

Claim form for Housing Benefit and Council Tax Benefit

Name:
Address:

استمارة مطالبة لمعونة السكن وضريبة البلدية

হাউজিং বেনিফিট ও কাউন্সিল ট্যাক্স বেনিফিট এর জন্য ক্লেইম ফর্ম

हाउसिंग बेनिफिट और काउंसिल टैक्स बेनिफिट के लिए क्लेम फॉर्म

申領房屋津貼及議會稅津貼表格

ਹਾਉਸਿੰਗ ਬੈਨਿਫਿਟ ਅਤੇ ਕਾਉਂਸਿਲ ਟੈਕਸ ਬੈਨਿਫਿਟ ਲਈ ਕਲੇਮ ਫਾਰਮ

We need proof of the things you write about in this form. You should send the proof with your completed form otherwise it will take us longer to pay your benefit. If you do not send in the proof we need we cannot pay you any benefit.

**You must provide original documents as proof.
We cannot accept photocopies.**



If you know someone who might be committing
Benefit Fraud call us in confidence on 0191 211 6830

**You can ask us for a copy of this form on
audio tape, in Braille or in large print.**

**Please phone us on 0845 1114101 to ask
for this.**

This is your claim form for Housing Benefit, Council Tax Benefit, or both. If you need help to fill in this form, please phone us on 0845 1114101 or visit a Customer Service Centre or Housing Office listed on the back of this leaflet, and we will be happy to help you. We can arrange for you to speak to an interpreter if you need to.

هذه هي استمارة المطالبة بمعونة السكن، وبمعونة ضريبة البلدية أو كلاهما. إذا كنت تحتاج إلى مساعدة في ملئ هذه الاستمارة فالرجاء الاتصال بنا على الرقم 0845 111 4101 أو القيام بمراجعة مركز خدمة الزبائن المدون على ظهر هذه الوثيقة، وأتينا سنكون سعداء لمساعدتكم. يمكننا كذلك أن نرتب لكم التحدث من خلال مترجم في حالة احتياجكم إلى ذلك.

এটি হলো আপনার হাউজিং বেনিফিট, কাউন্সিল ট্যাক্স বেনিফিট বা উভয়ের জন্য 'ফর্ম'। এই ফর্মটি পূরণ করতে আপনার যদি সাহায্যের দরকার হয় তাহলে দয়া করে 0845 111 4101 নম্বরে ফোন করবেন অথবা এই লিফলেটটির পেছনের দিকে দেয় তালিকার যে কোন একটি কাস্টমার সার্ভিস সেন্টারে চলে আসবেন, এবং আমরা আপনাকে সানন্দে সাহায্য করবো। আপনার যদি দরকার হয়, তাহলে আপনার জন্য আমরা একজন দোভাষীর ব্যবস্থা করতে পারবো।

這是領取房屋津貼及/或議會稅津貼的申請表格，如需協助填表，請電 0845 111 4101，或前往本冊子背頁列出的客戶服務中心，中心職員樂意提供幫助，如有需要，可安排傳譯員與你接洽。

यह हाउसिंग बेंनिफिट, काउंसिल टैक्स बेंनिफिट या दोनों के लिए आपका क्लेम फॉर्म है। यदि इस फॉर्म को भरने में आपको सहायता की जरूरत हो, तो कृपया हमें 0845 111 4101 पर फोन करें या इस पत्रिका की पिछली तरफ दिए गए कस्टमर सर्विस सेंटर में जाएं, और आपकी मदद करने में हमें खुशी होगी। यदि आपको जरूरत हो तो हम आपके लिए किसी दुभाषिण से बात करने की व्यवस्था भी कर सकते हैं।

