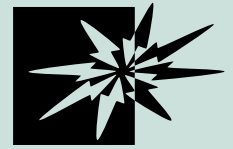


Help with Your Rent and Council Tax

Please tear off pages 1 to 4 for your reference



Haringey Council

About this Form

Pages 1 to 4 provide information and useful contacts and addresses

The form may seem rather long but we have to ask a lot of questions to make sure that everyone who claims Housing Benefit or applies for Council Tax Reduction receives the correct amount.

You may not have to fill in all parts of the form but you must fill in any part that applies to you. Make sure all questions in the relevant sections are answered. If you leave questions unanswered we may have to write to you and it may cause a delay.

- ◆ 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.
- ◆ Sign and date the form before sending it back with all the evidence we need.
- ◆ Please return this form immediately. If you cannot provide all the evidence we need, do not delay in returning the form; tell us what evidence you will be sending in later and remember to send it to us within one calendar month.

For help and advice on filing in this form, please phone **020 8489 1000** or go to any Customer Service Centre.

Proofs

We need to see proof of some of the things you tell us about. Information is available in the relevant parts of the form. There is also a checklist in Part 18 of the form to help you.

Useful Information

Council Tax Reduction Scheme – for people who pay Council Tax

From 1st April 2013, Council Tax Benefit has been abolished by the Government. This has been replaced with the Local Council Tax Reduction Scheme set by the Council.

If you are a pensioner or are disabled and in receipt of one of the following, you are protected from the changes and will receive the same level of support. We work out your reduction using your income, savings and family circumstances:

- ◆ Attendance Allowance (including Constant AA);
- ◆ Disability Living Allowance (including Care/Mobility component)
- ◆ Personal Independence Payment (including care/mobility component)
- ◆ Severe Disablement Allowance (including Exceptionally SDA)
- ◆ Long Term Rate Incapacity Benefit;
- ◆ Mobility Allowance/Supplement;
- ◆ Working Tax Credits – Disability element

If you are a pensioner not in receipt of Guaranteed Pension Credit and have savings and investments over £16,000 you are not entitled to any help towards your Council Tax.

If you are not protected and are of Working Age you can only receive a maximum of 80.2% towards Council Tax Reduction and you have to pay the remaining 19.8% of the Council Tax Bill. The reduction is worked out using your income, savings and family circumstances.

If you are of working age or are disabled and have savings and investments over £10,000 you are not entitled to any help towards your Council Tax Bill.

If you are of working age or are disabled and entitled to a reduction of less than £1.00 per week you will not qualify for a reduction towards your Council Tax Bill.

Alternative Maximum Council Tax Reduction

This type of reduction is if you have other people living with you who are on a low income. If you need to apply for this reduction, we can work it out using the income of all the other adults in the household (not including lodgers or other tenants).

If you are unsure which type of reduction is best for you, please fill in all of the form and we will work them both out. We will pay you the higher of the two.

IMPORTANT: Certain capital is disregarded. Please contact us for further advice. Go to page 4 for details.

If you know you only want to apply for an **Alternative Maximum Council Tax Reduction**, please tick the box in **Part 1** of the form

Social Sector Size Criteria – Information for people who live in a Council or Housing Association Property

Social Sector Size Criteria was introduced on 1st April 2013. This affects most working age people who are under-occupying their property. You will not be affected by these rules if you or your partner are:

- ♦ a Pensioner - anyone who has reached the age to qualify for a State Retirement Pension or Pension Credit;
- ♦ living in temporary accommodation;
- ♦ living in shared ownership accommodation;
- ♦ living in a mobile home or caravan;
- ♦ living in housing association accommodation and receiving care support or supervision.

If your home is thought to be larger than you need for your household size, your Housing Benefit will be reduced and you will have to pay an amount towards your rent. The Government's rules allow one bedroom for the following groups:

- ♦ every adult couple (married or unmarried)
- ♦ any other adult aged 16 or over
- ♦ any two children of the same sex aged under 16
- ♦ any two children aged under 10
- ♦ any other child
- ♦ a carer (or team of carers) who do not live with the claimant but provide them or their partner with overnight care

If you are a joint tenant with someone other than your partner, all occupants in the property are taken into account when working out how many bedrooms you require.

If you are thought to have one extra bedroom your Housing Benefit will be reduced as follows:

- ♦ by 14% for one bedroom
- ♦ by 25% for two or more bedrooms

If this is going to affect you there may be options

you wish to consider. You should contact your Landlord to discuss the various options available to you.

Discretionary Housing Payments are available if you still find it difficult to pay part or all of the shortfall. Any payment we agree comes from a limited budget so we consider every request on its own merits. We will look at your personal circumstances carefully and make a decision based on them.

Benefit Cap – Information for working age people claiming Housing Benefit

As part of the Welfare Reform Act from 15th April 2013 the Government has selected Haringey Council to pilot the Benefit Cap. This affects working age people in receipt of Housing Benefit.

There will be a maximum amount of benefit that a household, (you, your partner, and any children you are responsible for and who live with you) will be entitled to.

You are not affected if you or your partner are entitled to Working Tax Credit or if you, your partner or any children you are responsible for and who live within your household are in receipt of any of the following payments

- ♦ Attendance Allowance
- ♦ The support component of Employment and Support Allowance (ESA)
- ♦ Disability Living Allowance (DLA) or it's replacement Personal Independence Payment (PIP)
- ♦ Industrial Injuries Benefits
- ♦ Armed Forces Compensation Scheme Payments
- ♦ War Pension Scheme Payments (Includes War Widow's/Widower's Pension and War Disablement Pension)

The maximum amount of benefit per week will be:

- ♦ £350 per week for single people without children
- ♦ £500 for single parents
- ♦ £500 for couples with or without children

All the benefits listed below that you and your partner are entitled to will be added together. If you receive more benefit than the maximum amount this amount will be capped at the relevant level by reducing your Housing Benefit.

