

Reference:

Date issued:

Date of first contact:



# ***Housing Benefit and Council Tax Support claim form***



**Burnley Borough Council  
Benefit Service  
Parker Lane  
Burnley  
Lancs BB11 2DS**

If you have any questions about filling in this form or you want to ask about your claim, please contact the Benefit Section. We will be happy to help you.

**Office hours**  
Monday to Friday 9am to 5pm  
apart from  
Wednesdays 10am to 5pm

**By phone**  
01282 425011

**E-mail**  
[benefits@burnley.gov.uk](mailto:benefits@burnley.gov.uk)

**Citizens Advice Bureau**  
Suite A3 + A4 Lodge House  
Lodge Square, Cow Lane  
Burnley BB11 1NN

**Lancashire Welfare Rights**  
0845 0530013



**Hyndburn Borough Council  
Benefits, Revenues and  
Customer Contact  
Town Hall, Broadway  
Accrington BB5 1EZ**

If you have any questions about filling in this form or you want to ask about your claim, please contact the Benefit Section. We will be happy to help you.

**Office hours**  
Monday-Friday 9am to 4.45 pm  
apart from  
Wednesdays 10 am to 4.45 pm

**By phone**  
01254 388111

**On-line**  
[www.hyndburnbc.gov.uk](http://www.hyndburnbc.gov.uk)

**E-mail**  
[enquires@hyndburnbc.gov.uk](mailto:enquires@hyndburnbc.gov.uk)



Ribble Valley  
Borough Council  
[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**Ribble Valley Borough  
Council Offices  
Church Walk  
Clitheroe  
BB7 2RA**

If you have any questions about filling in this form or you want to ask about your claim, please contact the Benefit Section. We will be happy to help you.

**Office hours**  
Monday to Friday 8.45am to 5pm

**By phone**  
01200 414453

**E-mail**  
[benefits@ribblevalley.gov.uk](mailto:benefits@ribblevalley.gov.uk)

**Lancashire Welfare Rights**  
Phone: 0845 0530013

**Citizens Advice Bureau**  
19 Wesesleyan Row  
Clitheroe BB7 2JY  
Phone 01200 428966

**On-line**  
[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)



**Rossendale Borough Council,  
Admail ADM 4005,  
Rossendale  
BB4 4ZR**

**One –Stop Shop,  
Town Centre Offices,  
Lord Street,  
Rawtenstall,  
Rossendale BB4 7LZ**

If you have any questions about filling in this form or you want to ask about your claim, please contact the Benefit Section. We will be happy to help you.

**Office hours**  
Monday - Friday 8:45am to 5:15pm  
Tuesday 9:15am to 5:15pm

**By phone:**  
0845 900 0500  
Monday to Friday 8:45am to 7:00pm

**Email**  
[benefits@rossendalebc.gov.uk](mailto:benefits@rossendalebc.gov.uk)

Are you claiming Alternative Maximum Council Tax Support?  Yes  No  
 (this replaced second adult rebate from 1 April 2013)

Please note, if you are of working age and live in HYNDBURN then this is not applicable.



Are you (please tick the box that applies to you):

a private tenant?   
 an owner-occupier?

a housing association or social landlord tenant?

## Part 1 About you and your partner

Do you have a partner who normally lives with you?

No

By partner, we mean:

- someone you are married to or live with as if you are married to them, or
- Your civil partner or someone you live with as if you are civil partners.

Yes

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

(A civil partner is someone who has entered into a formal agreement, known as a civil partnership, with a same-sex partner.)

	You	Your partner
Surname or family name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other names you have used	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>
Address, including 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"/>
	Postcode	Postcode
What date did you move to this address?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Your phone number	<input type="text"/>	<input type="text"/>
Your email address	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>

**National Insurance (NI) number**

You can find this on payslips, letters about any benefits you receive or letters from the tax office. We cannot normally decide your claim if we do not have your NI number. We need to see proof of this.

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

When did you last claim?

Which council did you claim from?

What name did you use for the claim?

What address did you claim for?