ਇਹ ਹਾਊਸਿੰਗ ਬੇਨਿਫਿਟ, ਕਾਊਂਸਿਲ ਟੈਕਸ ਬੇਨਿਫਿਟ ਜਾਂ ਦੋਹਾਂ ਲਈ ਤੁਹਾਡਾ ਕਲੇਮ ਫਾਰਮ ਹੈ। ਜੇ ਇਸ ਫਾਰਮ ਨੂੰ ਭਰਨ ਵਿੱਚ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ 0845 111 4101 'ਤੇ ਫੋਨ ਕਰੋ ਜਾਂ ਇਸ ਪੱਤਰਿਕਾ ਦੇ ਪਿਛਲੇ ਪਾਸੇ ਦਿੱਤੇ ਗਏ ਕਸਟਮਰ ਸਰਵਿਸ ਸੈਂਟਰ ਵਿੱਚ ਜਾਓ, ਅਤੇ ਤੁਹਾਡੀ ਮਦਦ ਕਰਨ ਵਿੱਚ ਸਾਨੂੰ ਖੁਸ਼ੀ ਹੋਵੇਗੀ। ਜੇ ਤੁਹਾਨੂੰ ਲੋੜ ਹੋਵੇ ਤਾਂ ਅਸੀਂ ਤੁਹਾਡੇ ਲਈ ਕਿਸੇ ਦੁਬਾਸ਼ੀਏ ਨਾਲ ਗੱਲ ਕਰਨ ਦਾ ਪ੍ਰਬੰਧ ਵੀ ਕਰ ਸਕਦੇ ਹਾਂ।

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 may 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 just claiming Second Adult Rebate, only fill in parts 1, 3, 18, 19 and 20 of this form.

Evidence

We need to see proof of some of the things you write about in this form. There is a checklist in part 17 of the form to help you. We must see all of this evidence before we can start to pay you benefit.

If you can't get all of the evidence that we need to see straight away please do the following.

- Send your form back to us and let us know that you will be sending the evidence later.
- Let us know if you can't get the evidence within two to three weeks.

Filling in the form

If you are filling in this form by hand, use black 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 someone else fills in the form for you, there is a special space for them to sign.

If you need help filling in the form

If you need any help, phone us on 0845 1114101. We are open between 8.30am and 4.30pm from Monday to Friday.

Or you can get in touch with an organisation like Citizens Advice. The address and phone number of your nearest citizens advice bureau is in The Phone Book.

What to do next

When you have filled in the form, sign it and send it to us, with the evidence we need to see, in the envelope we have sent you. Or you can bring the form and evidence to us. Do not send valuable items such as benefit order books, bank books or passports in the post. Bring them to our reception and we will get the information we need and give them back to 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.

Changes you must tell us about

Tell us straight away if:

- you or anyone living with you gets a job (no matter how many hours they work), changes their job or leaves their job;
- you or anyone living with you receives any pension;
- any of your children leave school or leave home;
- anyone moves into or out of your home (including lodgers and subtenants);
- your income (including benefits) or the income of anyone living with you changes;
- your capital, savings or investments change;
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, or goes into hospital, a nursing home or prison;
- your rent changes;
- you move;
- you or your partner are going to be away from home for more than a month;
- anyone in your household dies;
- 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 – 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 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 HM Revenues 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 other organisations.

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, Newcastle 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.

Please go through the form, starting at part 1. Answer all the questions that apply to you and your partner.

Part 1 About you and your partner _____

Do you have a partner who normally lives with you?

By partner we mean 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.

No If you have a partner, you must answer all the questions about them, as well as yourself.
Yes

	You	Your partner
Last name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other last names you have used	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms and so on)	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>

Part 1 About you and your partner – continued

You

Your partner

National Insurance number

Letters Numbers

Letter

Letters Numbers

Letter

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.

--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--

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

Your daytime phone number

If you tell us your phone number it may help us deal with your claim more quickly.

Your home phone number (if different from above)

Are you:

a council tenant?

a housing association tenant?

a private tenant?

an owner-occupier?

a joint owner with someone else?

a boarder or a lodger?

living with your parents?

living in a hostel or hotel?

other

Please give details

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

No

No

Yes When did you claim?

Yes When did they claim?

 / /
 / /

Which council did you claim from?

Which council did they claim from?

What name did you claim in?

What name did they claim in?

What address did you claim for?

What address did they claim for?

