

For Office Use Only

Date of issue

First point of contact

Application Ref

Folkestone

Hythe & Romney Marsh
Shepway District Council



Name and address of applicant (including room or flat number)

Name:

Address:

Postcode:

Application form for Housing Benefit and/or Council Tax Reduction

Before you start to fill in the form please tick the box below that applies to you, carefully read all the information on this page and the next. Please complete the form in black ink.

Please tick any that apply

Are you a:- Council Tax Payer ☐

Housing Association/
Private Tenant ☐

Council Tenant ☐

Notes for filling in the application form

About this form

The Housing Benefit and Council Tax Reduction application form has been specially designed to be as easy as possible to fill in. It may seem rather long, but we have to ask a lot of questions to make sure that everyone who applies gets the right amount of benefit and/or reduction.

Start date

To make sure your Housing Benefit and/or Council Tax Reduction scheme starts from the earliest date possible you should contact us as soon as you need benefit/reduction and register your intention to apply. You can do this by visiting us at any of our offices, by writing to us, by phone on **01303 853555**, or by email at Revenues.benefits@shepway.gov.uk You will then be given one calendar month to return a completed application form and supporting documentation. **If you have not already told us, don't delay registering your intention to apply, as any delay could lead to loss of benefit/reduction.**

Proof

We need to see proof of most of the things you tell us about. There is a list of examples at the end of the form to help you. If you are not sure if we need to see proof of something, get in touch with us. We cannot pay you benefit reduction until we have seen the proof we have asked for. If there is likely to be a delay in sending in the evidence, send the form back anyway and tell us when the rest of the information is likely to be sent.

Please note that it is your responsibility to send in everything requested on this form within one calendar month. Do not wait for a reminder to send this information. If we do not receive a completed application form and all the necessary information within one calendar month you may lose money you are entitled to.

Filling in the form

If you make a mistake whilst filling in the form, 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 ticking 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 may have to send the form back, and this will delay the application.

If someone else fills in the form for you, there is a special place for them to sign in **Part 17** of this form.

If you need help filling in the form

If you need help filling in the form please call our Customer Services Team on 01303 853555.

If you are unable to visit our offices due to disability we can arrange for an officer to visit you at home to help complete the form and to verify any evidence. To arrange for a visiting officer to call please telephone Customer Services on 01303 853555.

This form is also available in large print on request, please telephone 01303 853555.

Independent help and advice can be obtained from:-

Citizens Advice Bureau
20 Church Street
Folkestone
Kent CT20 1SE Tel: 08444 994118

Shelter Tel: 08088 004444

How we collect and use information

We will use the information you give in this form and any supporting evidence you send us, to process applications for Housing Benefit (including Discretionary Housing Payments) and Council Tax Reduction or to determine Council Tax liability.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions, the Jobcentre Plus and the Inland Revenue, as allowed by the law.

By law, we may check the information you have provided, or information provided about you by someone else, against other information we already have. We may also ask other agencies, organisations, local authorities or government departments to give us information they have about you. This is to:

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

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

Shepway District Council is the data controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use that information, you can ask.

We are required under section 6 of the Audit Commission Act 1998 to participate in the National Fraud Initiative (NFI) data matching exercise.

The data supplied by you and held by the Authority in respect of your application for benefit and/or reduction, will be cross-system and cross-authority comparison purposes for the prevention and detection of fraud.

An application form for Housing Benefit and/or Council Tax Reduction

Part 1 About you and your partner

Do you have a partner who normally lives with you? No ☐ Yes ☐ If you have a partner, you must answer all the questions about them as well as yourself.

A partner means a person you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple.)

	You	Your partner
Title (Mr, Mrs, Ms and so on)	<input type="text"/>	<input type="text"/>
Last name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other names you have used	<input type="text"/>	<input type="text"/>
Address, including room number if you have one Do not tell us your partner's address if it is the same as yours.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode	Postcode
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
National Insurance Number You can find this on payslips or letters from DWP or the tax office. We cannot decide your application if we do not have your National Insurance number.	<div>Letters<input type="text"/><input type="text"/></div> <div>Numbers<input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div> <div>Letter<input type="text"/></div> <div>If you do not have a National Insurance number, or cannot find it, tick this box.<input type="checkbox"/></div>	<div>Letters<input type="text"/><input type="text"/></div> <div>Numbers<input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div> <div>Letter<input type="text"/></div> <div>If they do not have a National Insurance number, or cannot find it, tick this box.<input type="checkbox"/></div>
What date did your tenancy start at the address you are claiming for?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
What date did you move to the address you are claiming for? If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
You daytime phone number	<input type="text"/>	<input type="text"/>
Your email address	<input type="text"/>	

