



Brentwood
Borough Council



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Alison Crowe
Executive Director (Customer Services)

When telephoning or calling please ask for
Benefit Services

Telephone number: 01277 312831
Email: revenue@brentwood.gov.uk

Our Ref: New Claims/

Dear Sir/Madam,

Housing/Council Tax Benefit

As requested, I am enclosing a Council Tax and Housing Benefit application form for your use.

Please note that your Housing/Council Tax benefit will generally start from the Monday following the date we receive your application form. It is important that you provide the form and **ALL** the relevant documents without delay. If you are unsure of what documents you will need to provide, please contact the 'Benefit Team' on 01277 312831, alternatively there is a list of documents that you will need to provide in part 22 of the enclosed application form.

Once you have all the documents and have filled in the enclosed form please call the 'Benefit Team' on 01277 312856. You will be given a time and date to come to the office and if all relevant documents have been produced, your application will be passed to an assessor for your benefit entitlement to be determined.

If further documentation is required, you will be advised and given a time limit within which the additional information must be provided.

If you are incapacitated and unable to come into the office, it may be possible to arrange for a Visiting Officer to call on you at your home to check and verify your benefit application. Please call the above number for further details.

Please do not send your form and documents by post.

I must advise you that parking at the Council Offices is limited, so please allow for this when attending for your appointment.

If you have any queries, please contact the Benefit Processing section on 01277 312831.

Yours Faithfully,

Benefits Team