Postcode

Postcode

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

No

No

Yes

Yes

Part 1 About you and your partner – continued

	You	Your partner
If you have moved home in the last 12 months, what was your previous address?		
	Postcode	Postcode
Were you the homeowner, a private tenant, a council tenant or a boarder at this address?		
Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years?	No <input type="checkbox"/>	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?		
If your nationality is not British, on what date did you last enter the UK? The UK is England, Northern Ireland, Scotland and Wales.	/ /	/ /
Are you or your partner in hospital at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When did you go in?	Yes <input type="checkbox"/> When did you go in?
	/ /	/ /
	When will you come out (if you know this)?	When will you come out (if you know this)?
	/ /	/ /
Are you or your partner pregnant?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Date the baby is due	Yes <input type="checkbox"/> Date the baby is due
	/ /	/ /
Do you or your partner get Disability Living Allowance?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?
	Care: £	Care: £
	Mobility: £	Mobility: £

Part 1 About you and your partner – continued

	You	Your partner
Do you or your partner get Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input style="width: 150px;" type="text" value="£"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input style="width: 150px;" type="text" value="£"/>
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 ever claimed Carer's Allowance?	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"/> How much do you pay? <input style="width: 150px;" type="text" value="£"/> How often? <input style="width: 150px;" type="text" value="Every"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do you pay? <input style="width: 150px;" type="text" value="£"/> How often? <input style="width: 150px;" type="text" value="Every"/>
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"/>
	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: 150px;" type="text" value="£"/> a year	How much of their income is taken into account when working out their grant? <input style="width: 150px;" type="text" value="£"/> a year
Please tick if you or your partner are:		
• 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

You may be able to get more benefit 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 or 18 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

Are there any children in your household? No Go to part 3.

Yes Please answer all the questions in this section about your children.

There is room for six children on the form. If you have more than six children tell us about them on a separate sheet of paper. If you are sending a separate sheet of paper, tick this box.

First child

Second child

Third child

Last name

Other names

Date of birth

What is the child's sex?

The child's relationship to you

The child's relationship to your partner

The child's usual address if different from yours

Child Benefit number

Who gets the Child Benefit for them? We need to see proof of this.

Has Child Benefit been claimed but not yet paid? No Yes

If your child is aged 18, what date will their Child Benefit stop?

Does your child have any savings? No Yes How much are their savings?

£

We need proof.

£

We need proof.

£

We need proof.

Part 2 About children - continued

Is the child registered blind? No Yes No Yes No Yes How much? Yes How much? Yes How much? Yes How much?

Care: £ Care: £ Care: £

Mobility: £ Mobility: £ Mobility: £

We need proof. **We need proof.** **We need proof.**

Do you pay a registered childminder, nursery or after-school club any childminding costs for this child? No Yes No Yes No Yes

If 'Yes', tell us the name and registration number of the minder below.

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

How much do you pay a week? £ £ £

We need proof. **We need proof.** **We need proof.**

Fourth child

Fifth child

Sixth child

Last name

Other names

Date of birth / / / / / /

What is the child's sex?

The child's relationship to you

The child's relationship to your partner

The child's usual address if different from yours

Child Benefit number

Who gets the Child Benefit for them?

We need proof.

Part 2 About children - continued

Has Child Benefit been claimed but not yet paid?

No
Yes

No
Yes

No
Yes

If your child is aged 18, what date will their Child Benefit stop?

 / /

 / /

 / /

Does your child have any savings?

No
Yes How much are their savings?

No
Yes How much are their savings?

No
Yes How much are their savings?

£

£

£

We need proof.

We need proof.

We need proof.

Is the child registered blind?

No
Yes

No
Yes

No
Yes

Does the child get Disability Living Allowance?

No
Yes How much?

No
Yes How much?

No
Yes How much?

Care: £

Care: £

Care: £

Mobility: £

Mobility: £

Mobility: £

We need proof.

We need proof.

We need proof.

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

No
Yes

No
Yes

No
Yes

If 'Yes', tell us the name and registration number of the minder below.

How much do you pay a week?

£

£

£

We need proof.

We need proof.

We need proof.

Part 3 About other people who live with you _____

Do any adults usually live with you and your partner? By adults we mean people over 16 who nobody gets Child Benefit for.

No Go to part 4.
 Yes Give details below.

Now tell us about all the people who usually live with you and your partner. If there are more than three people, use a separate sheet of paper.

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

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Their relationship to you or your partner Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, boarder or friend.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they get Income Support, income-based Jobseeker's Allowance or Pension Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do they get Disability Living Allowance or Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week
	We need proof.	We need proof.	We need proof.
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, 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"/>

Part 3 About other people who live with you – continued

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

No
Yes How much?

£ a week

No
Yes How much?

£ a week

No
Yes How much?

£ a week

Are they severely mentally impaired?

No
Yes

No
Yes

No
Yes

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 When did they go in?

/ /

No
Yes When did they go in?

/ /

No
Yes When did they go in?