- ◆ Housing Benefit
- ◆ Jobseeker's Allowance (contribution-based and income-based)
- ◆ Employment and Support Allowance (contribution-based and income-related), except where the Support Component has been awarded
- ◆ Incapacity Benefit
- ◆ Income Support
- ◆ Severe Disablement Allowance (SDA)
- ◆ Carer's Allowance
- ◆ Maternity Allowance
- ◆ Guardian's Allowance
- ◆ Child Benefit
- ◆ Child Tax Credit
- ◆ Bereavement Allowance/ Widowed Parent's/ Mother's Allowance
- ◆ Widow's Pension

Local Housing Allowance – Information for people who rent from Private Landlords

Local Housing Allowance (LHA) was introduced on 7 April 2008. It does not affect people who:

- ◆ rent from the Council or a housing association;
- ◆ moved into a property before 15 January 1989;
- ◆ live in a caravan, houseboat or mobile home
- ◆ rent from a charity or voluntary organisation that provides care or support.

The benefit you get will be worked out using the rate of Local Housing Allowance set by The Rent Service every April, for the home your household needs. (This could be different from your actual home)

The Local Housing Allowance rate depends on the number of bedrooms you need for the people living in your home. For more information on Local Housing Allowance and which rate applies to you please visit our website at www.haringey.gov.uk/lha

Paying Benefit under Local Housing Allowance rules

We can normally only pay benefit to you, However, we will pay your landlord direct if:

- ◆ we think you will have difficulty managing your finances;
- ◆ we think you probably won't pay your rent; or
- ◆ you are eight weeks or more behind with your rent.

If you want us to pay your landlord direct for one of these reasons you need to tell us. To do this make sure you have read part 15 of the form and fill in the box provided. You should also give us evidence to support your request.

We will consider paying your landlord if you:

- ◆ have been refused a bank or building society account;
- ◆ have severe debt problems;
- ◆ are bankrupt;
- ◆ get help from Supporting People;
- ◆ get help from a homeless charity;
- ◆ have learning disabilities;
- ◆ have agreed to pay your landlord to secure or retain your tenancy
- ◆ have a mental illness and cannot manage your affairs;
- ◆ are addicted to drugs, alcohol or gambling;
- ◆ are escaping domestic violence;
- ◆ have just left prison after a long sentence;
- ◆ or have recently left care

This is not a complete list. There may be other circumstances where we would consider paying your landlord direct.

For help and advice about filling in this form please phone 020 8489 1000 or go to any Customer Service Centre.

Young Individual

If you are single and under 35 and live in a Private Sector Accommodation you are only entitled to the Shared Accommodation rate. Certain single people are not treated as Young Individuals. For further information please contact us. Go to Page 4 for details.

Useful contacts and addresses

Jobcentre Plus offices Tottenham Office 640-656 High Road N17 0AA Wood Green Office Granta House 1 Western Road N22 6UH	Local Council Offices South Tottenham Customer Services Centre Apex House 820 Seven Sisters Road South Tottenham N15 5PQ (Personal callers only) Wood Green Customer Services Centre 48 Station Road Wood Green N22 7TY (Personal callers only)	Advice offices Tottenham Advice Bureau 551B Tottenham High Road London N17 6SB Turnpike Lane Advice Bureau 14A Willoughby Road N8 0JJ Phone 0844 826 9715 For help and advice on Pension Credit The Pension Service Phone: 0800 99 1234
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You can get advice from any of the above Council offices.

If you are an Asylum Seeker or a Refugee and need advice on your right to get Housing Benefit or Council Tax Reduction contact

Refugee Helpline Freephone 0800 413 840

For advice and information for tenants renting privately homeowners and people looking for somewhere to live, contact the following.

Housing Advice Services

Apex house
820 Seven Sisters Road
Tottenham
N15 5PQ
Tel: 020 8489 1000

Our Housing Benefit and Council Tax Reduction Scheme Customer Services phone number is

020 8489 1000.

E-mail: benefits@haringey.gov.uk

Please send this form and any proof to:

Benefits Service

Haringey Council
PO Box 10505
Wood Green
London N22 7WJ

Help with your rent and Council Tax

Send this form back straight away or you may lose money.

For official use only:

Date requested:

Received stamp:

Date of issue:

Please try to provide the evidence we need and send it with this form so that your claim for Housing Benefit or application for Council Tax Reduction is not delayed.

Part 1 About you and your partner

By partner we 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 (see part 18).

Are you a: council tenant? private tenant? housing association tenant?
homeowner? lodger or boarder?

Are you housed by the Council in temporary or emergency accommodation?

Which Council housed you?

If you wish to apply for Alternative Maximum Council Tax Reduction only, please tick the box . Please refer to notes on Page 1.

You

Mr Mrs Miss Ms Mx

Surname

First names

Any other names you have been known by

Date of birth

National Insurance Number

Email address
(we may contact you by email)

Address and postcode
(including flat or room number)

Daytime phone number

Date you moved
into this address

Your partner

Mr Mrs Miss Ms Mx

Surname

First names

Any other names you have been known by

Date of birth

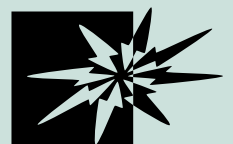
National Insurance Number

Mobile

Your Housing Benefit
or Council Tax Reduction reference
number (if you know it)

If you are claiming Housing Benefit or applying for Council Tax Reduction in Haringey for the first time, please provide some original personal identification (for example, a birth or marriage certificate or passport).

