straight into a bank or building society account.

When was your last pay rise?

 / /
 / /

When will your next pay rise be?

 / /
 / /

How many hours a week do you usually work?

Do you do any regular overtime or receive any bonuses or commission.

No

Yes We will write to you about this

No

Yes We will write to you about this

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

No

Yes Start date / /

No

Yes Start date / /

You

Your partner

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?

£

How often?

Every

No

Yes How much?

£

How often?

Every

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can provide as proof. If you get tips or bonuses, tell us about these in Part 15

Part 9 About any other work

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 10**.

Yes Answer the questions on this page.

You

Your partner

What other work do you do?

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 How much do you get before any deductions?

£

How often?

Every

No

Yes How much do they get before any deductions?

£

How often?

Every

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can provide as proof.

Part 10 About benefits and pensions

Are you or your partner getting any benefits / pensions or waiting to hear about any 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 Allowance
- Carer's Allowance
- Child Benefit
- Child Tax Credit
- Disabled Living Allowance (Care)
- Disabled Living Allowance (Mobility)
- Fostering Allowance
- Guardian's Allowance
- Incapacity Benefit
- Income Support
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Industrial Widow's Pension
- Jobseeker's Allowance (contribution based)
- Jobseeker's Allowance (income based)

- Maternity Allowance
- Paternity Allowance
- Pension Credit
- Severe Disablement Allowance
- State Retirement Pension
- Statutory Adoption Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay
- War Disablement Benefit
- War Pension
- War Widow's Pension
- Widow's or Widower's Benefits
- Widowed Mother's Allowance
- Widowed Parent's Allowance
- Working Tax Credit

No Go to **Part 11**.

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

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.

Part 10 About benefits and pensions – continued

If amounts are being deducted from your benefit, tell us the amount you are entitled to, not the amount you are receiving.

| | You | Your partner |
|--|--------------------------|--|
| The name of the benefit or pension | <input type="text"/> | <input type="text"/> |
| Waiting to hear | <input type="checkbox"/> | Waiting to hear <input type="checkbox"/> |
| Getting now | <input type="checkbox"/> | Getting now <input type="checkbox"/> |
| 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"/> |
| How is it paid? (For example, into a bank account or a post office account.) | <input type="text"/> | <input type="text"/> |

| | | |
|--|--------------------------|--|
| The name of the benefit or pension | <input type="text"/> | <input type="text"/> |
| Waiting to hear | <input type="checkbox"/> | Waiting to hear <input type="checkbox"/> |
| Getting now | <input type="checkbox"/> | Getting now <input type="checkbox"/> |
| 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"/> |
| How is it paid? (For example, into a bank account or a post office account.) | <input type="text"/> | <input type="text"/> |

| | You | Your partner |
|--|--------------------------|--|
| The name of the benefit or pension | <input type="text"/> | <input type="text"/> |
| Waiting to hear | <input type="checkbox"/> | Waiting to hear <input type="checkbox"/> |
| Getting now | <input type="checkbox"/> | Getting now <input type="checkbox"/> |
| 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"/> |
| How is it paid? (For example, into a bank account or a post office account.) | <input type="text"/> | <input type="text"/> |

Part 11 About other money coming in

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

This includes occupational or private pensions; maintenance or child support for you, your partner or any of the children you have told us about on this form; money from a trust fund; training allowances; a student grant or loan; councillor's expenses; and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

No Go to **Part 12**.

Yes Answer the questions on this page.

Other money 1

What is the money for?

Who gets it?

How much do they get?

£

How often?

Every

When did they start getting this income?

/ /

When is the income likely to go up?

/ /

Other money 2

What is the money for?

Who gets it?

How much do they get?

£

How often?

Every

When did they start getting this income?

/ /

When is the income likely to go up?

/ /

Other money 3

What is the money for?

Who gets it?

How much do they get?

£

How often?

Every

When did they start getting this income?

/ /

When is the income likely to go up?

/ /

Part 11 About other money coming in – continued

Does anyone owe money to you, your partner?

No

Yes 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 proceeds from selling a property.

No

Yes What for?

How much?

Who is it owed to?

£

We must see proof of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can provide as proof.

Part 12 About bank accounts, savings, investments and property

We need to know if you or your partner have any bank or building society 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 bank accounts?