/ /

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

/ /

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

/ /

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

/ /

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

No
Yes Tell us their earnings before any deductions.

£

We need proof.

No
Yes Tell us their earnings before any deductions.

£

We need proof.

No
Yes Tell us their earnings before any deductions.

£

We need proof.

Do they have any other income at all?

This includes any benefits or allowances you have not told us about on this form.

First person

No
Yes Name of first other income

How much is it before deductions?

£ a week

Name of second other income

Second person

No
Yes Name of first other income

How much is it before deductions?

£ a week

Name of second other income

Third person

No
Yes Name of first other income

How much is it before deductions?

£ a week

Name of second other income

Part 3 About other people who live with you – continued

How much is it before deductions?	How much is it before deductions?	How much is it before deductions?
£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Name of third other income	Name of third other income	Name of third other income
<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	How much is it before deductions?	How much is it before deductions?
£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Do they receive any interest from savings and investments?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
£ <input type="text"/> every	£ <input type="text"/> every	£ <input type="text"/> every

We must see proof of all other income and interest from savings and investments.

Part 4 About rent

Are any of the people who normally live with you living together as partners?

No

Yes Tell us their names.

is the partner of

And is the partner of

Do you pay rent for your home?

No Go to part 6.

Yes Answer the next question.

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

Have you or your partner ever owned the property you are renting?

No

Yes If 'Yes', give details on a separate sheet.
If you are sending a separate sheet of paper, tick this box.

What date did you start renting your home?

/ /

What date did you move in?

/ /

If you have not moved in yet, we may write to you later.

Do you pay rent to the council?

No Answer the questions below.

Yes Go to part 6.

Part 4 About rent – continued

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

No

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

How much of the rent do you pay?

£ every

(For example, every week, fortnight, four weeks or 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 (RO5).

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

No

Yes How many in a year?

Are you behind with your rent?

No

Yes By how many weeks?

Who receives the Council Tax bill for your home?

Your landlord

You or your partner

Someone else

Tell us who

Who pays the water rates for the property?

Does your rent include money for the following?

Meals

No

Yes How much each week? £

Which meals are included?

Part 4 About rent – continued

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? £

Do you have to rent the garage as part of your tenancy 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?

Are you living away from home at the moment? No Go to part 5.
Yes Tell us why you are not living at home.

Part 4 About rent – continued

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.

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at part 17 to see what you can use as evidence.

Part 5 About where you live

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

If your home is a room, please give the room number.

- | | | | | | |
|---------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|
| Detached house | <input type="checkbox"/> | Flat in a block | <input type="checkbox"/> | Board and lodgings | <input type="checkbox"/> |
| Semi-detached house | <input type="checkbox"/> | Flat over a shop | <input type="checkbox"/> | Hotel | <input type="checkbox"/> |
| Terraced house | <input type="checkbox"/> | Bedsit or rooms | <input type="checkbox"/> | Residential nursing home | <input type="checkbox"/> |
| Maisonette | <input type="checkbox"/> | Hostel | <input type="checkbox"/> | Residential care home | <input type="checkbox"/> |
| Bungalow | <input type="checkbox"/> | Tyneside Flat | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Flat in a house | <input type="checkbox"/> | Caravan, mobile home or houseboat | <input type="checkbox"/> | | |

Which floors 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

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

No

Yes

Does your home have central heating?

No

Yes

Does your home have a garden?

No

Yes

How many of the following rooms are there?

In the whole building?

Just for you and your household?

That you share with other people?

Living rooms

Bedsitting rooms

Part 5 About where you live – continued

How many of the following rooms are there?

In the whole building?

Just for you and your household?

That you share with other people?

Bedrooms

Bathrooms or shower rooms

Toilets

Kitchens

Other rooms

Do you use your home for business?

No

Yes

Do you have a main home somewhere else?

No

Yes What is the address?

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

Postcode

How much do you pay for this home?

£

Part 6 About Income Support, income-based Jobseeker's Allowance and Pension Credit

You

Your partner

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

No

Yes When did you start getting it?

 / /

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?

 / /

No

Yes When did they claim?

 / /

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 or you can ask for a self-employed income form.