Help to pay your rent and Council Tax



Haringey Council

Part 1 About you and your partner (continued)

You **Your partner**

Do you or your partner get Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance? No Yes No Yes

Do you or your partner get the guaranteed part of Pension Credit from The Pension Service? No Yes No Yes

Are you or your partner students? No Yes No Yes

Are you or your partner registered blind? No Yes No Yes

Are you or your partner getting Attendance Allowance? No Yes No Yes

Are you or your partner getting Disability Living Allowance care component? No Yes No Yes

Are you or your partner getting Personal Independence payment (care component)? No Yes No Yes

Are you or your partner getting Armed Forces Independent Payment? No Yes No Yes

Do you or your partner have a carer who lives elsewhere, but provides care overnight in your home? No Yes No Yes

Does anybody get Carer's Allowance for looking after you or your partner? No Yes No Yes

If **'Yes'**, please tell us who gets Carer's Allowance for you?

Have you or your partner been unfit for work for the past 28 weeks or more? No Yes No Yes

If **'Yes'**, when did this start?

Do you or your partner get Incapacity Benefit, contribution-based Employment and Support Allowance, Severe Disablement Allowance, motability car or a private car allowance for a disability? No Yes No Yes

If you are retired, were you or your partner getting any of the benefits shown above until you retired? No Yes No Yes

Do you or your partner pay rent on a home somewhere else? No Yes No Yes

Part 1 About you and your partner (continued)

Are you a joint owner or a joint tenant with someone else who lives with you?

No Yes

If **'Yes'** please tell us their full names

Person 1 Person 2 Person 3

Relationship to you Relationship to you Relationship to you

If there are any other joint tenants, please write the details in Part 19.

What was your last address?

postcode

What date did you leave?

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What was your situation?
(For example, tenant, owner-occupier, living with parents)

You	Your partner
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Have you or your partner claimed Housing Benefit or a Council Tax Reduction anywhere else before?

No Yes No Yes

If **'Yes'**, please give the last address you claimed from (if different to the one above).

postcode

What date did you leave?

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

Have you claimed Housing Benefit within the last 52 weeks?

No Yes

You

Your partner

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

No

Yes

Yes

We will 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.

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If you are an Asylum Seeker or a Refugee and you need advice on your right to get Housing Benefit or Council Tax Reduction contact the Refugee Helpline Freephone 0800 413 848

Part 2 Children living with you

Do you have any dependent children living with you? (Dependent children are those you would normally receive Child Benefit for.)

No
Go to Part 3.

Yes
Please fill in the boxes below.

Surname First names

First child date of birth Male Female Do you receive Child Benefit for this child? No Yes

Surname First names

Second child date of birth Male Female Do you receive Child Benefit for this child? No Yes

Surname First names

Third child date of birth Male Female Do you receive Child Benefit for this child? No Yes

Surname First names

Fourth child date of birth Male Female Do you receive Child Benefit for this child? No Yes

If there is not enough space to include everyone, please write the details in Part 19.

You must give us proof of the Child Benefit you receive. If you do not get Child Benefit for any of the children above, you must tell us why in Part 19.

Do you pay for a registered childminder or a childminding scheme to look after a child while you or your partner are at work? No Yes If 'Yes', which child is looked after?

Name of 1st child Name of 2nd child Name of 3rd child

Name and address of registered childminder or childminding scheme
 postcode

Phone number Childminder's
registration number (please provide a letter from your childminder or scheme if number not known)

Are any of your children blind receiving Disability Living Allowance or Personal Independence Payment No Yes If 'Yes' what is
the child's name?

If there is not enough space above to include everyone, please continue on a separate sheet.

Do any children you are claiming for, own land or property, or have any property or money held in trust? No Yes

We must see proof of your benefits and allowances before we can deal with your claim. This proof can include original letters from the Department for Work and Pensions. If you or your partner are getting Pension Credit, please read the important information on page 11.

Part 3 Everyone else living with you

Please tell us about anyone else who lives with you. Do not include your partner, children you get Child Benefit for, joint tenants or people who pay you rent. **Include adult children, or other relatives and friends who live as part of your household.**

Does anybody else live with you? No Yes If **'No'**, go to Part 4.

First person

Surname First names
First person date of birth Male Female Relationship to you

What date did they move in?

Is this person getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit? No Yes (If **'Yes'** please provide proof)

Is this person working? No Yes (If **'Yes'** please provide proof of their income)

If **'Yes'**, how many hours does he or she work each week?

How much does he or she earn each week before tax and other deductions? £

Does he or she have any other income? No Yes

If **'Yes'**, please give details.

Is this person a student? No Yes (If **'Yes'** please provide proof)

Second person

Surname First names
Second person date of birth Male Female Relationship to you

What date did they move in?

Is this person getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit? No Yes (If **'Yes'** please provide proof)

Is this person working? No Yes (If **'Yes'** please provide proof of their income)

If **'Yes'**, how many hours does he or she work each week?

How much does he or she earn each week before tax and other deductions? £

Does he or she have any other income? No Yes

If **'Yes'**, please give details.

Is this person a student? No Yes (If **'Yes'** please provide proof)

Part 3 Everyone else living with you (continued)

Third person

Surname

First names

Third person date of birth

Male

Female

Relationship to you

What date did they move in?

Is this person getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Pension Credit?

No

Yes (If 'Yes' please provide proof)

Is this person working?

No

Yes (If 'Yes' please provide proof of their income)

If 'Yes', how many hours does he or she work each week?

How much does he or she earn each week before tax and other deductions?

£

Does he or she have any other income?

No

Yes

If 'Yes', please give details.

Is this person a student?

No

Yes (If 'Yes' please provide proof)

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

No

Yes

If 'Yes', please give their names.

is the partner of

We need to see proof of all their income – please read Part 18.

If there is not enough space above to include everyone, please write the details in Part 19.

If you are a Council or Housing Association joint tenant (with someone other than your partner) we need to know the names, date of birth and gender of all other children and adults living in the property. Please write details in Part 19.