**If you have moved from this address, have you told the council you claimed from?**

**If you or your partner have moved home in the last 12 months, tell us your last address (if it is different from above).**

**Tell us whether you were the homeowner, a private tenant, a council tenant or a lodger at this address.**

**You**

Letters Numbers Letter

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

No

Yes  Please tell us about it below.

/  /

Postcode

No

Yes

Postcode

**Your partner**

Letters Numbers Letter

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

No

Yes  Please tell us about it below.

/  /

Postcode

No

Yes

Postcode

**We need to see proof of your and your partner's identity and NI number. See the checklist in Part 16.**

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?

**You**

No   
 Yes  We may write to you about this.

 /  / 

What is your nationality?

If your nationality is not British, on what date did you last enter and apply to stay in the UK? The UK is England, Northern Ireland, Scotland and Wales.

No   
 Yes  Please tell us about it below.

 /  / 

When did you go in?

When will you come out, if you know?

 /  / 

Do you or your partner get Disability Living Allowance/Personal Independence Payment?

No   
 Yes  How much?

Care

 £

Mobility

 £

Do you or your partner get Attendance Allowance?

No   
 Yes  We need to see proof of this.

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

No   
 Yes  We need to see proof of this.

Have you or your partner been told that you are entitled to Carer's Allowance, even if you do not receive it because you are getting another benefit instead?

No   
 Yes  We need to see proof of this.

**Your partner**

No   
 Yes  We may write to you about this.

 /  / 

No   
 Yes  Please tell us about it below.

 /  / 
 /  / 

No   
 Yes  How much?

Care

 £

Mobility

 £

No   
 Yes  We need to see proof of this.

No   
 Yes  We need to see proof of this.

No   
 Yes  We need to see proof of this.

**You**

**Your partner**

**Are you or your partner a student?**

By *student*, we mean anyone who is on a course of study at an educational establishment, including student nurses.

No   
 Yes  Tell us if this is full-time or part-time.

No   
 Yes  Tell us if this is full-time or part-time.

**Please indicate type of course.**

Full-time  Part-time

Full-time  Part-time

**What is the name of the course?**



**What is the duration of the course?**

Start date  End date

Start date  End date

**Please tick if you or your partner:**

- are an apprentice
- are on youth training
- are in legal custody
- have a learning disability, mental illness or a form of dementia
- are registered blind
- are long-term sick or disabled
- Is anyone in the household pregnant?  Please give due date

- 
- 
- 
- 
- 
- 
- Please give due date

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

No   
 Yes

No   
 Yes

**We need to know about any children in your household who are:**

- under 16
- aged 16 or 17 and registered for work or youth training; or
- aged 16, 17, 18 or 19 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

**Are there any children in your household as described above?**

**No**  **Go to Part 3.**

**Yes**  **If there are more than four children, use a separate sheet of paper to tell us all the information we ask for on this page and send it with the form.**

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

	<b>First child</b>	<b>Second child</b>	<b>Third child</b>	<b>Fourth child</b>
<b>Surname or family name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other names</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>What is the child's sex?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>The child's relationship to you</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>The child's relationship to your partner</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Usual address, if different from yours</b>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
<b>Child Benefit number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Who gets the Child Benefit for them?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

We need to see proof of this.

	First child	Second child	Third child	Fourth child
Does the child have any savings?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much are their savings? £	No <input type="checkbox"/> Yes <input type="checkbox"/> How much are their savings? £	No <input type="checkbox"/> Yes <input type="checkbox"/> How much are their savings? £	No <input type="checkbox"/> Yes <input type="checkbox"/> How much are their savings? £
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.
Does the child get Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care £ Mobility £	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care £ Mobility £	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care £ Mobility £	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care £ Mobility £
	We need to see proof of this.	We need to see proof of this.	We need to see proof of this.	We need to see proof of this.
Do you or your partner pay any childminding costs for this child to a registered childminder, a nursery or an after-school club?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.
Tell us the name and registration number of the child care provider.				
How much do you pay a week?	£ a week We need to see proof of this.	£ a week We need to see proof of this.	£ a week We need to see proof of this.	£ a week We need to see proof of this.