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
When did the business start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the business address?	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
Are there any other partners in the business?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us their name and address.	Yes <input type="checkbox"/> Tell us their name and address.
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Do you get a Business Start-up Allowance?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	Every <input type="text"/>	Every <input type="text"/>
	We need proof.	We need proof.
Do you pay into a private pension scheme?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	Every <input type="text"/>	Every <input type="text"/>
	We need to see proof of the agreement and current payments.	We need to see proof of the agreement and current payments.
Do you pay class 2 National Insurance contributions?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> We need proof.	Yes <input type="checkbox"/> We need proof.

Part 8 About working for an employer

Do you or your partner work for an employer?

No Go to part 9.

Yes Answer the questions on this page. If you work for more than one employer, tell us about all the employers on a separate sheet of paper and send it with this form.

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

You

Your partner

What kind of work do you do?

What is your employer's name and address?

Postcode

Postcode

When did you start this job?

 / /
 / /

What is your payroll, employee or staff number?

Are you employed for a limited period?

No

Yes When will you finish?

 / /

No

Yes When will 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?

Give details of any regular overtime, bonuses or commission.

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

No

Yes

Which one?

How much?

 £

How often?

 Every

No

Yes

Which one?

How much?

 £

How often?

 Every

Part 8 About working for an employer – continued

	You	Your partner
	What date did it start? <input style="width: 100px; height: 20px;" type="text" value=" / /"/>	What date did it start? <input style="width: 100px; height: 20px;" type="text" value=" / /"/>
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input style="width: 100px; height: 20px;" type="text" value="£"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input style="width: 100px; height: 20px;" type="text" value="£"/>
	How often? <input style="width: 100px; height: 20px;" type="text" value="Every"/>	How often? <input style="width: 100px; height: 20px;" type="text" value="Every"/>

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.

What other work do you do?	<input style="width: 100%; height: 60px;" type="text"/>	<input style="width: 100%; height: 60px;" type="text"/>
----------------------------	---	---

What is the name and address of the person you do this work for?	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	Postcode	Postcode

When did you start this work?	<input style="width: 100%; height: 20px;" type="text" value=" / /"/>	<input style="width: 100%; height: 20px;" type="text" value=" / /"/>
-------------------------------	--	--

How many hours a week do you usually work?	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
--	---	---

Do you get paid? If you only get expenses or tips, still tick 'Yes' and give details.	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do you get before any deductions? <input style="width: 100%; height: 20px;" type="text" value="£"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do you get before any deductions? <input style="width: 100%; height: 20px;" type="text" value="£"/>
	How often? <input style="width: 100%; height: 20px;" type="text" value="Every"/>	How often? <input style="width: 100%; height: 20px;" type="text" value="Every"/>

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at part 17 to see what you can use as evidence.

Part 10 About state benefits

You

Are you or your partner getting any of the benefits shown below?

- No Go to Part 11.
 Yes Please tell us how much of each benefit you get **every week**.

Your partner

- No Go to Part 11.
 Yes Please tell us how much of each benefit you get **every week**.

Read the list of benefits below and tell us about any you or your partner are getting now. Please give the total amounts before any deductions.

	You	Your partner
State pension	£	£
Contribution-based Jobseeker's Allowance	£	£
Child Benefit	£	£
Widowed Mother's or Widowed Parent's Allowance	£	£
Child Tax Credit	£	£
Working Tax Credit	£	£
Incapacity Benefit	£	£
Severe Disablement Allowance	£	£
Carer's Allowance	£	£
Bereavement Allowance	£	£
Disabled Person's Tax Credit	£	£
Working Families' Tax Credit	£	£
Maternity Allowance	£	£
Industrial Widow's Benefit	£	£
Industrial Injuries Disablement Benefit	£	£
Industrial Death Benefit	£	£
Government Training Allowance	£	£
Reduced Earnings Allowance	£	£
Job Release or Early Retirement Allowance	£	£
Fostering Allowance	£	£
Guardian's Allowance	£	£
War Disablement Benefit	£	£
War Pension	£	£
War Widow's Pension	£	£
Widow's Pension	£	£
Pension Credit - Savings Credit	£	£
If there are any other benefits or allowances you have claimed for but not heard about yet, please list them below.		
	£	£
	£	£

We must see proof of all benefits, before we can decide how much benefit you can get. Read the checklist at part 17 to see what you can use as proof.

Part 11 About company or private pensions you get _____

Do you or your partner get any company pension, or private pensions?

- No Go to part 12.
Yes Give details below.

You

Your partner

Company name:

How much?

£

How much?

£

How often?