Part 4 About you and everyone else living with you

Are you or your partner, or anybody else living with you, any of the following?

Severely mentally impaired
(That is, having a severe learning disability, mental illness or dementia)

No

Yes

Please say who

In hospital for more than 52 weeks

No

Yes

Please say who

In prison or on bail but living away from home

No

Yes

Please say who

Part 4 About you and everyone else living with you (continued)

In a nursing home or care home

No

Yes

Please say who

A full time student
or a student nurse

No

Yes

Please say who

An apprentice or
a Youth Training trainee

No

Yes

Please say who

Providing full time care to
someone other than
their parent or child

No

Yes

Please say who

A member of
a religious community

No

Yes

Please say who

A member of an International
Headquarters or defence
organisation

No

Yes

Please say who

Important information if you or your partner are getting Pension Credit from The Pension Service

If you or your partner get Pension Credit, the way you provide information to us may be different.

If you get **the guaranteed part**, you do not need to tell us about your income or fill in Parts 5 to 11 of this form.

If you get **the savings part**, you still need to fill in Parts 5 to 11 but you do not need to give us proof of your income. This is because The Pension Service gives details of your income straight to us.

Part 5 About work

You

Your partner

Do you do any work?

(This includes childminding.)

No

Yes

No

Yes

Please give details below.

If both you and your partner don't work, please go to Part 6.

Your details

Name and address
of your employer

postcode

Employers
phone number

Works payroll number

What is your job?

Number of hours you
usually work each week

How much do you
normally earn?

£ every

When did you
start work

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Part 5 About work (continued)

Your partner's details

Name and address
of their employer

postcode

Employers
phone number

Works payroll number

What is their job?

Number of hours they
usually work each week

How much do they
normally earn?

£ every

When did they
start work

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Part 6 More about you and your partner

	You		Your partner	
Do you or your partner do any other work at all? (Please tell us about your other jobs in part 19.)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you on a Government Training Scheme? (For example, Youth Training, Training for Work)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you self-employed?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If 'Yes', do you get the Business Start-Up Allowance?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you have a private pension plan?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
If you are on a temporary or fixed-term contract, when will it finish?	<input type="text"/>		<input type="text"/>	
What is the date of the next pay increase?	<input type="text"/>		<input type="text"/>	
How are your wages paid? (For example, cash, cheque, or into a bank account)	<input type="text"/>		<input type="text"/>	

We must see proof of your earnings before we can deal with your claim.

If you or your partner are working, we will need to see your:

- ♦ last five payslips if you are paid weekly;
- ♦ last three payslips if you are paid fortnightly; or
- ♦ last two payslips if you are paid monthly.

If you do not have these, ask your employer to fill in the pay form which is included in this form. Do not wait for your employer to fill in the pay form. Send this form to us straight away or you may lose benefit.

If you do not provide these details, we may need to contact your employer.

If you or your partner are self-employed, please send us your most recent profit and loss accounts and tax assessment.

If you have a private pension plan, please send proof of the payments you make.

We need to see proof of all of your income — please read Part 18.

If you or your partner are getting Pension Credit, please read the important information on page 11.

If you or your partner have recently started work please provide us with your contract confirming your annual salary and hours of work per week. If you are unable to provide this please ask your employer to provide an estimate of your income.

Part 7 Benefits and other money

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

No Go to Part 8.

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

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

- ◆ Armed Forces Independence Payment
- ◆ Attendance Allowance
- ◆ Carer's Allowance
- ◆ Child Benefit
- ◆ Child Tax Credit
- ◆ Contribution-based Jobseeker's Allowance
- ◆ Disability Living Allowance - care component
- ◆ Disability Living Allowance - mobility component
- ◆ Guardian's Allowance
- ◆ Incapacity Benefit
- ◆ Contribution-based Employment and Support Allowance
- ◆ Industrial Injuries Disablement Benefit
- ◆ Maternity Allowance
- ◆ Pension Credit
- ◆ Personal Independence Payment - Care Component
- ◆ Personal Independence Payment - Mobility Component
- ◆ Severe Disablement Allowance
- ◆ State Pension
- ◆ War Pension, War Disablement Benefit or War Widow's Pension
- ◆ Widow's or Widower's Benefits
- ◆ Working Tax Credit

If you or your partner get Income Support, income based Jobseeker's Allowance, income related Employment and Support Allowance or the guaranteed part of Pension Credit from The Pension Service, go straight to Part 12.

If you are getting or have claimed any benefit that is not listed, tell us about it in Part 8.

1	You	Your partner
The name of the benefit or other money	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/>	<input type="checkbox"/>
How much is it	£ <input type="text"/>	£ <input type="text"/>
How often do you receive the payment? (For example, every week or every four weeks)	<input type="text" value="Every"/>	<input type="text" value="Every"/>
How is it paid? (For example, straight into your bank)	<input type="text"/>	<input type="text"/>

2	You	Your partner
The name of the benefit or other money	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/>	<input type="checkbox"/>
How much is it	£ <input type="text"/>	£ <input type="text"/>
How often do you receive the payment? (For example, every week or every four weeks)	<input type="text" value="Every"/>	<input type="text" value="Every"/>
How is it paid? (For example, straight into your bank)	<input type="text"/>	<input type="text"/>

Part 7 Benefits and other money (continued)

3	You	Your partner
The name of the benefit or other money	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/>	<input type="checkbox"/>
How much is it	£ <input type="text"/>	£ <input type="text"/>
How often do you receive the payment? (For example, every week or every four weeks)	<input type="text" value="Every"/>	<input type="text" value="Every"/>
How is it paid? (For example, straight into your bank)	<input type="text"/>	<input type="text"/>

4		
The name of the benefit or other money	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/>	<input type="checkbox"/>
How much is it	£ <input type="text"/>	£ <input type="text"/>
How often do you receive the payment? (For example, every week or every four weeks)	<input type="text" value="Every"/>	<input type="text" value="Every"/>
How is it paid? (For example, straight into your bank)	<input type="text"/>	<input type="text"/>

5	You	Your partner
The name of the benefit or other money	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/>	<input type="checkbox"/>
How much is it	£ <input type="text"/>	£ <input type="text"/>
How often do you receive the payment? (For example, every week or every four weeks)	<input type="text" value="Every"/>	<input type="text" value="Every"/>
How is it paid? (For example, straight into your bank)	<input type="text"/>	<input type="text"/>

Part 8 Any other money coming in

Do you or your partner have any other money coming in?
(For example, maintenance from a previous partner,
a student grant or loan, or a private pension)

No Go to Part 9.