Now tell us about all the people who usually live with you and your partner. Do not tell us about people who only share a hall, bathroom or toilet with you.

If you want to tell us about more than three people, use a separate sheet of paper. **If you are sending a separate sheet of paper, tick this box.**

Do you or your partner require overnight care? No  Yes

Do you or your partner need a non-resident carer to stay overnight? No  Yes

Do any adults usually live with you and your partner? No  Go to Part 4. Yes  Fill in this section.

By *adults*, we mean people aged 16 or over who nobody gets Child Benefit for?

Do any of these adults have any children? No  Yes

	First person	Second person	Third person
Surname or family name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
National Insurance number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Their relationship to you or your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger, boarder or friend.			
When did they move in?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do they get Income Support, income-based Jobseeker's Allowance, Pension Credit, income-related Employment and Support Allowance or Universal 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, Attendance Allowance or Personal Independence Payment?	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 registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.
	<input type="text"/>	<input type="text"/>	<input type="text"/>

	First person	Second person	Third person
<b>Do they pay rent or money for board and lodgings to you or your partner?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.
How much?	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Does this include money for food?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Does this include money for heating?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Do they have a severe learning disability, mental illness or form of dementia?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Are they in legal custody at the moment?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When are they expected to come out?	Yes <input type="checkbox"/> When are they expected to come out?	Yes <input type="checkbox"/> When are they expected to come out?
	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Are they in hospital at the moment?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.
When did they go in?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
When are they due to come out (if you know)?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Do they normally work for 16 hours or more a week?</b>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us their earnings before any deductions.	Yes <input type="checkbox"/> Tell us their earnings before any deductions.	Yes <input type="checkbox"/> Tell us their earnings before any deductions.
	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week

We need to see proof of their earnings. We need to see proof of their earnings. We need to see proof of their earnings.

**Do they have any other income at all?**

Make sure you tell us about all other income they have. This includes any benefits or allowances you have not told us about in this form and interest from savings and investments.

First person	Second person	Third person
--------------	---------------	--------------

No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.

1	Where does this income come from?	<input type="text"/>	<input type="text"/>	<input type="text"/>
	How much is it before deductions?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
2	Where does this income come from?	<input type="text"/>	<input type="text"/>	<input type="text"/>
	How much is it before deductions?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
3	Where does this income come from?	<input type="text"/>	<input type="text"/>	<input type="text"/>
	How much is it before deductions?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
		<b>We need to see proof of their income.</b>	<b>We need to see proof of their income.</b>	<b>We need to see proof of their income.</b>

**Are any of the people who normally live with you married to each other, civil partners or living together as if they are married or civil partners?**

We call these people *partners*.

No   
 Yes  Tell us about it below.

<input type="text"/>	is the partner of	<input type="text"/>
<input type="text"/>	is the partner of	<input type="text"/>

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

No  Go to **Part 5**.  
 Yes

Are you or your partner actually getting Income Support, Income-based Jobseeker’s Allowance, Pension Credit, income-related Employment and Support Allowance or Universal Credit at the moment?

**You**  
 No   
 Yes  When did you start getting it?  
 /  /

**Your partner**

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, Pension Credit, income-related Employment and Support Allowance or Universal Credit?

No   
 Yes  When did you claim?  
 /  /

No   
 Yes  When did you claim?  
 /  /

Which benefit are you getting or waiting to hear about?

Which benefit are you getting or waiting to hear about?

- Universal Credit
- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Pension Credit

- Universal Credit
- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Pension Credit

**We must see proof of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist in Part 16 to see what you can use as proof.**

Are you or your partner self-employed?

No  Go to **Part 6**.

Yes  Answer the questions on this page. You must send us your trading accounts for the last financial year. If you have only recently set up the business and do not have a full year's accounts, we will need to see some other proof of your income. We will write to you about this.

What kind of work do you do?

**You**

**Your partner**

When did the business start?

 /  / 
 /  / 

What is the business address?

  
  
  
 Postcode

  
  
  
 Postcode

Do you have any business partners?