No

Yes Tell us about all your **bank accounts**, even empty or overdrawn ones. If there are more than 2 bank accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any building society accounts?

No

Yes Tell us about all your **building society accounts**, even if you do not use them regularly. If you have more than 2 building society accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Part 12

About bank accounts, savings, investments and property – continued

Do you or your partner have any post office accounts?

No

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

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

Name of post office account

Account number

Whose name is the account in?

How much is in the account?

£

Name of post office account

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any premium bonds?

No

Yes Value £

Do you or your partner have any National Savings Certificates?

No

Yes Issue number Value How many?

£

Issue number

Value

How many?

£

Do you or your partner have any stocks, shares, bonds or unit trusts?

No

Yes Company name How many?

Company name

How many?

Do you or your partner have any other capital, savings or investments?

No

Yes Tell us about this.

For example, cash, TESSAs, ISAs, TOISAs, compensation, or any other money you have not told us about on this form.

Do you or your partner own or partly own any property, land or timeshare, other than the home you live in, either in the UK or abroad?

No

Yes What is the address?

Tick 'Yes' even if you have a mortgage or loan for the property, land or timeshare.

Postcode

How much is it worth?

£

If you have a mortgage or loan for this, how much is left to repay?

£

Part 12 About bank accounts, savings, investments and property – continued

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

No

Yes

If 'Yes', who received it?

How much?

Have you or your partner received compensation for atrocities that happened during Second World War?

No

Yes

If 'Yes', who received it?

How much?

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

Have you or your partner or any children you are claiming for received a payment from the Creutzfeldt-Jakob Disease Trust?

No

Yes

We will write to you about it.

We must see proof of any savings, investments or property before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can provide as proof.

Part 13 and 14 ask for information for Housing Benefit claims. if you are only applying for Council Tax Benefit please go to part 18.

Part 13 Paying your housing benefit

What type of rented accommodation do you wish to claim for?

Rented from a Housing Association (including Cross Keys) (please go to the section called **Part 14 Paying Benefit to your Landlord**)

Rented from a Private Landlord (please go to the section called **Part 15 Local Housing Allowance claim**)

Part 14 Paying benefit to your landlord

If you want us to pay your Housing Benefit direct to your landlord you must sign this declaration.

If you do not please go to the section called Paying Benefit to You (Section 16).

Please pay my Housing Benefit straight to my landlord.

- I must always tell you about any change in my circumstance.
- If I do not tell you about any change in my circumstance and you pay me too much Housing Benefit because of this, I will have to pay it back.
- I am aware that I may be prosecuted if I fail to tell you about a change in my circumstance.

Signature

Date

Part 15 Local Housing Allowance claim

Our normal procedure is to pay your Housing Benefit directly to your bank account. This will give you access to the money we pay quicker than any other method available. You will still receive a confirmation slip by post to confirm the amount that has been paid and the period it covers.

If you do not have a bank or building society account into which payments can be made, you should make arrangements to open one. We can provide you with a leaflet that gives you general advice on how to set up a bank account.

This leaflet is called 'Opening a bank account'.

If you would like one of these leaflets to be sent to you please tick this box

If you do not have a bank or building society account, and you cannot open one, please state the reason(s) why and provide supporting evidence.

How much benefit will I be paid?

The amount of Housing Benefit you will be paid will be based on your personal circumstances and not solely linked to the amount of rent you are charged. Local Housing Allowance (LHA) is calculated using the amount, based on your accommodation needs. Your claim will be processed based on these amounts for one year and then amended to the revised level at that time unless you cease to claim Housing Benefit or your accommodation needs changes.

If you would like some further information about the rates set for LHA you can contact us (see details on the back of this form).

Can I have my Housing Benefit paid to someone else?

We will consider all requests to pay Housing Benefit to someone else on a case by case basis. We will take into account your circumstances and whether they effect your ability to pay your rent.

You will be notified in writing as to whether it has been agreed to pay your Housing Benefit to someone else and if it is agreed you may also be informed of a date when this decision will be reviewed. This is because in some cases your circumstances may change which may affect the ability for you to accept payment of Housing Benefit yourself.

If you want us to pay your Housing Benefit to some one else (e.g. you have a member of your family or close friend who deals with your affairs) you must complete this section.

