

For Office Use Only

Date of issue

Claim Ref

Folkestone

Hythe & Romney Marsh

Shepway District Council



www.shepway.gov.uk

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

Name:

Address:

Postcode:

Claim form for Housing Benefit and/or Council Tax Benefit

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

Please tick any that apply

Are you a:- Council Tax Payer

Housing Association/
Private Tenant

Council Tenant

Notes for filling in the claim form

About this form

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

Start date

To make sure your Housing and/or Council Tax benefit starts from the earliest date possible you should contact us as soon as you need benefit and register your intention to claim. You can do this by visiting us at any of our offices, by writing to us, by phone on **01303 853555**, by fax on **01303 853510** or by email at Revenues.benefits@shepway.gov.uk. You will then be given one calendar month to return a completed application form and supporting documentation. **If you have not already told us, don't delay registering your intention to claim, as any delay could lead to loss of benefit.**

Proof

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

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

Filling in the form

If you make a mistake whilst filling in the form, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

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

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

If you need help filling in the form

If you need help filling in the form our Customer Service Advisors will be happy to assist you. You can visit us at the Civic Centre between 8.30am and 4.30pm or at any of our One Stop Services at Hythe, New Romney or Lydd. You will find details of where to find us and exact opening times at the end of this form. Customers are seen on a first come first served basis at all our offices. Alternatively appointments can be made to see a Customer Service Advisor at the Civic Centre. If you would like to make an appointment please telephone our Customer Services Team on 01303 853555.

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

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

Independent help and advice can be obtained from:-

Citizens Advice Bureau
20 Church Street
Folkestone
Kent CT20 1SE Tel: 08701 243804

Shelter Kent Housing Aid
Housing Advice Centre
The Bull Yard
High Street
Ashford
Kent TN24 8SN Tel: 01233 610669

How we collect and use information

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

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

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

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

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

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

A claim form for Housing Benefit and/or Council Tax Benefit

Part 1 About you and your partner

Do you have a partner who normally lives with you?

No

Yes

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

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

	You	Your partner												
Title (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>												
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"/>												
Address, including room number if you have one Do not tell us your partner's address if it is the same as yours.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>												
	Postcode <input type="text"/>	Postcode <input type="text"/>												
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>												
National Insurance Number You can find this on payslips or letters from social security or the tax office. We cannot decide your claim if we do not have your National Insurance number.	<table border="1"> <tr> <td>Letters</td> <td>Numbers</td> <td>Letter</td> </tr> <tr> <td><input type="text"/><input type="text"/></td> <td><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p>If you do not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/></p>	Letters	Numbers	Letter	<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"/>	<table border="1"> <tr> <td>Letters</td> <td>Numbers</td> <td>Letter</td> </tr> <tr> <td><input type="text"/><input type="text"/></td> <td><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p>If you do not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/></p>	Letters	Numbers	Letter	<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"/>
Letters	Numbers	Letter												
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Letters	Numbers	Letter												
<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 did you start renting the address you are claiming for?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>												
What date did you move to the address you are claiming for? If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>												
Your daytime phone number	<input type="text"/>	<input type="text"/>												

Part 1 About you and your partner - continued

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

You

No

Yes When did you claim?
/ /

Your partner

No

Yes When did they claim?
/ /

Which council did you claim from?
/ / /

Which council did they claim from?
/ / /

What name did you claim in?
/ / /

What name did they claim in?
/ / /

What address did you claim for?
/ / / / /
Postcode

What address did they claim for?
/ / / / /
Postcode

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

No

Yes

No

Yes

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

/ / / / /
Postcode

/ / / / /
Postcode

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

/ / / / /

/ / / / /

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years?

No

Yes We may write to you about this.

No

Yes We may write to you about this.

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.

/ /

/ /

What is your nationality?

/ / / / /

/ / / / /

Part 1 About you and your partner - continued

Are you or your partner in hospital at the moment?

You
No Yes

If yes, when did you go in?

/ /

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

/ /

Your partner

No Yes

If yes, when did they go in?

/ /

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

/ /

Do you or your partner get Disability Living Allowance?