No

Yes  Tell us their name and address.

  
  
  
 Postcode

No

Yes  Tell us their name and address.

  
  
  
 Postcode

Are you a director of the business?

No

Yes

No

Yes

How many hours a week do you usually work?



Do you get a Business Start Up Allowance?

No

Yes  How much and how often?

 £  every 

No

Yes  How much and how often?

 £  every 

Do you pay into a private pension scheme?

No

Yes  How much and how often?

 £  every 

No

Yes  How much and how often?

 £  every

Do you or your partner work for an employer?

No  Go to **Part 7**.

Yes  Answer the questions on this page. If you or your partner 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.

	Yo u	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
What is your employer's name and address?	<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
When did you start this job?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is your payroll, employee or staff number?	<input type="text"/>	<input type="text"/>
Are you employed for a limited period?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When will you finish?	Yes <input type="checkbox"/> When will you finish?
	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How much do you get paid and how often?	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
How are you paid (for example, in cash, by cheque or straight into a bank or building society account)?	<input type="text"/>	<input type="text"/>
When was your last pay rise?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
When will your next pay rise be?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

	You	Your partner
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
What date did it start?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What date did you start maternity leave?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much and how often?	Yes <input type="checkbox"/> How much and how often?
	<input type="text" value="£ every"/>	<input type="text" value="£ every"/>

**We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist in Part 16 to see what you can use as proof. If you get tips or bonuses, tell us about these in Part 15.**

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

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

No  Go to Part 8.

Yes  Answer the questions on this page.

What other work do you do?

You [Text input box]

Your partner [Text input box]

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

You [Name/Address/Postcode form]

Your partner [Name/Address/Postcode form]

When did you start this work?

You [Date input box]

Your partner [Date input box]

How many hours a week do you usually work?

You [Hours input box]

Your partner [Hours input box]

Do you get paid?

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

No

Yes  Tell us about it below.

No

Yes  Tell us about it below.

How much do you get paid and how often?

You [£ every form]

Your partner [£ every form]

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist in Part 16 to see what you can use as proof.



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

No  Go to Part 9.  
 Yes

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

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Contribution-based Jobseeker's Allowance
- State Pension
- Personal Independence Payment

- War Pension or a War Widow's Pension
- Income from annuities
- Works pension
- Occupational pension
- Incapacity Benefit
- Disability Living Allowance
- War Disablement Benefit
- Industrial Death Benefit
- Pension Credit (guarantee)

- Attendance Allowance
- Industrial Injuries Disablement Benefit
- Carer's Allowance
- Child Benefit
- Child Tax Credit
- Working Tax Credit
- Widowed Parent's Allowance
- Severe Disablement Allowance
- Bereavement Allowance
- Pension Credit (Savings Credits)

- Income-related Employment and Support Allowance
- Fostering Allowance
- Guardian's Allowance
- Adoption Allowance
- Widow's Pension
- Maternity Allowance
- Reduced Earnings Allowance
- Contribution-based Employment and Support Allowance

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper and send it with this form.

**The name of the benefit or pension**

Waiting to hear

Getting now

**The name of the benefit or pension**

Waiting to hear

Getting now

**The name of the benefit or pension**

Waiting to hear

Getting now

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

**This is not a full list of all the types of benefit income you can get.**

You	Your partner
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> How much and how often?	<input type="checkbox"/> How much and how often?
£ every	£ every
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> How much and how often?	<input type="checkbox"/> How much and how often?
£ every	£ every
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> How much and how often?	<input type="checkbox"/> How much and how often?
£ every	£ every

Do you or your partner:

- have any money coming in that you have not already told us about?
- expect to have any other money coming in?
- delayed receiving any other money?

This includes occupational pensions, work pensions and private pensions, maintenance or child support for you, your partner or any of the children you have told us about on this form, money from a trust fund, training allowances, a student grant or loan and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants.

No

Yes  Answer the questions on this page.

You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust, the Macfarlane Trust or the Skipton Fund.

What is the money for?