Part 1 About you and your partner - continued

	You	Your partner
Have you or your partner claimed Housing Benefit, Council Tax Benefit or Council Tax Reduction before?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When did you claim? <input type="text"/>	Yes <input type="checkbox"/> When did they claim? <input type="text"/>
	Which council did you claim from? <input type="text"/>	Which council did they claim from? <input type="text"/>
	What name did you claim in? <input type="text"/>	What name did they claim in? <input type="text"/>
	What address did you claim for? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	What address did they claim for? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Have you told the council that paid your benefit/reduction that you have moved?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
If you or your partner have moved home in the last 12 months, tell us your last address if it is different from above.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tell us whether you were you the homeowner, private tenant, a council tenant or a lodger at this address?	<input type="text"/>	<input type="text"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> We will write to you about this.	Yes <input type="checkbox"/> We will write to you about this.
What is your nationality?	<input type="text"/>	<input type="text"/>
If your nationality is not British, on what date did you enter the UK? The UK is England, Northern Ireland, Scotland and Wales.	<input type="text"/>	<input type="text"/>

Part 1 About you and your partner - continued

	You	Your partner
Are you or your partner in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, when did you go in? <input type="text"/> When will you come out (if you know this)? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, when did they go in? <input type="text"/> When will they come out (if you know this)? <input type="text"/>
Do you or your partner get Disability Living Allowance/ Personal Independence Payment?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, how much? Care: £ <input type="text"/> a week Mobility: £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, how much? Care: £ <input type="text"/> a week Mobility: £ <input type="text"/> a week
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"/>
Have you or your partner been told that you are entitled to Carer's Allowance, even if you do not receive it because you are getting another benefit instead?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you or your partner pay towards the upkeep of a student?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, how much do you pay? £ <input type="text"/> How often? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, how much do they pay? £ <input type="text"/> How often? <input type="text"/>
Are you or your partner a student?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, do you study full or part time? <input type="text"/> How much of your income is taken into account when working out your grant £ <input type="text"/> a year	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, do they study full or part time? <input type="text"/> How much of their income is taken into account when working out their grant £ <input type="text"/> a year
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"/>

Part 1 About you and your partner - continued

Please tick if you or your partner are:

You

Your Partner

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled
- under 22 and a care leaver

☐☐☐☐☐☐☐

Reg. no.

☐☐☐☐☐☐☐

Reg. no.

We will contact you if we need anymore information.

Please state your ethnic origin. You are not obliged to answer this question, however Shepway District Council would appreciate your co-operation. This question will not affect your claim or the processing of it.

We will keep your details private. We will use them to produce figures so that we can check that the benefits system is working fairly.

Please tick one box to tell us your ethnic origin. Tick the ethnic group to which you feel best describes you. It does not mean your country of birth, or nationality.

I am:

White British

☐

White Irish

☐

Other White (please tell us your origin)

Mixed Race (please tell us your origin)

Black British

☐

Other Black (please tell us your origin)

Asian British

☐

Other Asian (please tell us your origin)

Any other Origin (please tell us your origin)

My partner is:

White British

☐

White Irish

☐

Other White (please tell us your origin)

Mixed Race (please tell us your origin)

Black British

☐

Other Black (please tell us your origin)

Asian British

☐

Other Asian (please tell us your origin)

Any other Origin (please tell us your origin)

Part 2 About children

You may be able to get more benefit/reduction if there are children in your household and they 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 GCSE, 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 three 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
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="/ /"/>
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" value="Postcode"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text" value="Postcode"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text" value="Postcode"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them? We need to see proof of this	<input type="text"/>	<input type="text"/>	<input type="text"/>

IMPORTANT: if any of the required proof is not available **DON'T DELAY MAKING YOUR APPLICATION.**

Part 2 About children - continued

First child

Second child

Third child

Is the child registered blind?

No ☐

Yes ☐

No ☐

Yes ☐

No ☐

Yes ☐

We need to see proof of this.

Does the child get Disability Living Allowance/Personal Independence Payment?

No ☐

Yes ☐ How much?

Care: £ a week

Mobility: £ a week

No ☐

Yes ☐ How much?

Care: £ a week

Mobility: £ a week

No ☐

Yes ☐ How much?

Care: £ a week

Mobility: £ a

Do you pay a registered childminder, nursery or after-school club any childcare costs for this child?