Yes Tell us about this money
below.

1	You	Your partner
What is the money for?	<input type="text"/>	<input type="text"/>
How much is it	£ <input type="text"/>	£ <input type="text"/>
How is it paid? (For example, straight into your bank)	<input type="text"/>	<input type="text"/>
How often do you receive the payment? (For example, every week or every four weeks)	<input type="text" value="Every"/>	<input type="text" value="Every"/>
When did you start getting this?	<input type="text"/>	<input type="text"/>

2	You	Your partner
What is the money for?	<input type="text"/>	<input type="text"/>
How much is it	£ <input type="text"/>	£ <input type="text"/>
How is it paid? (For example, straight into your bank)	<input type="text"/>	<input type="text"/>
How often do you receive the payment? (For example, every week or every four weeks)	<input type="text" value="Every"/>	<input type="text" value="Every"/>
When did you start getting this?	<input type="text"/>	<input type="text"/>

3	You	Your partner
What is the money for?	<input type="text"/>	<input type="text"/>
How much is it	£ <input type="text"/>	£ <input type="text"/>
How is it paid? (For example, straight into your bank)	<input type="text"/>	<input type="text"/>
How often do you receive the payment? (For example, every week or every four weeks)	<input type="text" value="Every"/>	<input type="text" value="Every"/>
When did you start getting this?	<input type="text"/>	<input type="text"/>
Have you or your partner applied for any other income that you have not received? (For example, maintenance payments or health insurance policies)	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If ' Yes ' what is it for?	<input type="text"/>	<input type="text"/>

We must see proof of your benefits and allowances before we can deal with your claim.

This proof can include original letters from the Department for Work and Pensions which are up to date and show current amounts. You can send a letter or pay statements from the company paying your pension.

If you or your partner are getting Pension Credit, please read the important information on page 11.

Part 9 About bank accounts, savings, investments and property

We need to know about ALL bank accounts, building society accounts, savings, investments and property in the UK and abroad, held by you and your partner. This includes cash, current accounts and savings accounts with bank or building society, post office® accounts, Premium Bonds, National Savings Certificate, and stocks and shares even if you do not use them or they have no money in them.

Do you or your partner have any of the following?

Bank account No Yes How many accounts Total amount £

Name of the bank(s) where the accounts are held?

Building society accounts No Yes How many accounts Total amount £

Name of the building society(ies) where the accounts are held?

Post Office® accounts No Yes How many accounts Total amount £

Money in cash No Yes Total amount £

Premium Bonds No Yes How many bonds Total amount £

Unit trusts, ISAs, PEPs, TESSAs No Yes How many accounts Total amount £

Where are they held?

Income Bonds No Yes How many bonds Total amount £

Where are they held?

Money and property trust No Yes How many Total amount £

Where is the money they hold?

Address of the property?

National Savings Certificate No Yes How many certificates Total amount £

Shares No Yes How many shares Total amount £

Name of the company the shares are held with?

Any other savings or investments No Yes How many Total amount £

Type of other savings or investment?

Where are they held?

Are any of your savings and investments monies from sale of a house or money from a charity No Yes

Do you own a property or land in the UK or abroad? Even if it is on a mortgage or a loan, still tick **Yes**.

No Yes Tell us the address of your property:

Does your partner own a property or land in the UK or abroad? Even if it is on a mortgage or a loan, still tick **Yes**.

No Yes Tell us the address of your property

We must see evidence of ALL bank accounts, building society accounts, savings, investments and property before we can decide how much benefit you can get. Read the checklist in Part 18 to see what you can use as evidence.

Part 10 Money from renting out property

Do you rent out any other property?

No

Yes

If **'Yes'**, give us the address of the property, how much you get, and how often.

£ every

(If you have more than one property, please continue on a separate sheet of paper.)

Do you rent out part of your home?

No

Go to Part 11. Yes

If **'Yes'**, please write the name of everyone you rent part of your home to. Put the amount that they pay and tell us if heating or meals are included.

1 Full name

Is heating included?

No

Yes

Are any meals included?

No

Yes

Weekly amount they pay

£

2 Full name

Is heating included?

No

Yes

Are any meals included?

No

Yes

Weekly amount they pay

£

If there are more than two people who pay you rent, please tell us about them in Part 19.

Part 11 Money you pay out

Do you pay any money to help support a son or daughter under 25 at college or university?

No

Yes

If **'Yes'**, please send proof.

Part 12 About the rent you pay

Council tenants, homeowners and those applying for Council Tax Reduction only, go straight to Part 15.

What type of tenancy do you have?
(For example, assured shorthold)

How long is your tenancy for?

How much is your rent?

How often is it paid?

(For example, every week, every four weeks, or every month)

If you share with other tenants, how many do you share with?

Did you rent this property as:

fully furnished? partly furnished? not furnished?

Who is responsible

for decorating inside your home?

Landlord You

Does your rent include any meals?

No Yes

If **'Yes'**, what meals are included?