No Yes

If yes, how much?

Care: £ a week

Mobility: £ a week

No Yes

If yes, how much?

Care: £ a week

Mobility: £ a week

Do you or your partner get Attendance Allowance?

No Yes

No Yes

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

No Yes

No Yes

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

No Yes

Do you or your partner pay towards the upkeep of a student?

No Yes

No Yes

If yes, how much do you pay?

£

How often?

Every

If yes, how much do they pay?

£

How often?

Every

Are you or your partner a student?

No Yes

No Yes

If yes, do you study full or part time?

If yes, do they study full or part time?

How much of your income is taken into account when working out your grant

£ a year

How much of their income is taken into account when working out their grant

£ a year

Do you or your partner have a vehicle from a Mobility scheme?

No Yes

No Yes

Part 1 About you and your partner - continued

Please tick if you or your partner are:

	You	Your Partner
• an apprentice	<input type="checkbox"/>	<input type="checkbox"/>
• on youth training	<input type="checkbox"/>	<input type="checkbox"/>
• in legal custody	<input type="checkbox"/>	<input type="checkbox"/>
• severely mentally impaired	<input type="checkbox"/>	<input type="checkbox"/>
• registered blind	<input type="checkbox"/> Reg. no. <input type="text"/>	<input type="checkbox"/> Reg. no. <input type="text"/>
• long-term sick or disabled	<input type="checkbox"/>	<input type="checkbox"/>

We will contact you if we need any more information.

Please state your ethnic origin. You are not obliged to answer this question, however Shepway District Council would appreciate your co-operation. This question will not affect your claim or the processing of it. We will keep your details private. We will use them to produce figures to check that the benefits system is working fairly.

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

I am:

White British

White Irish

Other White (please tell us your origin)

Mixed Race (please tell us your origin)

Black British

Other Black (please tell us your origin)

Asian British

Other Asian (please tell us your origin)

Any other Origin (please tell us your origin)

My partner is:

White British

White Irish

Other White (please tell us your origin)

Mixed Race (please tell us your origin)

Black British

Other Black (please tell us your origin)

Asian British

Other Asian (please tell us your origin)

Any other Origin (please tell us your origin)

Part 2 About children

You may be able to get more benefit if there are children in your household and they are:

- under 16
- aged 16 or 17 and registered for work or youth training: or
- aged 16, 17 or 18 and in education doing a course not higher than GCSE, 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 three children, use a separate sheet of paper to tell us all the information we ask for on this page.

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

	First child	Second child	Third child
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address if different from yours	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Postcode	Postcode	Postcode
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them? We need to see proof of this.	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Part 2 About children - continued

First child

Second child

Third child

Is the child registered blind?

No
Yes

No
Yes

No
Yes

We need to see proof of this.

Does the child get Disability Living Allowance?

No
Yes How much?

No
Yes How much?

No
Yes How much?

Care: £ a week

Care: £ a week

Care: £ a week

Mobility: £ a week

Mobility: £ a week

Mobility: £ a week

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

No
Yes Tell us the name and registration number of the minder

No
Yes Tell us the name and registration number of the minder

No
Yes Tell us the name and registration number of the minder

How much do you pay a week?

How much do you pay a week?

How much do you pay a week?

£

£

£

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

Have you provided proof?

Remember - when providing proof, photocopies are not acceptable

Part 3 About other people who live with you

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

Do not tell us about people who just share a hall, bathroom or toilet with you.

If you want to tell us about more than 3 people, use a separate sheet of paper.

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

Do any adults usually live with you and your partner?

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

No Go to **Part 4**

Yes Give details below.

First person

Second person

Third person

Last name

Other names

Date of birth

 / /
 / /
 / /

Their relationship to you or your partner

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

On what date did they move in to this address?

Do they get Income Support, income-based Jobseeker's Allowance or Guarantee Pension Credit?

No

Yes

No

Yes

No

Yes

Do they get Disability Living Allowance or Attendance Allowance?

No

Yes How much?

No

Yes How much?

No

Yes How much?

£ a week

£ a week

£ a week

Are they registered blind?