In order for this to be considered you will need to give details below why you are unable to accept payment of Housing Benefit directly to you.

It may be necessary to supply with this form proof to support your statement (e.g. hospital appointment letter confirming the treatment for an illness or proof of any financial problems you may have).

I am requesting that payment for Housing Benefit be paid to:-

Who is:-

My Landlord My Landlord's Agent A Third Party

Please write here the reason(s) why you wish payment of your Housing Benefit should be paid someone else.

I do not wish that Housing Benefit payments are made directly to me because

We may need to interview you to discuss this in detail at a later date.

Part 15 Local Housing Allowance claim – continued

Now ask the person you wish to receive payments to sign this agreement.

Name of person to be paid

Address

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

Postcode

Telephone Number

I agree to accept Housing Benefit payments for the person making this claim.

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 a change of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know the tenant is not entitled to

Signature

Date

Part 16 Paying benefit to you

If you want us to pay your Housing Benefit directly to you please confirm how often you want your Housing Benefit to be paid.

I want my benefit paid to myself into my bank or building society account.

Every 4 weeks

Every 2 weeks

(Please tick one of these options)

Tell us the following details:-

The name of your bank or building society.

The address of the branch you use

| |
|--|
| |
| |

Whose name is the Account in?

The account number

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

The sort code

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

If your account is a building society account with a passbook that has a 'roll number' please quote that here

Part 17 Authority to discuss your claim with your landlord

Sometimes, sharing information with you landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your rent being delayed. We would only share information with your landlord if you have agreed that your Housing Benefit can be paid directly to your landlord.

Under the Data Protection Act we need your permission to share information. If you give us that permission we can then tell your landlord the following:

- Whether or not you have made a claim for Housing Benefit and if we have made a decision on it.
- If we need further information to make a decision on your claim and, if so, what information this is.

There may be other information about your claim that we need to check with your landlord, such as the date your tenancy started, before we can make a decision on your claim. If this is the case, we have to ask your landlord even if you have not given us permission to discuss your claim with them. But, unless you have given us permission by signing below, we will not discuss anything else with your landlord.

We will not give your landlord any information about:

- **Your personal or household circumstances, or**
- **your financial circumstances**

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim.

If you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know.

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

I give you, Peterborough City Council, permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Signature

Date

Part 18 Anything else you need to tell us

Please use the space below 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 a separate piece of paper tick this box**

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

Part 19 Checklist

Please tick to tell us what proof 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 Customer Services Centre at Bayard Place, Broadway (opposite the Central Library) or one of Cross Keys Homes offices (see back page). We will take the details we need and give you the documents back straight away. If you are unable to do this please phone us for more advice.

If you do not provide all the proof we need, we might not be able to pay you any benefit. We need the same proof for your partner, if you have one.

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 until we have all the evidence.**

- Proof of identity**
Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.
- Proof of National Insurance number**
Such as a National Insurance number card, payslips or letters from the Department of Work and Pensions, the Inland Revenue or the Pensions Service.
- Proof of bank accounts, savings, investments and property**
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 proof of any interest or dividends you get on investments and savings. The proof you send must show details for at least the last 2 months.
- Proof of earnings**
This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month. If you have not kept these you can ask your employer to fill in the certificate of earnings in the middle of this form. 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 6 months, a summary of your trading records so far.
- Proof of other income**
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 proof of any money people pay you for board and lodgings.
- Proof of benefits, allowances or pensions**
Such as current award notices or letters from the Department of Work and Pensions, the Inland Revenue or the Pensions Service confirming how much you get. If you do not have evidence, let us know straight away.
- Proof of private rent and tenancy**
Such as a tenancy agreement. If you do not have this you can ask your landlord to fill in the proof of rent certificate in the middle of this form.
- Proof of other money paid out**
Such as letters about student grants or maintenance, agreements or receipts from registered child carers.
- Proof of pension credit**
Such as current award notices or letters from the Pension Service confirming how much you get. If you do not have proof, let us know straight away

Part 20 Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

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

No

Yes We will write to you about this.

You need to tell us in detail the reason(s) why you did not apply earlier. Either go to part 18 of this form and use the space for additional details to support your claim or use a sheet of paper and include it with this form

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

If you fail to give us the date you want your claim to be backdated from and your reason for not claiming earlier your request will be invalid.