Breakfast only Breakfast and one other meal a day
Three meals or more a day

Do you owe any rent?

No Yes

If **'Yes'**, how much?

(Please provide a letter from your landlord confirming amount of arrears and period)

Do you pay for any of the things below as part of your rent?

	No	Yes	How much?
Council Tax	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Water rates	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Heating	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Hot water	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Fuel for cooking	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Electricity for things like TV and radio	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Personal care or medical expenses	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Personal laundry	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Emergency alarm system	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Lighting, heating, cleaning common areas	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Room cleaning or window cleaning	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
General counselling or support	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Garage	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Other services	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>

Please give details

We must see proof of your rent before we can deal with your Housing Benefit claim. Please send us your current tenancy agreement or rent book. If you have a registered rent, please provide your rent registration form R05.

Part 13 About the property you live in

Please tick what sort of accommodation you pay rent for.

- Bedsit Flat in a house House
 Own room Flat in a block Hostel
 Room shared with other tenants Flat over a shop
 Studio flat Other

If 'Other', please describe your accommodation.

If you live in a room or bedsit, where is it in the building?

- Front Back Middle

How many floors are there in the building that you live in?

Which floor or floors do you live on?
(For example, ground floor, third floor, basement)

Fill in the table below to tell us how many rooms there are in your property.

	Living or dining rooms	Bedrooms	Bathrooms	Kitchen	Toilets
How many are in the whole property?					
How many are used only by you and your family?					
How many do you share with people who are not in your family?					

Do you have:

- a garden? central heating?
 a garage? a parking space?

Part 14 About your landlord

Council tenants, home owners and those applying for Council Tax Reduction only, go to part 15.

Please give the name and address of your landlord or the agency you pay rent to

postcode

Landlord's or agency's email

Landlord's or agency's telephone number

Please give the name and address of the owner of your home if it is different from the name and address you have given above.

postcode

Part 14 About your landlord (continued)

Does your landlord live in your house or flat?

No Yes

Is your landlord (or agent), or the partner of your landlord (or agent):

No Yes

If 'Yes', what is the relationship?

- ♦ 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?

Part 15 How your award is paid

Council Tax Reduction Scheme

If you are entitled to Council Tax Reduction, we will take it off your Council Tax bill.

Housing Benefit – council tenants

We will pay any Housing Benefit you are awarded to your rent account.

Council tenants, home owners and those applying for Council Tax Reduction only go to Part 16.

If you:

- ♦ **are a housing association tenant;**
- ♦ **live in a caravan, houseboat or mobile home;**
- ♦ **moved into your home before 15 January 1989; or**
- ♦ **rent from a charity or voluntary organisation that gives you care or support;**

we can pay your benefit to your landlord or to you.

- ♦ If you are in one of the categories above and you want us to pay to your landlord direct, tick this box . Give us their account details on the next page.

If you rent from a housing association and you want us to pay benefit direct to your landlord, we will normally have their account details.

You should just give us their landlord reference number if you know it .

If you do not know their landlord reference number, give their bank account details on the next page.

All other tenants

If you are a private tenant, your benefit will normally be paid direct to your bank or building society account (not post office card accounts). Please give your account details over the page.

If you do not have a bank or building society account, please tell us why. For advice on setting up a basic bank account, phone the Financial Services Authority (FSA) on 0845 606 1234.

If you think we should pay your benefit direct to your landlord, tell us why in the space below. You need to:

- ♦ tell us if you will secure or retain your tenancy if Housing Benefit is paid direct to your landlord;
- ♦ tell us why you have difficulty managing your finances;
- ♦ tell us why you will not be able to pay your rent; and
- ♦ provide any evidence you think is relevant (for example, a letter from your social worker or a letter from your landlord confirming that you are eight weeks or more behind with your rent).

Part 15 How your benefit is paid (continued)

Bank details (we will pay your benefits into this account)

Name of account holder	<input type="text"/>
Name and address of bank or building society	<input type="text"/> <input type="text"/> <input type="text"/>
Sort code	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Roll number (building-society accounts only)	<input type="text"/>

Part 15a Sharing information with your landlord

Sharing information with your private landlord could help us deal with your Housing Benefit claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed. We may need to confirm information (for example, the date your tenancy started) with your landlord before we can make a decision on your claim. In these circumstances, we can contact your landlord without your permission.

Under the Data Protection Act 1998 we need your permission to discuss anything else. If you give us permission by signing this form, we will only share information with your landlord if your Housing Benefit is paid directly to your landlord. If you give us permission, we would be able to tell your landlord whether:

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

We will not give your landlord any information about:

- ♦ **your personal or household circumstances; or**
- ♦ **your financial circumstances.**

You can withdraw your permission at any time.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord. If you want to give us permission to discuss your claim with your landlord, please sign below.

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

Your signature	<input type="text"/>	Full name	<input type="text"/>
		(in CAPITAL LETTERS)	
		Date	<input type="text"/> / <input type="text"/> / <input type="text"/>

Part 16 Extra help

We may be able to backdate your Housing Benefit and/or application for Council Tax Reduction if you are able to show continuous good cause for not claiming earlier. **You must state a reason for the delay.**

Period you wish to request backdating

from to (If there is not enough space please write details in Part 19.)

We may be able to give you extra help if you are finding it hard to pay your rent. If there is a shortfall between the benefit you expect to receive and the rent you are being charged by your landlord please tick the box if you need extra help .

If you can get extra help, we will send you a letter to tell you.

Part 17 Telling us about any changes

Please tell us right away if anything changes for you or the people who live with you as this could affect your award. If we find that we have paid you too much money, you will have to pay us back. We may have to take any money you owe us off your award.

(If you are getting Pension Credit from The Pension Service, please go to Part 17a.)

Here are **some** of the things you must tell us about.