No

Yes

No

Yes

No

Yes

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

No

Yes Tell us which

No

Yes Tell us which

No

Yes Tell us which

Have you provided proof?

Remember - when providing proof, photocopies are not acceptable

Part 3 About other people who live with you - continued

	First person	Second person	Third person
Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, how much?	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
Does this include money for food?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does this include money for heating?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they severely mentally impaired?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	If yes, when are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	If yes, when are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	If yes, when are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>
Are they in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	If yes, when did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/>	If yes, when did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/>	If yes, when did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/>
	When are they due to come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	When are they due to come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	When are they due to come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	If yes, tell us their earnings before any deductions. £ <input type="text"/> a week	If yes, tell us their earnings before any deductions. £ <input type="text"/> a week	If yes, tell us their earnings before any deductions. £ <input type="text"/> a week

Remember - we need to see proof of all income

Part 3 About other people who live with you - continued

Do they have any other income at all?

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

First person

No
 Yes Tell us about it below

Name of first other income

Where does this income come from?

How much is it before deductions?

£ a week

Name of second other income

Where does this income come from?

How much is it before deductions?

£ a week

Name of third other income

Where does this income come from?

How much is it before deductions?

£ a week

Second person

No
 Yes Tell us about it below

Name of first other income

Where does this income come from?

How much is it before deductions?

£ a week

Name of second other income

Where does this income come from?

How much is it before deductions?

£ a week

Name of third other income

Where does this income come from?

How much is it before deductions?

£ a week

Third person

No
 Yes Tell us about it below

Name of first other income

Where does this income come from?

How much is it before deductions?

£ a week

Name of second other income

Where does this income come from?

How much is it before deductions?

£ a week

Name of third other income

Where does this income come from?

How much is it before deductions?

£ a week

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

No Yes

If yes, tell us their names below

is the partner of

And

is the partner of

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

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

No Go to **Part 5**

Yes Answer both the questions in this part, then go to **Part 11**

You

Your partner

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

No

No

Yes

Yes

If yes, when did you start getting it?

If yes, when did they start getting it?

 / /
 / /

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

No

No

Yes

Yes

If yes, when did you claim?

If yes, when did they claim?

 / /
 / /

Which benefit are you getting or waiting to hear about?

Which benefit are they getting or waiting to hear about?

Income Support

Income Support

Income-based Jobseeker's Allowance

Income-based Jobseeker's Allowance

Guarantee Pension Credit

Guarantee Pension Credit

Note: There are two types of Jobseeker's Allowance, contribution-based and income-based. If you are in receipt of contribution-based Jobseeker's Allowance you should go to Part 5 and declare it there.

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

Are you completing this form because you have moved home?

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

Part 5 About benefits and pensions

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

No Go to **Part 6**

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

- Bereavement Allowance
- Child Benefit
- Child Tax Credit
- Disability Living Allowance
- Fostering Allowance
- Guardian's Allowance
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Carer's Allowance
- Contribution based Jobseeker's Allowance
- Maternity Allowance

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

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

	You	Your partner
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	<input type="text"/> Every	<input type="text"/> Every
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	<input type="text"/> Every	<input type="text"/> Every
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	<input type="text"/> Every	<input type="text"/> Every

Part 6 About being self-employed

Are you or your partner self-employed?

No Go to **Part 7** Yes Answer the questions on this page.

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

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
When did the business start?	<input type="text"/>	<input type="text"/>
What is the business address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
Are there any other partners in the business?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	If yes, tell us their name and address	If yes, tell us their name and address
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Do you get a Business Start-Up Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	If yes, how much?	If yes, how much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	Every <input type="text"/>	Every <input type="text"/>
Do you pay into a private pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	If yes, how much?	If yes, how much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	Every <input type="text"/>	Every <input type="text"/>

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

Part 7 About working for an employer

Do you or your partner work for an employer?

No Go to **Part 8**

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

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

You

Your partner

What kind of work do you do?

What is the employer's name and address?

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

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

When did you start this job?

What is your payroll, employee or staff number

Are you employed for a limited period of time?