No ☐

Yes ☐ Tell us the name and registration number of the minder

How much do you have to pay a week?

£

No ☐

Yes ☐ Tell us the name and registration number of the minder

How much do you have to pay a week?

£

No ☐

Yes ☐ Tell us the name and registration number of the minder

How much do you have to pay a week?

£

How many weeks in a year is childcare provided?

We need to see evidence of the registration number and the amount paid for each child.

Have you provided proof?

Remember - when providing proof, photocopies are not acceptable

Part 3 About other people who live with you

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

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?

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

No ☐ Go to **Part 4**

Yes ☐ Give details below.

First person

Second person

Third person

Last name

Other names

Date of birth

National Insurance Number

Their relationship to you or your partner

Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend

On what date did they move in to this address?

Do they get Income Support, income based Job Seekers Allowance, Employment Support Allowance/Guarantee Pension Credit or Universal Credit?

No ☐

Yes ☐

No ☐

Yes ☐

No ☐

Yes ☐

Do they get Disability Living Allowance/Attendance Allowance/Personal Independence Payment/Armed Forces Independence Allowance?

No ☐

Yes ☐ How much?

No ☐

Yes ☐ How much?

No ☐

Yes ☐ How much?

Are they registered blind?

No ☐

Yes ☐

No ☐

Yes ☐

No ☐

Yes ☐

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

No ☐

Yes ☐ Tell us which

No ☐

Yes ☐ Tell us which

No ☐

Yes ☐ Tell us which

Have you provided proof?

Remember - when providing proof, photocopies are not acceptable

Part 3 About other people who live with you - continued

First person

Second person

Third person

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

No

☐

Yes

☐

If yes, how much?

£ a week

No

☐

Yes

☐

£ a week

No

☐

Yes

☐

£ a week

Does this include money for food?

No

☐

Yes

☐

No

☐

Yes

☐

No

☐

Yes

☐

Does this include money for heating?

No

☐

Yes

☐

No

☐

Yes

☐

No

☐

Yes

☐

Are they severely mentally impaired?

No

☐

Yes

☐

No

☐

Yes

☐

No

☐

Yes

☐

Are they in legal custody at the moment?

No

☐

Yes

☐

No

☐

Yes

☐

No

☐

Yes

☐

When are they expected to come out?

 / /

When are they expected to come out?

 / /

When are they expected to come out?

 / /

Are they in hospital at the moment?

No

☐

Yes

☐

No

☐

Yes

☐

No

☐

Yes

☐

If yes, when did they go in?

 / /

If yes, when did they go in?

 / /

If yes, when did they go in?

 / /

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

 / /

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

 / /

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

 / /

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

No

☐

Yes

☐

No

☐

Yes

☐

No

☐

Yes

☐

If yes, tell us their earnings before any deductions.

£ a week

If yes, tell us their earnings before any deductions.

£ a week

If yes, tell us their earnings before any deductions.

£ a week

Remember - we need to see proof of all income

Part 3 About other people who live with you - continued

Do they have any other income at all?

This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.

First person

Second person

Third person

No ☐

Yes ☐ Tell us about it below

No ☐

Yes ☐ Tell us about it below

No ☐

Yes ☐ Tell us about it below

Name of first other income

Name of first other income

Name of first other income

Where does this income come from?

Where does this income come from?

Where does this income come from?

How much is it before deductions?

£ a week

How much is it before deductions?

£ a week

How much is it before deductions?

£ a week

Name of second other income

Name of second other income

Name of second other income

Where does this income come from?

Where does this income come from?

Where does this income come from?

How much is it before deductions?

£ a week

How much is it before deductions?

£ a week

How much is it before deductions?

£ a week

Name of third other income

Name of third other income

Name of third other income

Where does this income come from?

Where does this income come from?

Where does this income come from?

How much is it before deductions?

£ a week

How much is it before deductions?

£ a week

How much is it before deductions?

£ a week

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

No ☐ Yes ☐

If yes, tell us their names below

is the partner of

And

is the partner of

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

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

No ☐ Go to **Part 5**

Yes ☐

Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance, income-related Employment Support Allowance or Guarantee Pension Credit?

No ☐

Yes ☐

If yes, when did you start getting it?

You

Your partner

No ☐

Yes ☐

If yes, when did they start getting it?

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

No ☐

Yes ☐

If yes, when did you claim?

No ☐

Yes ☐

If yes, when did they claim?

Which benefit are you getting or waiting to hear about?

Income Support

☐

Income-based Jobseeker's Allowance

☐

Income-related Employment Support Allowance

☐

Guarantee Pension Credit

☐

Which benefit are they getting or waiting to hear about?