	Other money 1	Other money 2	Other money 3
What is the money for?			
Who gets it?			
How much do they get paid and how often?	£                      every	£                      every	£                      every
How is this paid?			
When did they start getting this income?	/    /	/    /	/    /
When is the income likely to go up?	/    /	/    /	/    /

Does anyone owe money to you or your partner?

What for?

How much?

Who is it owed to?

**Are you or your partner expecting to get any money in the next 12 months?**  
For example, a redundancy payment or a payment instead of notice or holidays.

What for?

How much?

Owed money 1	Owed money 2	Owed money 3
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.
<input type="text"/>	<input type="text"/>	<input type="text"/>
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.
<input type="text"/>	<input type="text"/>	<input type="text"/>
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

**We must see proof of any money coming in before we can decide how much benefit you can get. Read the checklist in Part 16 to see what you can use as proof.**

**We need to know if you or your partner have any bank accounts, savings, investments or property in the UK or abroad.**

This includes cash, current accounts and savings accounts with a bank or building society, Post Office accounts, Premium Bonds, National Savings Certificates and stock and shares.

**Do you or your partner have any of the following?**

**Bank accounts**

No

Yes  How many accounts?  Total amount

**Building society accounts**

No

Yes  How many accounts?  Total amount

**Cash**

No

Yes  Total amount

**Post Office accounts**

No

Yes  How many accounts?  Total amount

**Premium Bonds**

No

Yes  How many bonds?  Total amount

**Unit trusts, ISAs, PEPs, TESSAs, TOISAs or other investments**

No

Yes  How many?  Total amount

**Income bonds or capital bonds**

No

Yes  How many bonds?  Total amount

**Money or property held in trust**

No

Yes  How much?  Total amount

**Any other savings or investments**

No

Yes  How many?  Total amount

Type of other savings or investment

**Shares - approximate value**

Shares - approximate value	Name of the company the shares are held in	Number of shares held
<input type="text" value="£"/>	<input type="text"/>	<input type="text" value="£"/>

**Shares - approximate value**

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

Please continue on a separate sheet.

Do you or your partner have any National Savings Certificates?

No  Yes  Please provide proof

Do any of you or your partner's savings or investments include:

- money from the sale of a house, or
- money from a charity?

No  Yes  Please provide proof

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

No

Yes

If YES, please give the address and details of how much it is worth. Please tick YES even if it is on a mortgage or loan.

Address of property or land

	Postcode
--	----------

Value of property or land

£
---

Is there a mortgage?

No

Yes

What is the outstanding amount?

£

Have you or your partner owned any land or property in the last 5 years that you no longer own?

No

Yes  If 'Yes', please give the address and when you sold it.

Address

	Postcode
--	----------

Date sold

/	/	
---	---	--

Have you or your partner received:

- a Far Eastern Prisoner of War Compensation payment, or
- a compensation payment made to victims of atrocities that happened during the Second World War?

No

Yes  What payments did you receive? Who received the payment?

A Far Eastern Prisoner of War Compensation payment  You  Your partner

A compensation payment made to victims of atrocities that happened during the Second World War  You  Your partner

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

Have you or your partner received a payment from the vCJD (variant Creutzfeldt-jakob disease) Trust?

No

Yes  We will write to you about this.

Do you use your home for business?

No

Yes

Do you or your partner have a main home somewhere else?

No

Yes  Tell us about it below.

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

What is the address?

Postcode

Do you or your partner pay rent on this home?

No

Yes  How much? £  Every

Do you own your home or have a mortgage?

No  Go to the next question.

Yes  Go to **Part 13**.

What sort of building do you live in?

Tick one box only.

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

**Does your home have any of these?**

Tick the boxes that apply.

- Central heating
- A garden
- A garage
- A parking space

**Who is responsible for decorating your home?**

**How many floors are there?**

**Do you and your household live in only part of the building?**

No

Yes  As you look at the building from the street, where in the building do you live?

On the left

On the right

At the front

In the middle

At the back

**Which floors do you live on?**

For example, ground floor, first floor.