Every

How often?

Every

Company name:

How much?

£

How much?

£

How often?

Every

How often?

Every

Part 12 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 13.
Yes Give details below.

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

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 it likely to end?

When is the income likely to go up?

/ /

/ /

Other money 2

What is the money for?

Who gets it?

How much do they get?

£

Part 12 About other money coming in - continued

How often?

When did they start getting this income?

When is the income likely to go up?

When is it likely to end?

If you have any other money coming in, please send a separate sheet. If you are sending a separate sheet, please tick this box.

We must see proof of all pensions, and other money coming in before we can decide how much benefit you can get. Read the checklist at part 17 to see what you can use as proof.

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

No

Yes

Who to?

What for?

How much?

£

When do you expect to get it?

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

No

Yes What for?

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

How much?

£

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

No

Yes

How much?

£

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

Part 13 About your bank or building society accounts, savings, investments and other properties

Do you or your partner have any bank or building society accounts, savings, investments or other properties in the UK or abroad?

This includes cash, current accounts (even if they are overdrawn) 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 14.

Yes Answer all the questions in this part.

Part 13 About your bank or building society accounts, savings, investments and other properties - continued

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 four 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.

We must see proof of all your bank or building society accounts, savings and investments. Read the checklist at part 17 to see what you can use as evidence.

Name of bank

Account number

How much is in the account?

£

Name of bank

Account number

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 four 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

How much is in the account?

£

Name of building society

Account number

Name of bank

Account number

How much is in the account?

£

Name of bank

Account number

How much is in the account?

£

Name of building society

Account number

How much is in the account?

£

Name of building society

Account number

Part 13 About your bank or building society accounts, savings, investments and other properties - continued

How much is in the account?

£

How much is in the account?

£

We must see proof of all your bank or building society accounts, savings and investments. Read the checklist at part 17 to see what you can use as evidence.

Do you or your partner have any post office accounts?

No

Yes Tell us about post office accounts. If there are more than two accounts, tell us about the others on a separate sheet of paper and send it with this form.

This includes savings accounts and Girobank accounts.

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

Type of account

Account number

How much is in the account?

£

No

Yes Give the value below

£

Do you or your partner have any Premium Bonds?

Type of account

Account number

How much is in the account?

£

No

Yes Give the value below

£

Do you or your partner have any National Savings Certificates?

No

Yes Issue number

How many?

Value

£

No

Yes Issue number

How many?

Value

£

Tell us about any others on a separate sheet of paper. If you are sending a separate sheet of paper, tick this box.

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

No

Yes Give details below

Company name

How many?

Company name

How many?

No

Yes Give details below

Company name

How many?

Company name

How many?

Part 15 Paying Housing Benefit to your landlord

If you want us to pay your Benefit straight to your landlord you must read the following declaration and sign below.

Declaration

Please pay my Housing Benefit straight to my landlord. I understand that:

- I must always tell you about any change in my circumstances;
- if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I will have to pay back the extra benefit; and
- I may be prosecuted if I do not tell you about any change of circumstances.

Your signature

Date

Sharing information with your landlord

Sometimes, sharing information with your landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed.

We would only share information with your landlord if you:

- are a local authority tenant; or
- have agreed that your Housing Benefit can be paid directly to your landlord.

But in either case, under the Data Protection Act we need your permission to share information.

If you give us permission, we would be able to tell your landlord:

- whether or not you had claimed or renewed your claim for Housing Benefit and, if so, whether we have made a decision on your claim or not; and
- if we need further information to make a decision on your claim.

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

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

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

Your signature

Address

Postcode

Date

Part 16 Anything else you need to tell us

Use the box below to tell us anything else you think we should know about.

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

Part 17 Checklist

Please tick to tell us what evidence you are sending with this form.

Do not delay in sending this form in.

Please tick to say 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 your nearest council benefit office. We will take the details we need and give you the documents back straight away.

If you cannot get into the office, phone us for more advice.

If you do not provide all the 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 proof.

- **Proof of identity**

Such as a birth certificate, marriage or civil partnership certificate, passport, 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 your address**

Such as a recent gas or electricity bill or a TV licence.

- **Proof of National Insurance number**

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

- **Proof of capital, savings and investments**

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings. The proof you send must show details for at least the last three months.

- **Proof of earnings**

We also need this for any other adults living in your home. This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than six months, a summary of your trading records so far.