Income Support

☐

Income-based Jobseeker's Allowance

☐

Income-related Employment Support Allowance

☐

Guarantee Pension Credit

☐

Note: There are two types of Job Seeker's Allowance, contribution-based and income-based and two types of Employment Support Allowance, income-related and contributory. If you are in receipt of contribution-based Job Seeker's Allowance or contributory Employment Support Allowance you should go to Part 5 and declare it there.

If you have ticked Yes to being in receipt of Income Support, income-based Jobseeker's Allowance, income-related Employment Support Allowance or Guarantee Pension Credit go to Part 11.

Are you completing this form because you have moved home?

If so and you are getting Income Support, Jobseeker's Allowance, income-related Employment Support Allowance or Guarantee Pension Credit have you informed the Department for Work and Pensions that you have moved? It will help speed up the processing of your Housing Benefit claim/Council Tax Reduction if you give the Department of Work and Pensions details of your change of address as soon as possible.

Part 5 About benefits and pensions

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

No ☐ Go to **Part 6**

Yes ☐ Tell us about the benefits below, Tell us the full rate of benefits before any deductions.

- Bereavement Allowance
- Child Benefit
- Child Tax Credit
- Disability Living Allowance/Attendance Allowance
- Personal Independence Payment
- Armed Forces Independence Payment
- Fostering Allowance
- Guardian's Allowance
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Carers Allowance
- Contribution based Jobseeker's Allowance

- Contributory Employment Support Allowance
- Maternity Allowance
- Retirement Pension
- Severe Disablement Allowance
- War Disablement Benefit, War Pension, Armed Forces and Reserve Forces Compensation Scheme
- Widow's or Widower's Benefits
- Pension Credit (including Savings Credit)
- Working Tax Credit
- Statutory Sick Pay
- Statutory Maternity Pay
- Adoption Pay
- Universal Credit

Read the list of benefits above and tell us about any you and your partner are getting now or have claimed. The list covers most of the benefits available, however, if you are getting or have claimed any benefit that is not listed please let us know about it below.

You

Your partner

The name of the benefit or pension

Waiting to hear

☐☐

Getting now

☐

How much?

☐

How much?

£

£

How often?

How often?

Every

Every

The name of the benefit or pension

Waiting to hear

☐☐

Getting now

☐

How much?

☐

How much?

How often?

How often?

The name of the benefit or pension

Waiting to hear

☐☐

Getting now

☐

How much?

☐

How much?

How often?

How often?

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.

We need to see evidence of your income. Ideally we would like to see audited trading accounts for the last financial year. If you do not have audited accounts or have only just started trading please contact us for advice. We may ask you to complete our Self-Employed Earnings Information form, which we will provide on request.

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 ☐
If yes, tell us their name and address

Postcode

No ☐ Yes ☐
If 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 ☐
If yes, how much?

£
How often?
Every

No ☐ Yes ☐
If yes, how much?

£
How often?
Every

Do you pay into a private pension scheme?

No ☐ Yes ☐
If yes, how much?

£
How often?
Every

No ☐ Yes ☐
If yes, how much?

£
How often?
Every

We must see evidence of your earnings before we can decide how much benefit/reduction you can get.
Read the examples in Part 15 to see what you can use as evidence.

Part 7 About working for an employer

Do you or your partner work for an employer

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 a separate sheet of paper and send it with this form.

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

You

Your partner

What kind of work do you do?

What is the employer's name and address?

Postcode

Postcode

When did you start this job?

What is your payroll, employee or staff number?

Are you employed for a limited period of time?

No ☐ Yes ☐

No ☐ Yes ☐

If yes, when will you finish?

If yes, when will they finish?

How often do you get paid?

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?

Part 7 About working for an employer - continued

You

Your partner

Give details of any regular overtime, bonuses or commission.

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

No ☐ Yes ☐

When did it start?

/ /

When do you anticipate it will end?

/ /

No ☐ Yes ☐

When did it start?

/ /

When do they anticipate it will end?

/ /

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

No ☐ Yes ☐

When did it start?

/ /

When do you anticipate it will end?

/ /

No ☐ Yes ☐

When did it start?

/ /

When do they anticipate it will end?

/ /

Do you pay into a private or company pension scheme?
We need to see proof of this.

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/reduction you can get.
Read the examples in Part 15 to see what you can use as evidence.

Part 8 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 9

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 ☐

If yes, how much do you get before any deductions?

£

How often?

No ☐ Yes ☐

If yes, how much do they get before any deductions?