- ♦ If you stop or start getting Income Support, Jobseeker's Allowance, Employment and Support Allowance or any other benefits.
- ♦ If your rent goes up or down (private tenants only).
- ♦ If your or your partner's wages go up or down (for example, if you work regular overtime).
- ♦ If the other money that you and your partner have coming in goes up or down.
- ♦ If your savings or your partner's savings change.
- ♦ If anyone who lives with you has a change in their situation, such as starting work.
- ♦ If anyone who lives with you moves out.
- ♦ If anyone moves in to live with you.
- ♦ If you change your address.
- ♦ If you are going away for 13 weeks or more.
- ♦ If you are refused asylum by the Home Office
- ♦ If you stop, start or change the amount you pay for your childcare.

Part 17a Telling us about any changes (for people getting Pension Credit)

If you are getting the guaranteed part or the guaranteed part plus the savings part of Pension Credit, you must tell us the following.

- ♦ Changes to your tenancy (for example, if your rent changes or you move out).
- ♦ If anyone who lives with you moves out or their situation changes, such as starting work.
- ♦ If someone moves into your household.
- ♦ If you are going away for 13 weeks or more.
- ♦ Although you do not need to, it is in your best interest to let us know when you start receiving Attendance Allowance.

If you are getting the savings part only, you must tell us the following.

- ♦ Changes to your tenancy (for example, if your rent changes or you move out).
- ♦ If anyone who lives with you moves out or their situation changes, such as starting work.
- ♦ If someone moves into your household.
- ♦ If you are going away for 13 weeks or more.
- ♦ If you have savings and investments over £16,000.
- ♦ Changes to the income or capital of your partner (if they were not included in the Pension Credit claim).
- ♦ Changes affecting any children who live with you.

Part 18 Checklist

Before you return this form please read through the checklist below and make sure that you have provided all the information we have asked for.

If you cannot provide all the information right now, please return the form and send the missing information later.

If you or your partner are getting Pension Credit, please read the important information on page 11.

Please tick to show where you have provided information.

Personal details

If you or your partner are claiming Housing Benefit or applying for Council Tax Reduction at this address for the first time, please send us some original personal identification (for example, a driving licence, marriage certificate, passport or wage slips). If you are from abroad, please give us your passport and your Home Office letters. We can only accept original documents. We will return valuable documents to you immediately by registered post.

Civil partnerships

A civil partnership is a formal agreement that gives same-sex partners the same legal status as a married couple. If you currently live with a civil partner, we will need to see proof of your partner's identity and National Insurance number.

Income Support, Employment and Support Allowance and other benefits

If you, your partner or anyone living with you gets state benefits, we need to see proof (for example, original Department for Work and Pensions letters). We also need to see proof of your Child Benefit.

Wages

If you, your partner, or anyone living with you works, we need to see proof (for example, five wage slips if paid weekly, two wage slips if paid monthly and three slips if paid fortnightly). If you don't get wage slips, please get a letter from your employer outlining your wages for the last five weeks or ask your employer to fill in and return the enclosed pay form. We must see evidence of your National Insurance number.

Employment

If you or your partner or anyone living with you have started work please provide the contract of employment with details of your annual salary and regular hours of work.

Savings and investments

If you have any savings or investments, we need to see proof (for example, bank statements, building society books, original share certificates or legal documents).

Rent

If you are a private tenant, you need to provide a tenancy agreement or a rent book or a letter from your landlord confirming how much rent you pay and what is included in the rent.

Backdating

If you have asked backdating, please provide any documents to support your request (for example, sickness certificates, flight tickets, and so on).

If you feel that you need a home visit, please contact our Customer Services Team for advice on 020 8489 1000.

Part 19 Anything else to tell us

If there is anything else you would like to tell us, please do so in the box below.

Part 19a Sharing information with third parties

Advice/Support Worker's or member of your family.

If you wish to share information with your landlord refer to Part (15a).

Sharing information with third parties could help us deal with your claim for Housing Benefit or application for Council Tax Reduction quickly. This also includes any other change under the Data Protection Act 1998 we need your permission to do this.

I give permission to the person mentioned below to act on my behalf.

Full name	<input type="text"/>	Relationship to you	<input type="text"/>
Advice/Support Worker's company name	<input type="text"/>		
Full address	<input type="text"/>		
Contact number	<input type="text"/>		
Your signature	<input type="text"/>		
Full name	<input type="text"/>	Date	<input type="text"/>

Part 20 How we collect and use information

We will use the information we collect on this form and from supporting evidence to process your claim for Housing Benefit and application for Council Tax Reduction. We may pass the information to the Department for Work and Pensions or HM Revenue and Customs, if the law allows us.

We may check the information you provide, or the information about you which somebody else provides, with other information we hold. We may also get information from other people or organisations, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, if the law allows us. These include other people and organisations, government departments and local authorities.

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

Part 21 Equal Opportunities

The Public Sector Equality Duty does not expressly require the council to collect equality information. However, collecting, analysing and using the information helps us to see how our policies and activities are affecting various sections of our communities. In employment and service provision, it helps us to identify any existing inequalities and where new inequalities may be developing and take action to tackle them.

In addition to the nine “protected characteristics” (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Sex [formerly Gender], Race, Religion or Belief and Sexual Orientation) identified in the Equality Act 2010, we have added categories of Refugees and Asylum Seekers and Language in order to reflect the full diversity of Haringey.

We will be grateful if you could take a little time to complete and return this form. Please go through it and tick all the categories that most accurately describe you.

The information you provide on this form will be held in the strictest confidence and only be used for the purposes stated above.

Disability

Under the Equality Act 2010, a person is considered to have a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities. Haringey Council accepts the social model of disability. However, in order to be able to identify and respond to your specific needs, it is important that we know what kind of disability you have.