Part 21 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, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.

I declare :-

- That I am responsible for the information supplied on this form.
- If the information supplied within this form and evidence given in support of it is false, misleading, incorrect or incomplete, the council may take action against me, which could result in me being prosecuted in court.
- That I may be asked to repay any overpaid benefit as a result of false, misleading, incorrect or incomplete information supplied on this form OR as a result of not declaring a change in circumstances that might affect my entitlement to benefit, without prejudice.
- You may use any information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources within the council and other councils.
- You may use any information I have provided in connection with this and any other claim for Department for Work and Pensions benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.

I know I must let the council know about any change in my circumstances in writing, as soon as possible to the address given on the front of this form which might affect my claim.

(Examples of a change in circumstances are provided on page 3 of this form - Changes You Must Tell Us About).

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

Signature of person
claiming

Signature of
partner

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.

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct and I have read the declaration above to them.

Name of the person who
filled in the form

Address

Relationship to the person claiming

Signature

Phone number
(optional)

Are you having trouble filling in this form?

If English is not your first language and you wish to have some help to complete this form we can arrange for an appointment and an interpreter to be present, if required, at our Customer Services Centre at Bayard Place to assist you.

We can also send a member of our staff to visit you at your home if you need help filling in this form and are unable to reach one of our offices.

If you need either of these services, please contact us on the phone number given on the front of this form.

You can also take this form and any supporting evidence to one of Cross Keys Homes offices as shown below.

| | | |
|--|--|---------------------|
| Western Housing Office The Cresset Bretton | Opening hours •9am to 5pm, Monday, Tuesday, Thursday and Friday •10am to 5pm on Wednesdays | Phone: 01733 385069 |
| Southern Housing Office Shrewsbury Avenue Woodston | Opening hours •9am to 5pm, Monday, Tuesday, Thursday and Friday •10am to 5pm on Wednesdays | Phone: 01733 385061 |
| Northern Housing Office Old Farmhouse Freston, Paston | Opening hours •9am to 5pm, Monday, Tuesday, Thursday and Friday •10am to 5pm on Wednesdays | Phone: 01733 385089 |
| Eastern Housing Office 7 Scalford Drive Welland | Opening hours •9am to 5pm, Monday, Tuesday, Thursday and Friday •10am to 5pm on Wednesdays | Phone: 01733 385077 |

You can get general information from our website at
www.peterborough.gov.uk/housingbenefits/

You can e-mail your comments or queries to our e-mail address at
benefits@peterborough.gov.uk

ETHNIC BACKGROUND REQUEST

Peterborough City Council's Benefit Service operates a policy of equal opportunity to make sure all our customers are given the same high level of service. To assist the monitoring of this policy, and for that purpose only, please provide details of your ethnic origin.

You do not need to complete this if you do not want to as this does not have any effect on your claim for Housing Benefit and/or Council tax Benefit.

| | | | | | |
|--------------------------|--|-----------------------------------|------------------------------------|-----------------|------------------------------------|
| A/ WHITE | BRITISH <input type="checkbox"/> | B/ ASIAN | INDIAN <input type="checkbox"/> | C/ BLACK | CARIBBEAN <input type="checkbox"/> |
| | IRISH <input type="checkbox"/> | | PAKISTANI <input type="checkbox"/> | | AFRICAN <input type="checkbox"/> |
| | OTHER <input type="checkbox"/> | | OTHER <input type="checkbox"/> | | OTHER <input type="checkbox"/> |
| D/ MIXED HERITAGE | WHITE AND BLACK CARIBBEAN <input type="checkbox"/> | E/ CHINESE | CHINESE <input type="checkbox"/> | | |
| | WHITE AND BLACK AFRICAN <input type="checkbox"/> | | OTHER <input type="checkbox"/> | | |
| | WHITE AND ASIAN <input type="checkbox"/> | | | | |
| | OTHER <input type="checkbox"/> | | | | |
| F/ TRAVELLER | TRAVELLER <input type="checkbox"/> | G/ OTHER (NOT GIVEN ABOVE) | <input type="checkbox"/> | | |
| | OTHER <input type="checkbox"/> | H/ DO NOT WISH TO STATE | <input type="checkbox"/> | | |

Thank you for your assistance in completing this .