- **Proof of other income**

We also need this for any other adults living in your home. Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see proof of any money people pay you for board and lodgings.

- **Proof of benefits, allowances or pensions**

We also need this for any other adults living in your home. Such as current award notices or letters from your Jobcentre Plus office, Jobcentre, social security office or Pension Centre confirming how much you get. If you do not have proof, let us know straight away.

Part 17 Checklist - continued

- **Proof of private rent and tenancy**

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.

- **Proof of other money paid out**

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

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

Part 18 Backdating

We can usually award benefit from the first Monday after 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

Tell us why you have not claimed before.

Continue on a separate sheet if necessary.

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

Part 19 Declaration

Thank you for filling in the form. You must sign below before we can accept it. Please read this section carefully before you sign.

By signing below, you are saying that all the information you have given is true.

- This is my claim for Housing Benefit or Council Tax Benefit, or both.
- I live at the address I am claiming for
- The information I have given is true and complete.
- I agree that you can check the information I have given.
- If any of the information changes, I will tell you immediately.

I understand the following.

- If I receive pay too much benefit I may have to pay it back.
- You may use the information I have given to help with other council services, and to prevent fraud
- You can share the information with other organisations who also have to look after public money and prevent fraud.

I know that you can prosecute me if:

- I lie to you in order to get benefit;
- I show you any false papers in order to get benefit;
- I don't tell you straightaway when something has changed;
- I claim benefit when I know I should not; or
- I carry on getting benefit when I know it should have stopped.

Part 19 Declaration - continued

Your signature

Date

Your partner's signature

Date

Part 20 If someone helps you with this form _____

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

I have written all the information on this claim form on behalf of the person claiming. Each answer accurately reflects what the person claiming told me after I read out that question to him or her. The person claiming has confirmed to me that each of these answers is true and correct.

I read out all of part 19 to the person claiming before he or she signed it.

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming.

For example, friend, relative or benefits officer.

Date

Part 21 Equal Opportunities Monitoring

We want to find out if we are providing as good a service as possible to all our customers. To help us to do this, please fill in this section of the form. We will keep any information you provide confidential. The information in this section will not affect the way we process your claim or the amount of benefit you will receive. Please tick the boxes that apply to you.

White	<input type="checkbox"/>	Black and black British	<input type="checkbox"/>		
British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>		
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>		
Any other white background	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>		
Mixed		Chinese			
White and black Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>		
White and black African	<input type="checkbox"/>	Other ethnic background	<input type="checkbox"/>		
White and Asian	<input type="checkbox"/>	Please describe	<input type="text"/>		
Any other mixed race	<input type="checkbox"/>				
Asian and Asian British		Sex: male	<input type="checkbox"/>	female	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Age: Under 16	<input type="checkbox"/>	25 to 59	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	16 to 19	<input type="checkbox"/>	60 to 64	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	20 to 24	<input type="checkbox"/>	65 and over	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>				

According to the Disability Discrimination Act 1995, a person has a disability if he or she has a physical or mental condition which has a substantial and long-term effect on his or her ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? No Yes

We will only use the information you provide for statistical purposes. We will not pass the information to anyone else. If you have any questions about data protection phone our Data Protection Officer on 0191 211 5309, or send an e-mail to dataprotection@newcastle.gov.uk

Customer Service Centres and Housing Offices

Civic Centre Customer Service Centre

Civic Centre, Sandyford Road, Newcastle upon Tyne

East End Customer Service Centre

135 - 137 Shields Road, Byker, Newcastle upon Tyne

Outer West Customer Service Centre

Denton Park Shopping Centre, West Denton Way, West Denton, Newcastle upon Tyne

Kenton Customer Service Centre

Hillsview Avenue, Kenton, Newcastle upon Tyne

Walker Centre

Churchwalk, Walker, Newcastle upon Tyne

Benwell Housing Office

Adelaide Terrace, Benwell, Newcastle upon Tyne

Gosforth Housing Office

Gosforth High Street, Gosforth, Newcastle upon Tyne

Cruddas Park Housing Office

Cruddas Park Shopping Centre, Newcastle upon Tyne

Customer Service Centres are open Monday - Friday from 8.30am - 4.30pm.

The above Housing Offices are open Monday, Tuesday, Thursday and Friday from 8.30am - 4.00pm, and Wednesday from 8.30am - 3pm.