Do you have any of the following conditions which have lasted or are expected to last for at least 12 months?

- | | |
|--------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Deafness or partial loss of hearing | <input type="checkbox"/> Long term illness or condition |
| <input type="checkbox"/> Blindness or partial loss of sight | <input type="checkbox"/> Physical disability |
| <input type="checkbox"/> Learning disability | <input type="checkbox"/> Other disabilities |
| <input type="checkbox"/> Developmental disorder | <input type="checkbox"/> No disabilities |
| <input type="checkbox"/> Mental ill health | |

Ethnicity

Please tick the box that best describes your ethnic group

White

- British
- Irish

White Other

- | | |
|------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Greek/Greek Cypriot | <input type="checkbox"/> Turkish/Cypriot |
| <input type="checkbox"/> Turkish | <input type="checkbox"/> Kurdish |
| <input type="checkbox"/> Gypsy/Roma | <input type="checkbox"/> Irish Traveller |
| <input type="checkbox"/> Other, please specify _____ | |

Mixed

- White and Black African
- White and Black Caribbean
- White and Asian
- Other, please specify _____

Asian or Asian British

- Indian
- Bangladeshi
- Pakistani
- East African Asian
- Other, please specify _____

Black or Black British

- African
- Caribbean
- Other please specify _____

Chinese or other ethnic group

- Chinese
- Any other ethnic background _____

Gender reassignment

Does your gender differ from your birth sex?

- Yes
- No
- Prefer not to say

Religion

Please tick as appropriate

- Christian
- Hindu
- Muslim
- Sikh
- Prefer not to say
- Jewish
- Rastafarian
- Buddhist
- No Religion
- Other (please specify) _____

Sexual orientation

Please tick the box that best describes your sexual orientation

- Heterosexual
- Bisexual
- Gay
- Lesbian
- Prefer not to say

Pregnancy and maternity

Please tick one box

Are you pregnant?

- Yes
- No

Have you had a baby in the last 12 months?

- Yes
- No

Relationship status

Please tick one box

- Single
- Married
- Co-habiting
- In a same sex civil partnership
- Separated
- Divorced
- Widowed

Refugees and Asylum Seekers

Are you?

- A Refugee
- An Asylum Seeker

What country or region are you a refugee/ asylum seeker from?

Language

Please tick the box that best describes your language

- Albanian
- Arabic
- English
- French
- Lingala
- Somali
- Turkish

Other (please specify): _____

Part 22 Your declaration

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

If I give information that is incorrect or incomplete, you may take action against me. This may include court action.

- ♦ You will use the information I have provided to process my claim for Housing Benefit, application for Council Tax Reduction, or both.
- ♦ You may check some of the information with other sources within the Council, rent offices and other councils.
- ♦ You may use the information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.
- ♦ I know I must let you know about any changes in my circumstances which might affect my claim for Housing Benefit, application for Council Tax Reduction, or both.

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

Signature of the person claiming for Housing Benefit, application for Council Tax Reduction, or both.

Date

Partner's signature

Date

Filling in the form for someone else

Please tell us why you are filling in this form for someone else.

Name of the person filling in this form

Signature of the person claiming for Housing Benefit, application for Council Tax Reduction, or both.

Date

If you need a copy of this form or any other document we send you in Braille, on tape or in large print, please let us know.

Shqip

Nëse dëshironi ta keni këtë në gjuhën tuaj, ju lutemi vendosni shenjën ✓ në kuti, shënoni emrin dhe adresën tuaj dhe niseni me postë falas në adresën e mëposhtme.

Polski

Jeśli chcesz, to w swoim własnym języku, proszę zaznaczyć pole, wpisz swoje imię adres i wysłać na adres FREEPOST poniżej

Français

Pour recevoir ces informations dans votre langue, veuillez cocher la case, inscrire vos nom et adresse et nous renvoyer ce formulaire, sans affranchir, à l'adresse ci-dessous.

Soomaali

Haddii aad kaan ku rabto afkaaga fadlan xariijin ku dhig sanduuqa yar, ku qor magacaaga iyo cinwaankaaga oo markaas u dir cinwaanka boosta lacag la'aanta ah ee hoos ku qoran.

Türkçe

Bu kitapçığın Türkçe'sini istiyorsanız, kutuyu işaretleyip, adınızı-soyadınızı, adresinizi yazdıktan sonra, lütfen bunu posta pulu yapıştırmadan aşağıdaki adrese gönderin.

Kurdî Kurmancî

Ku hun wena la zîmanixa daxwâzin. Lewira îflaret bikin Navixa û navnîflanaxa tije bikin â biflenin ê navnîflana jêr la vepêre.

Please tell us if you would like a copy of this form in another language that is not listed above or in any of the following formats, and send the form to the Freepost address below.

In large print On audio tape In Braille

In another language, please state:

Name: Tel:

Address:

Email:

Please return to: Freepost RLXS-XZGT-UGRJ, Haringey Council, Translation and Interpretation Services, 8th Floor, River Park House, 225 High Road, London N22 8HQ

Haringey Council offers this translating and interpreting service to Haringey residents. We can translate this document into one language per resident ONLY.

Where to send this form

Please make sure that you have filled in Part 1 on the front page. We will work out your benefit from what you have told us. If you cannot send us the proof we need right away, **send in the form now and send the proof as soon as you can.** But remember, we can't pay your Housing Benefit or Council Tax Reduction until we have all the proof we need. Please make sure that your address is on all proof you send us. **We will write to you as soon as possible to tell you how much Housing Benefit or Council Tax Reduction you will get, and when it will start. You must tell us right away about anything that could change your Housing Benefit or Council Tax Reduction.**

Please send this form and any proof to:

**Benefits Service, Haringey Council
PO Box 10505, Wood Green, London N22 7WJ.**

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