£

How often?

Remember - we need to see proof of all income.
If any of the required proof is not available DON'T DELAY IN MAKING YOUR APPLICATION.

Part 9 About other money coming in

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

No ☐ **Go to Part 10**

Yes ☐ Answer the questions on this page.

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

Other money 1

What is the money for?

Who gets it?

How much do they get?

£

How often

Every

Who is it from?

When did they start getting this income?

/ /

When is this income likely to go up?

/ /

Other money 2

What is the money for?

Who gets it?

How much do they get?

£

How often

Every

Who is it from?

When did they start getting this income?

/ /

When is this income likely to go up?

/ /

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

No ☐ Yes ☐

How much?

£

If yes, what for?

Do you have a pension which you could draw on but have chosen not to?

No ☐ Yes ☐

If yes, please provide evidence.

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

No ☐ Yes ☐

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

How much?

£

If yes, what for?

Part 10 About capital, bank/building society accounts, savings and investments

Please note: All accounts held, even empty or overdrawn ones, should be declared in this section

Do you or your partner have any capital, bank/building society accounts, savings investments or properties 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.

No ☐ Go to Part 11

Yes ☐ **Answer all the questions in this part. We must see evidence of all the capital, bank/building society accounts, savings and investments. Read the evidence list at Part 15 to see what you can use as evidence.**

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 two 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 **building society accounts**, even if you do not use them regularly. If you have more than 2 building society accounts, tell us 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 10 About capital, bank/building society accounts, savings and investments - continued

Do you or your partner have any post office accounts?

This includes savings accounts and Girobank accounts

No

☐

Yes

☐

Tell us about all your **post office accounts**, even empty or overdrawn ones. If there are 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.

☐

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?

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?

Have you provided proof?

Remember - when providing proof, photocopies are not acceptable

Part 10 About capital, bank/building society accounts, savings and investments - continued

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

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

No ☐ Yes ☐

If yes, tell us about this.

--

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?

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

No ☐ Yes ☐

If yes, what is the address?

Postcode

How much is it worth?

£

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

£

We may need to write to you for further information

You

No ☐ Yes ☐

Your partner

No ☐ Yes ☐

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

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

You

No ☐ Yes ☐

Your partner

No ☐ Yes ☐

Have you or your partner received a compensation payment made to victims of atrocities that happened during the Second World War?

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

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

No ☐ Yes ☐

We may need to write to you for further information

**IMPORTANT: We must see evidence of all your capital, savings and investments.
If any or the required proof is not available don't delay making your application.**

Part 11 About rent

Do you rent your home?

Tick 'Yes' if you would pay rent but you already get Housing Benefit

No ☐ Go to **Part 14**

Yes ☐ Answer the next question

Do you pay rent to the Council?

No ☐ Answer the questions below

Yes ☐ Go to **Part 12**

What is your landlord's name and business 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 any of you or your partner's children related to your landlord or agent, or to your landlord's partner or agent's partner?

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

No ☐

Yes ☐

If yes, what is the relationship?

--

is my landlord's
or agent's

--

What sort of tenancy do you have?

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

--

Are you a Crown Tenant?

No ☐ Yes ☐

How long is the tenancy for?

/	/
---	---

to

/	/
---	---

Is your rental agreement linked with your employment?

No ☐ Yes ☐

Part 11 About rent - continued

Please tick to show if the property is let as:

Furnished ☐

Partly furnished ☐

Unfurnished ☐

Who is responsible for internal decoration?

You ☐

Your Landlord/
Landlords agent ☐

How much is the rent for your home?

£ every

For example, every week/fortnight/4 weeks/month

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

No ☐ Yes ☐

If yes, tell us their names and relationship to you and your partner.

How much of the rent do you pay?

£ every

For example, every week/ fortnight/ 4 weeks/ month

Has your rent changed in the last 12 months?

No ☐ Yes ☐

Send us evidence of the date it changed, and how much it changed.

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 (R05)

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

No ☐ Yes ☐

How many in a year?

Are you behind on your rent?

No ☐ Yes ☐

By how many weeks?

Who should receive the Council Tax bill for your home?

You or your partner

☐

Your landlord

☐

Someone else

☐

Tell us who receives the Council Tax Bill

Remember

We must see proof of your rent and tenancy before we can decide how much Housing Benefit you can get. If you have a current tenancy agreement we need to see it. If not you can get your landlord/landlord's agent to complete and sign Appendix II Rent Proof which you can find at the back of this form.

Part 11 About rent - continued

Does your rent include money for the following?