No Yes

No Yes

If yes, when will you finish?

If yes, when will they finish?

How often do you get paid?

How much do you get paid before tax and National Insurance are taken off?

How are you paid?

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

When was your last pay rise?

When will your next pay rise be?

How many hours a week do you usually work?

Part 7 About working for an employer - continued

You

Your partner

Give details of any regular overtime, bonuses or commission.

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

No Yes

If yes, when did it start?

When do you anticipate it will end?

No Yes

If yes, when did it start?

When do you anticipate it will end?

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

No Yes

If yes, when did it start?

When do you anticipate it will end?

No Yes

If yes, when did it start?

When do you anticipate it will end?

Do you pay into a private or company pension scheme?

We need to see proof of this.

No Yes

If yes, how much?

How often?

No Yes

If yes, how much?

How often?

We must see proof of any earnings before we can decide how much benefit you can get.

Read examples in Part 15 to see what you can use as evidence.

Part 8 About any other work

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

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

No Go to Part 9

Yes Answer the questions on this page.

You

Your partner

What other work do you do?

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

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

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

When did you start this work?

How many hours a week do you usually work?

Do you get paid?

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

No Yes

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

How often?

No Yes

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

How often?

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

Part 9 About other money coming in

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

No Go to Part 10

Yes Answer the questions on this page.

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

Other money 1

What is the money for?

Who gets it?

How much do they get?

£

How often

Who is it from?

When did they start getting this income?

When is this income likely to go up?

Other money 2

Who gets it?

How much do they get?

£

How often

Who is it from?

When did they start getting this income?

When is this income likely to go up?

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

No Yes

If yes, what for?

How much?

£

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

No Yes

If yes, please provide evidence.

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

No Yes

If yes, what for?

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

How much?

£

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

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

Do you or your partner have any capital, bank/building society accounts, savings, investments or property in the UK or Abroad?

This includes cash, current accounts and savings accounts with a bank or building society, post office accounts, premium bonds, National Savings Certificates, and stocks and shares.

No Go to Part 11

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

Do you or your partner have any bank accounts?

No Yes Tell us about all your **bank accounts**, even empty or overdrawn ones. If there are more than two bank accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Name of bank

Account number

Whose name is the account in?

How much is in the account?

Name of bank

Account number

Whose name is the account in?

How much is in the account?

Do you or your partner have any building society accounts?

No Yes Tell us about all your **building society accounts**, even empty or overdrawn ones. If there are more than two building society accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Name of building society

Account number

Whose name is the account in?

How much is in the account?

Name of building society

Account number

Whose name is the account in?

How much is in the account?

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

Do you or your partner have any post office accounts?

This includes savings accounts and Girobank accounts.

No Yes

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

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

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any premium bonds?

No Yes

Value

£

Do you or your partner have any National Savings Certificates?

No Yes

Issue number

Value

£

How many?

Issue number

Value

£

How many?

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

No Yes

Company name

How many?

Company name

How many?

Have you provided proof?

Remember - when providing proof, photocopies are not acceptable.

Part 11 About rent

Do you pay rent for your home?

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

No Go to **Part 14**

Yes Answer the next question

Do you pay rent to the Council?

No Answer the questions below

Yes Go to **Part 14**

What is your landlord's name and business address?

By landlord we mean the person or organisation who owns the property you live in.

Postcode

If your landlord has an agent, tell us their full name and address.

By agent we mean the person or organisation you actually pay your rent to.

Postcode

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

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

No

Yes

If yes, what is the relationship

is my landlord's or agent's

What sort of tenancy do you have?

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

--

How long is the tenancy for?

/ / to / /

Is your rental agreement linked with your employment?

No Yes

Do you rent your home on a commercial basis?

No Yes

Please tick to show if the property is let as:

Furnished Partly furnished Unfurnished

Part 11 About rent - continued

Who is responsible for internal decoration?

You

Your landlord/
landlord's agent

How much is the rent for your home?

£ every

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

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

No Yes

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

How much of the rent do they pay?

£ every

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

Has your rent changed in the last 12 months?