**How many rooms are there in the building?**

(Please write the number of rooms in the boxes provided)

Living rooms

Bedsitting rooms

Bedrooms

Bathrooms

Bathrooms or shower rooms

Toilets

Kitchens

Other rooms

**In the whole building**

**Just for you and your household**

**That you share with other people**

Who has to pay the Council Tax bill for your home?

Tick the box that applies.

You or your partner  Your landlord

Someone else  Tell us who it is.

What is the Council Tax reference number?

Do you or your partner pay rent for your home?

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

No  Go to **Part 13**.

Yes  Answer the next question.

Do you or your partner pay rent to the council?

No  Answer the questions below.

Yes

What is your landlord's full 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

Is your landlord or agent or the partner of your landlord or agent?

- your former partner
- your partner's former partner
- related to you or your partner
- related to your children, or
- related to your partner's children?

No

Yes  What is the relationship?

is my landlord's or agent's

*Related* includes related through marriage or civil partnership, even if it has ended. For **example**, ex-wife, ex-husband, ex-civil partner, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

When did you or your partner start renting your home?



**When did you move to this address?**

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

**What sort of tenancy do you have?**

For example, shorthold, assured shorthold.

**How long is the tenancy for?** to **What is the property let as?**

Tick the box that applies.

Furnished

Partly furnished

Hardly any furniture

Unfurnished

**How much rent do you or your partner pay and how often?**

For example, every week, every fortnight, every four weeks or every month.

 every

No

Yes  Tell us the details below.

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

**How much rent do they pay and how often?**

For example, every week, every fortnight, every four weeks or every month.

 every

No

Yes  Send us proof of the date it changed and how much it changed.

**When is the next rent increase due?**

**We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as proof.**

Has your rent been registered as a fair rent by a Rent Officer?

No

Yes  Please send us the notice of registration form **RO5**.

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

No

Yes  How many weeks in a year?

Could you or a member of your household afford the rent when you first moved in without claiming Housing Benefit?

No

Yes

Are you behind with your rent?

No

Yes  By how many weeks?

Does your rent include money for the following?

Tick the boxes that apply. Meals

**How much?** £  every   
**For which meals?**  
 Please tick. Breakfast  Lunch  Dinner

Water authority charges

How much? £  every

Heating

How much? £  every

Lighting

How much? £  every

Hot water

How much? £  every

Electricity

How much? £  every

Fuel for cooking

How much? £  every

Laundry

How much? £  every

Cleaning rooms or windows

How much? £  every

Gardening

How much? £  every

Garage or parking space

How much? £  every

Do you have to rent the garage as part of your tenancy agreement? No   
 Yes

Personal care and support

How much? £  every

Do you pay any service charges separate from your rent, for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals or lift maintenance?

No

Yes  How much?

£ every

What for?

Are you living away from home at the moment?

No

Yes  Tell us about it below.

Why are you not living at home?

When did you last live at home?

/ /

When do you expect to go back home?

/ /

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

Postcode

Have you sublet your home?

No

Yes  Who lives there now?

**We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist in Part 16 to see what you can use as proof.**

- If you are a Housing Association tenant, we can pay Housing Benefit to you or your landlord.
- If you are awarded Council Tax Support, your council will pay this into your Council Tax account.
- If you are a private tenant, we may be able pay you directly into your bank or building society.
- If you are awarded Housing Benefit under the Local Housing Allowance (LHA) scheme, we will usually pay your Housing Benefit to you. You must then pay your landlord.
- If you have an affordable rent and it would help you get or keep your tenancy, we can consider paying your Housing Benefit directly to your landlord. Please give details below, if you think this applies to you.
- We can also pay your Housing Benefit directly to your landlord if you have difficulty managing your money; have health issues, debt problems or other issues that might prevent you from paying your landlord your rent. Please give details below if you think this applies to you.

**About the account you want to use**

Tick this box if you agree to be paid directly into an account.

**Whose name or names is the account in?**

• We use *partner* to mean:

- a person you are married to or a person you live with as if you are married to them, or
- a civil partner or a person you live with as if you are civil partners.
- By ticking the box for an account that includes the name of the person acting on your behalf, you confirm that you are authorising them to use the money in the way that you tell them, or that you are acting on behalf of the person making the claim.