Meals No ☐ Yes ☐ How much each week? £

Which meals are included?

Water authority charges No ☐ Yes ☐ How much each week? £

Heating No ☐ Yes ☐ How much each week? £

Lighting No ☐ Yes ☐ How much each week? £

Hot water No ☐ Yes ☐ How much each week? £

Fuel for cooking No ☐ Yes ☐ How much each week? £

Laundry No ☐ Yes ☐ How much each week? £

Cleaning rooms or windows No ☐ Yes ☐ How much each week? £

Gardening No ☐ Yes ☐ How much each week? £

Garage or parking space No ☐ Yes ☐ How much each week? £

Does it come included as part of your agreement? No ☐ Yes ☐

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?

If any of the required proof is not available DON'T DELAY MAKING YOUR APPLICATION.

Part 11 About rent - continued

Are you living away from home at the moment?

No ☐ Yes ☐

If 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?

/

Tell us the address of where you are living at the moment.

Postcode

If your home has been sublet, tell us who lives there now.

Part 12 About where you live

What sort of building do you live in? Tick one box only

Detached house	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Hotel	<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"/>	Caravan, mobile home or houseboat	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Bedsit or rooms	<input type="checkbox"/>	Residential nursing home	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	Residential care home	<input type="checkbox"/>
Other (please specify)	<div></div>				

Does your home have central heating?

No ☐ Yes ☐

Does your home have a garden

No ☐ Yes ☐

Does your home have a garage or parking space

No ☐ Yes ☐

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

No ☐ Yes ☐

Part 12 About where you live - continued

How many floors in the building where you live?

Which floor(s) do you live on?

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

No ☐ Yes ☐

Where in the building do you live?

At the front ☐ In the middle ☐ At the back ☐

If room/bedsit/flat what is the room or flat number?

How many rooms are there in the building

In the whole house/flat/maisonette

Rooms used only by yourself and members of your household

Rooms that you share with others who are not part of your household

Living rooms

Kitchens

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Separate toilets

Other rooms

If you have ticked 'Other rooms' what are they used for?

Do you use your home for business?

No ☐ Yes ☐

Do you have a main home somewhere else?

No ☐ Yes ☐

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

If yes, what is the address?

Postcode

How much do you pay for this home?

£

Part 13 How you will be paid and the choices you have

If you are a Council Tenant your Housing Benefit will be direct to your Housing Account
- Go to **Part 14**

Tenants getting Local Housing Allowance (LHA)	Housing Association and Tenants exempt from LHA
Your benefit will be paid directly to your bank/building society account via BACS. If you are a private tenant in receipt of LHA you cannot choose to have payment to your landlord. If there is a reason why you cannot manage your own rent payments you should contact us for an 'Application for Direct Payment to Landlord' form.	<p>You can choose to have payments made directly to your bank/building society account via BACS or to your landlord or landlord's agent.</p> <p>I want my benefit to go to myself <input type="checkbox"/></p> <p>I want my benefit to go straight to my landlord <input type="checkbox"/></p> <p>I want my benefit to go straight to my landlord's agent <input type="checkbox"/></p> <p>} We may contact them about this.</p>
<p>If benefit is to be paid to your bank account please give your account details below. You must fill in all the boxes. You can find the account details on your cheque book, pass book or statements. If you are not sure about the details, ask your bank, building society or other account provider. Please make sure that the account you wish to have your benefit paid into can accept BACS payments.</p> <p>Name of Bank or Building Society <input type="text"/></p> <p>Branch <input type="text"/> Sort code <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Account Name <input type="text"/></p> <p>Account Number <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>	

Sharing information with your Landlord

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

The law requires that we inform your landlord of certain decisions we make on your claim, for example, when a decision is made to pay benefit to your landlord.

Under the Data Protection Act 1998 we need your permission to discuss anything else.

If you decide you are happy for us to discuss the details of your claim with your landlord you can give us permission by signing the box below. If you give us permission, we would be able to tell your landlord whether:

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

We will also be able to tell your landlord about:

- any personal or household circumstances that affect your claim
- any financial circumstances that affect your claim

We will not give your landlord any information about:

- your forwarding address if you leave their property, unless you give us permission to do so.

You can withdraw your permission at anytime. **It will not affect your claim if you do not give us permission to discuss your claim with your landlord.** If you want to give us permission to discuss your claim with your landlord please sign below.

I give Shepway District Council permission to share information about my Housing Benefit claim with my landlord or their representative.