No Yes

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

When is the next rent increase due?

/ /

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

No Yes

Please send us the notice of registration (R05)

Did you apply for a Pre-Tenancy Determination (PTD) before moving into your home?

No Yes

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

No Yes

How many in a year?

Are you behind on your rent?

No Yes

By how many weeks?

Who should receive the Council Tax bill for your home?

You or your partner

Your landlord

Someone else

Tell us who receives the Council Tax Bill

Remember

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

Part 11 About rent - continued

Does your rent include money for the following?

Meals No Yes How much each week? £

If yes, which meals are included?

Water authority charges No Yes How much each week? £

Heating No Yes How much each week? £

Lighting No Yes How much each week? £

Hot water No Yes How much each week? £

Fuel for cooking No Yes How much each week? £

Laundry No Yes How much each week? £

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

Gardening No Yes How much each week? £

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

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

Personal care and support No Yes How much each week? £

Do you pay any service charges separate from your rent? No Yes How much each week? £

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

What for?

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

Part 12 About where you live - continued

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

Which floor(s) do you live on?

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

No Yes

Where in the building do you live?

At the front In the middle At the back

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

How many rooms are there in the building?

	In the whole house/flat/maisonette	Rooms used only by yourself and members of your household	Rooms that you share with others who are not part of your household
--	------------------------------------	---	---

Living rooms

Kitchens

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Separate toilets

Other rooms

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

Do you use your home for business?

No Yes

Do you have a main home somewhere else?

No Yes

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

If yes, what is the address?

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

Postcode

How much do you pay for this home?

£

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

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

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

Sharing information with your Landlord

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

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission.

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

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

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

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

We will 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 Shepway District Council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Signature

Date

 / /

Part 14 Anything you need to tell us

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

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

Part 15 Examples of evidence you should provide

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

If you do not provide all the evidence we need, we might not be able to pay you any benefit.

Evidence of identity

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

Evidence of National Insurance number

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

Evidence of capital, savings and investments

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

Evidence of earnings

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

Evidence of other income

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

Evidence of benefits, allowances or pensions

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

Evidence of private rent and tenancy

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

Evidence of other money paid out

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

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

Part 16 Backdating

When you apply for Housing and/or Council Tax Benefit, your claim will normally be assessed from the Monday after you tell us you want to claim.

We may be able to pay you benefit from an earlier date, if there was a good reason for the delay in making your claim. Benefit can be backdated for a maximum of 52 weeks from the date the Council receives your **written request** for backdated benefit.

What is a good reason?

A good reason is anything that stopped you from making a claim for benefit earlier.

In order for a claim to be backdated we must be satisfied that

- you have shown good reason(s) for failing to claim earlier **and**
- that good reason(s) existed continuously for the whole of the period you are requesting backdated benefit for.

You should give as much information as you can for the whole of the backdated benefit period. You may have more than one reason for not claiming sooner, you must tell us about all of those reasons.

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

Date you want to claim from

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

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

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

Part 17 Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign this declaration as well.

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

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

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

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

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

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

Signature of person claiming

Date

Partner's signature

Date

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

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

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

I declare that as far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

Discretionary Housing Payments

Discretionary Housing Payments (DHP) are extra payments made at the Council's discretion to top up Housing and Council Tax Benefit entitlement. They are paid in addition to what we actually calculate your weekly benefit entitlement to be. If you would like us to send you a leaflet explaining DHP please tick the box below

For Office use only

Please send me information on
Discretionary Housing Payments

Date sent

/	/
---	---

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

Revenues and Benefits Services

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

Customer Services at the Civic Centre are open 8.30 a.m. to 4.30 p.m. Monday to Friday and you can visit us on a first come first served basis anytime between these hours. Customer Services can verify your documentation at the counter so that you do not have to leave important documents with us. Alternatively individual appointments are available at the Civic Centre Monday to Friday 9 a.m. to 12 noon and 2 p.m. to 4 p.m. (2 days notice is required). To arrange an appointment telephone our Customer Services Team on **01303 853555**.