**What name or names is the account in?**

Please write the name or names as they appear on your chequebook, passbook or statement.

**Full name of bank or building society**

**Sort code** of the bank, building society or other account provider. Please tell us all six numbers, for example: 12-34-56.

**\*You must provide proof of this account or payments may not be sent.****Building society roll or reference number**

Some building society accounts use a roll or reference number. The number is on your passbook and can be up to 18 characters long.

If you are not sure if your account has a roll or reference number, ask the building society. **\*You must provide proof of this account or payments may NOT be sent.**

Tick this box if you would like your **Housing Benefit to be paid direct to your landlord.**

**(This applies to housing association tenants only.)**

If you have claimed Housing Benefit before and we have paid directly into a bank/building society account, are the details you have written above, the same?

**NOTE: We cannot pay into a Post Office account.**

Please give your account details in the space below. You must fill in ALL the boxes, including the building society roll or reference number if you have one. This is the safest option.

You can find the account details on your chequebook, passbook or statements. If you are not sure about the details, ask your bank, building society or other account provider.

Please tick one box.

- In your name
- In your partner's name
- In your name and your partner's name
- In the name of the person acting on your behalf
- In your name and the name of the person acting on your behalf


 -  - 

**Account number**

This is between eight and 10 numbers long.



Please fill in the authorisation form at the end of this form.

Yes  No

Immediately before moving into this property have you lived in and received resettlement support for three months or more in a specialist hostel where the main purpose of the hostel is to provide accommodation, care, supervision or support?

No

Yes

Have you been offered and accepted support services to help you be resettled or rehabilitated in the community during your stay in the hostel?

No

Yes

Have you left prison and your housing has been arranged under the Multi Agency Public Protection Arrangements (MAPPA)?

No

Yes

**If you answered 'Yes' to any of the above questions, please provide evidence of your answers.**

Evidence can be:

- a) A letter from the hostel confirming that you have lived with them for 3 months or more and that you have been offered and accepted support services to help you get resettled or
- b) A letter from MAPPA confirming that your housing has been arranged through them.

## Part 15 Anything else you need to tell us

Please use this space to tell us of anything else you think we should know about. Use a separate sheet of paper if you need to.

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.**

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• **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.

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• **Proof of 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 two months.

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• **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. If you have been trading for less than six months, we need 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, Social Security office or Pension Centre confirming how much you get. If you do not have proof, let us know straight away.

---

• **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 maintenance agreements or receipts from registered childminders.

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

We can usually award benefit from the 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, you **must** tell us when you want benefit from and **why** you did not claim earlier, in part 15. **Please give as much information as possible.**

**Date you want to claim from**

**During this earlier period, were your circumstances different to those you have told us about on this form?**

No

Yes

**What has changed?**

We need proof of any change in your circumstances for this period.

**Part 18 Declaration**

**Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.**

- We will use your information in line with the Data Protection Act 1998. We have a duty to protect public funds and we may use the information you have given us or share it with other organisations to prevent and detect fraud. We will also share your information if we have a legal duty to do so, or where we believe that by doing so we can provide you with a better standard of service.

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

- **I understand** that this claim form is made to you, my local council.
- **I confirm** that, as far as I know, the information I have given on this form is correct and complete.
- **I understand** that, if I have given information that is incorrect or incomplete, you may take legal action against me.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Support, or both. You may check some of the information with other sources as allowed by law.
- **I know** that I must let the Revenues and Benefit Service, in the relevant Local Authority, know in writing straightaway about any change in my circumstances that could affect my claim. e.g. change in household.
- **I understand** that if I do not tell you about any change of circumstances and you award me too much benefit because of this, I may have to pay back the extra benefit, support and you may take legal action against me.
- **I understand** and agree that the information held by you for the purposes of my claim may be shared with the Local Education Authority for the purpose of determining a child's eligibility for free school meals or any other benefit, and with Lancashire County Council or One Connect for the purpose of determining my entitlement to a Social Fund Loan or other similar benefit.