Signature Date / /

Part 14 Anything you need to tell us

Use the box below to tell us anything else you think we should know about. If you are completing this form to notify us of a Change or Circumstances please use this section to give brief details and date of change. Use a separate sheet of paper and attach it to this form if you need to.

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

Part 15 Examples of evidence you should provide

See below for examples of the sort of evidence you need to supply with your application. We must see original documents, not copies. Please do not send valuable items through the post. If you can, bring them into our reception we will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

If you do not provide all the evidence we need, we might not be able to pay you any Housing Benefit or Council Tax Reduction.

Evidence of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EU identity card or recent paid gas or electricity bill. We need to see a minimum of two sorts of proof of identity for each person.

Evidence of National Insurance

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

Evidence of capital, savings and investments

Such as all your bank, building society or post office accounts. For these we will need to see full bank statements or account books showing all transactions for the last two months. Such as certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings

Evidence of earnings

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month or four weekly. If you do not have these wage slips ask your employer to complete sign and stamp Appendix I Certificate of Earnings which you can find at the back of this form. Appendix I can be detached from the form and sent to us later, but remember, it is your responsibility to make sure that we receive it within the one month time limit. If you or your partner are self-employed, we need to see your accounts for the last financial year or, you can complete our self employed Earnings Information form which is available on request.

Evidence 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.

Evidence of benefits, allowances or pensions

Such as award notices or letters from social security confirming the start date and the amount you are entitled to. Please do not send order books through the post.

Evidence of private rent and tenancy

Usually a current tenancy agreement provides all the information we require. If you do not have a current tenancy agreement we suggest that you ask your landlord/landlord's agent to complete Appendix II Rent Proof which you can find at the back of the form. Appendix II has been designed so that once it is fully completed and signed we have all the information we need. Appendix II Rent Proof can be detached from this form and sent to us later but remember it is your responsibility to make sure that we receive it within the one month time limit.

Evidence of other money paid out

Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

If you have any questions or have difficulty supplying the evidence needed please phone Customer Services on **01303 853555** for advice.

Part 16 Backdating

When you apply for Housing Benefit or Council Tax Reduction, your application will normally be assessed from the Monday after the council has received your application.

We may be able to pay you benefit or reduction from an earlier date, if there was a good reason for the delay in making your application.

What is a good reason?

A good reason is anything that stopped you from applying for benefit or reduction earlier.

In order for an application to be backdated we must be satisfied that

- you have shown good reason(s) for failing to apply earlier **and**
- that good reason(s) existed continuously for the whole of the period you are requesting backdated benefit or reduction for. You should give as much information as you can for the whole of the backdated period. You may have more than one reason for not claiming sooner, you must tell us about all of those reasons.

If you want us to consider paying your benefit or reduction from an earlier date, tell us when you want benefit/reduction from and why you did not apply earlier. Please provide documentary evidence to confirm the circumstances that prevented you from making your application earlier. Such as a doctor's letter, a letter from a social worker, a letter from the Department for Work and Pensions. The evidence you provide will depend on your reasons for not applying when you first needed benefit/reduction.

Date you want to apply from

For this earlier period were your circumstances the same as on this form **No** ☐ **Yes** ☐ If No, please provide details

Use the box below to tell us why you have not applied before. (If you need more space please continue on a separate piece of paper).

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

Part 17 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, they must sign this declaration as well. If you are completing this form on behalf of someone else because you hold power of attorney for them please sign this form, on their behalf, in the box provided for their signature. You will need to provide documentary evidence of the power of attorney.

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

- **I declare** that the information I have given on this form is correct and complete.
- **I understand** that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Reduction, or both. You may check some of the information with other sources as allowed by the law.
- **I understand** that you may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- **I know** that I must let you know in writing about any change in my circumstances which might affect my claim.

See list below for examples of the sort of changes you must tell us about

- Any of your children leave school or leave home
- Anyone moves in or out of your home (including lodgers and sub-tenants)
- Your income or the income of anyone living with you (including benefits) changes
- Your capital or savings change
- Your rent changes (unless you pay rent to Shepway District Council)
- You move
- You are going to be away from the home for a month or more
- Anyone living with you goes into hospital as an in-patient
- Anything else you have told us about changes

You must tell us about these changes in writing – a phone call is not enough. Don't rely on other people, other Council services such as our Housing Department or other agencies such as the Department for Work and Pensions telling us.

Whilst you are getting Council Tax Reduction you must tell us about any changes in your circumstances which might affect your discount. For examples of the sorts of changes please see the list above. If we give you a reduction and the circumstances change, you must tell us within **21 days** of the date the change occurs. Failure to do so may result in a penalty of £70.00 which is payable in addition to the standard charge.