You can also return this form and supporting evidence to any of our One Stop Services, opening times as below:

One Stop Service Hythe

158a High Street

Hythe

Kent CT21 5JR

Tuesday – Friday

9 am - 12.30 pm & 1.30 pm - 4.45 pm

Saturday

9 am - 12.30 pm & 1.30 pm - 4.30 pm

One Stop Service New Romney

Church Approach

New Romney

Kent TN28 8AS

Tuesday – Friday

9 am- 12.30 pm & 1.30 pm - 4.45 pm

Saturday

9 am -12.30 pm & 1.30 pm -4.30 pm

One Stop Service Lydd

Guildhall

Lydd

Kent TN29 9AJ

Wednesday & Thursday

8.45 am -12.30 pm & 1.30 pm- 4.30 pm

Benefit Ref. No. (if known)

Appendix I**Certificate of earnings**

to be filled in by employers

Employee's full name**Employee's reference number****Date employment started****Employee's home address**

National Insurance number:**Occupation:**

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

Gross pay to date

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

How often is employee paid?

weekly fortnightly four weekly monthly

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

Please give the date and amount of this employee's last pay rise.

Start date of
salary increase

Previous Salary

Increased
Salary**Method of payment**cash BACS cheque

other

I certify that the information given on this form is correct.**Employer's name and address**

Telephone**Signature****Position in firm****Date****Official stamp**

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

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

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

Benefit Ref. No (if known)

Appendix II Rent Proof

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

Tenant's full name

Tenant's address

 Postcode

Date the tenancy started?

 / /

How much rent do you charge?

£

How often do you charge this?

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

Does the rent include any of the following?

If "Yes" which meals are included

Meals

Yes No Breakfast Lunch Evening meal

Water charges

Yes No

Amount

£

Heating

Yes No

Amount

£

Lighting

Yes No

Amount

£

Hot water

Yes No

Amount

£

Cooking

Yes No

Amount

£

Laundry

Yes No

Amount

£

Cleaning their room

Yes No

Amount

£

Council Tax

Yes No

Amount

£

Garage or parking space

Yes No

Amount

£

Care or support*

Yes No

Amount

£

Other*

Yes No

Amount

£

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

Declaration

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

Landlord's name (please print)

Full address (please print)

 Postcode

Landlord reference number (if applicable)

Signature

Date

Conditions of payment

Housing Benefit can be paid direct to a landlord at the tenant's request. Please ask your landlord/landlord's agent to complete this section if you want Housing Benefit payments to be made directly to them.

Housing Benefit is normally paid at four weekly intervals. Details of the period of payment are shown on the cheque counterfoils. The payment may not cover all your tenant's rent – any balance should be paid by your tenant and is not the responsibility of the Council.

In accepting payment direct, it must be borne in mind that should there be a change in your tenant's circumstances, that results in a recoverable overpayment of Housing Benefit, you may be required to refund any such overpayment, in accordance with Housing Benefit Regulation 101. If we ask you to repay an overpayment you can appeal against our decision.

In addition future benefit cheques in respect of other tenants may be withheld to clear any unpaid overpayments in accordance with Social Security Administration (Fraud) Act 1997.

I confirm that I agree to the conditions covering the payment of Housing Benefit cheques direct to myself in respect of all my tenants and understand that:

- I must tell the Housing Benefit office, in writing, of any changes in the Housing costs.
- I must tell the Housing Benefit office, in writing, if any of my tenants move out, or change rooms.
- I must tell the Housing Benefit office, in writing, if there is any change in my tenant's circumstances.
- I must repay all recoverable Housing Benefit overpayments, which have been deemed to be recoverable from myself in accordance with the Housing Benefit legislation. I understand that I have the right of appeal against such decisions.
- I understand that failure to repay Housing Benefit overpayments may result in future cheques being used to clear the debt.

Please make cheques payable to (name)

Address

Postcode

Landlord's signature

Landlord's telephone number

Date

Return this form to:

Revenues and Benefits Services

Shepway District Council

Civic Centre

Castle Hill Avenue

Folkestone

Kent CT20 2QY

Telephone : 01303 853555