**Signature of the person claiming**

**Partner's signature**

**Date**

**Date**



If this form has been filled in by someone other than the person claiming.

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

**I confirm** that, as far as possible, I have checked with the person claiming that the answers I have written on this form are correct.

**Your name if you have filled in this form for the person claiming**

**Your signature**

**Your relationship to the person claiming**

**Date**

## Part 19 What to do next

- Check that you have filled in this form in all the relevant places.
- Check that you have signed the form.

If you do not have all the information, documents or evidence that we have asked for **DO NOT DELAY** in returning this form.

Send the form back to us straightaway and send the other information etc. to us as soon as you can.

If you delay in sending in this form until you have all the information etc. we have asked for, we will only be able to pay your benefit from the Monday after we have received your claim.

If you are living in Burnley, you can take your claim to Contact Burnley and have it checked by an experienced Benefit Officer as part of our Fast Track Service.

## Part 20 Privacy Notice

The Council will use the information we hold about you to process your claim for Housing Benefit and Council Tax Support. We may pass the information to other agencies or organisations, such as the Department for Work and Pensions or 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 to prevent or detect crime, protect public funds and make sure the information is correct.

These third parties include government departments, local authorities and private-sector companies such as banks, organisations that may lend you money and companies that assist us in fraud detection and prevention such as Credit reference Agencies.

We will also share your information where we have any other legal obligation to do so, or where we believe that by doing so we can provide you with a better standard of service, for example the application of free school meals or a social fund loan. If you want more information, please visit your local authority's website.

To help us improve our services to our customers, please fill in your details,

How would you describe your ethnic origin?

**Asian or Asian British**

Bangladeshi

Indian

Pakistani

Any other Asian background, please specify

**Black or Black British**

African

Caribbean

Any other Black/Black British background, please specify

**Chinese or ethnic group**

Chinese

Any other, please specify

**Mixed**

White and Asian

White and Black African

White and Black Caribbean

Any other mixed background, please specify

**White**

British

Irish

Any other white background, please specify

Do you consider yourself to have a disability?

Yes

No

If Yes, please state if

Visually impaired

Physically impaired

Other

Please state

## Sharing information with your landlord or their agent.

Under the Data Protection Act 1998, we need your permission to discuss your claim with your landlord, or their agent.

If you give us permission, we will only be able to tell your landlord or their agent whether, for example:

- you have claimed benefit and from what date,
- we have made a decision on your claim,
- we need more information to make a decision on your claim.

We will not give your landlord or their agent any information about:

- your personal household circumstances
- your financial circumstances.

### Please note

You can withdraw your permission at any time. To do this, please write to us and tell us you want to withdraw your permission.

It will not affect your claim if you do not give us permission, to discuss your claim with your landlord or their agent.

If we decide to pay your benefit to your landlord or their agent direct, by law we need to inform your landlord or their agent of this decision. We will also be able to tell your landlord or their agent certain other decisions.

If you want to give us permission, please sign below.

I give my local council permission to discuss certain information about my Housing Benefit claim with my landlord or their agent.

Signature  
of person  
claiming

Date

Landlord's name  
& address

Agent's name  
& address

**This section applies to housing association tenants only.**

You and your housing association should read and sign this agreement.

## Your declaration

Please pay my Housing Benefit direct to my housing association.

- **I understand** that I must always tell you in writing and straightaway about any change in my circumstances.
- **I understand** that, if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- **I understand** that you may take legal action against me if I do not tell you about any change of circumstance or if I give information that I know is incorrect or incomplete.

Signature of  
person claiming

Date

Full name  
(in CAPITAL  
LETTERS)

---

## Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named above.

**I understand that by law:**

- I must tell you straight away if I find out about any change in the tenant's circumstances.
- You can stop paying benefit to me if I do not tell you about any change in my tenant's circumstances.
- I can be prosecuted if I accept Housing Benefit payments which I know I am not entitled to.
- If you pay me too much Housing Benefit for any tenants, I may have to repay it. (You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.)

Signature

Date

Full name  
(in CAPITAL  
LETTERS)