Whilst you are getting Housing Benefit you must tell us about any changes in your circumstances which might affect your benefit. For examples of the sorts of changes please see the list above. If we give you Housing Benefit and the circumstances change, you must tell us within **1 month** of the date the change occurs.

Part 17 Declaration

I **declare** the information I have given on this form is correct and complete and can be used for processing my Housing Benefit and my entitlement to Council Tax Reduction.

Signature of person claiming

Date

Partner's signature

Date

**Warning: Any person making a false statement
or withholding information may be prosecuted**

If this form has been filled in by someone other than the person applying:

Please tell us why you are filling in this form for the person applying.

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

Signature of the person

Relationship to the person applying

Date

Discretionary Housing Payments

Discretionary Housing Payments (DHPs) are extra payments made at the Council's discretion to top up Housing Benefit entitlement. They are paid in addition to what we actually calculate your weekly benefit entitlement to be.

If you would like us to send you a leaflet explaining DHPs please tick the box below

For Office use only

☐ **Please send me information on
Discretionary Housing Payments**

Date sent

When you have completed and signed this form, please return it to:

Customer Contact

Shepway District Council
Civic Centre
Castle Hill Avenue
Folkestone
Kent CT20 2QY

Customer Services at the Civic Centre are open 8.30 am to 5.00 pm Monday, Tuesday, Thursday and Friday and 9.30am - 5.00pm on Wednesday. You can visit us on a first come first served basis anytime between these hours. Customer Services can verify your documentation at the counter so that you do not have to leave important documents with us.

Certificate of earnings

to be filled in by employers

Employee's full name

Employee's reference number

Date employment started

Employee's home address

National Insurance number:

Occupation:

If you are unable to complete the details on this form because this employee has only recently started work for you, please supply a letter on headed paper containing the expected weekly/fortnightly/monthly/4 weekly wages after deductions

Gross pay to date

Gross earnings, including overtime and any extra payments for the past five weeks if they are paid weekly, or past two months if they are paid monthly.

How often is employee paid?

weekly

fortnightly

four weekly

monthly

Week ending (write the date)	Hours worked	Gross pay £	Working Families Tax Credit £	Income tax £	National insurance £	Superannuation personal pension scheme £	Other deductions £	Pay after deductions £
1								
2								
3								
4								
5								

Please give the date and amount of this employees last pay rise.

Start date of
salary increase

/ /

Previous Salary

Increased
Salary

Method of payment

cash

BACS

cheque

other

I certify that the information given on this form is correct.

Employer's name and address

Telephone

Signature

Position in firm

Date

Official stamp

If there is no official stamp, please provide a supporting letter on headed paper

This form must be signed by a company director, company secretary, personnel officer or the person in charge.

Please return this form to: Customer Contact, Shepway District Council, Civic Centre, Castle Hill Avenue, Folkestone, Kent CT20 2QY. Telephone: 01303 853555

Benefit Ref. No. (if known)

Appendix II Rent Proof

Please remember that, if you ask your landlord to complete this form, it is your responsibility to make sure that it is returned to the Housing Benefits Office within one month of sending in the rest of the form.

Tenant's full name

Tenant's address

 Postcode

Date the tenancy started?

 / /

How much rent do you charge?

£

How often do you charge this?

If joint tenancy what % of rent is the tenant responsible for?

Does the rent include any of the following?

If "Yes" which meals are included

Meals	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Breakfast <input type="checkbox"/>	Lunch <input type="checkbox"/>	Evening meal <input type="checkbox"/>
Water charges	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	<input type="text"/> £	
Heating	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	<input type="text"/> £	
Lighting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	<input type="text"/> £	
Hot water	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	<input type="text"/> £	
Cooking	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	<input type="text"/> £	
Laundry	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	<input type="text"/> £	
Cleaning their room	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	<input type="text"/> £	
Council Tax	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	<input type="text"/> £	
Garage or parking space	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	<input type="text"/> £	
Care or support*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	<input type="text"/> £	
Other*	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Amount	<input type="text"/> £	

* If the rent includes either of these we may ask you for more information

Declaration

The information I have given on this form is true and complete. You can make any enquiries you need to check the details.

Landlord's name (please print)

Full address (please print)

 Postcode

Landlord reference number (if applicable)

Signature

Date

Return this form to:

Customer Contact

Shepway District Council
Civic Centre
Castle Hill Avenue
Folkestone
Kent CT20 2QY

Telephone : 01303 853555