



Cannock Chase District Council
 Civic Centre
 PO Box 28
 Beecroft Road
 Cannock
 Staffordshire
 WS11 1BG
 Housing Benefit direct number: 01543 464292
 Giving us your phone number will reduce delays in processing your claim

A claim form for Housing Benefit (including Local Housing Allowances) and Council Tax Benefit



Name, address and postcode

.....
.....
.....
.....
.....

Date issued	
Date received	
Office use only	

Claim reference number
Property reference number

Please quote this number if you write to or phone us.

Please fill this form in black pen only. Please answer every question.

Are you: an owner-occupier? a council tenant? a housing association tenant?
 a private tenant

Please tick the appropriate box.

Notes to help you fill this form are attached to the back. Please read them.

Part 1 About you and your partner

Do you have a partner who normally lives with you?

A partner is 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.)

No

Yes

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

	You
Surname or family name	<input type="text"/>
Other names	<input type="text"/>
Any names you have used in the past	<input type="text"/>
Title (Mr, Mrs, Ms, and so on)	<input type="text"/>
Address, including the 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"/>
What date did you move to this address?	<input type="text"/> / <input type="text"/> / <input type="text"/>
Your daytime phone number	<input type="text"/>
What is this number? Please tick. Providing your phone number will reduce delays in processing your claim	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>
E-mail address	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
National Insurance number You can find this on payslips or letters from the Department for Work and Pensions or HM Revenue & Customs. We cannot normally decide your claim if we do not have your National Insurance number. We need to see proof of this.	Letters <input type="text"/> <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> If you do not have National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>

	Your partner
Surname or family name	<input type="text"/>
Other names	<input type="text"/>
Any names you have used in the past	<input type="text"/>
Title (Mr, Mrs, Ms, and so on)	<input type="text"/>
Address, including the 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"/>
What date did you move to this address?	<input type="text"/> / <input type="text"/> / <input type="text"/>
Your daytime phone number	<input type="text"/>
What is this number? Please tick. Providing your phone number will reduce delays in processing your claim	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>
E-mail address	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
National Insurance number You can find this on payslips or letters from the Department for Work and Pensions or HM Revenue & Customs. We cannot normally decide your claim if we do not have your National Insurance number. We need to see proof of this.	Letters <input type="text"/> <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/> If you do not have National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>

You

Your partner

Have you or your partner claimed Housing Benefit (including Local Housing Allowance) or Council Tax Benefit before?

No

Yes Please tell us about it below

No

Yes Please tell us about it below

When did you last claim? / /

/ /

Which council did you claim from?

What name did you use for the claim?

What address did you claim for?

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

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).

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

We need to see proof of your identity and National Insurance number. See the checklist at part 15.

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 will write to you about this.

No

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.
 / /

/ /

Are you or your partner in hospital at the moment?

No

Yes Please tell us about it below.

No

Yes Please tell us about it below.

When did you go in? / /

/ /

When will you come out, if you know this? / /

/ /

Do you or your partner get Disability Living Allowance?

No

Yes How much?

No

Yes How much?

Care £

Care £

Mobility £

Mobility £

	You	Your partner
<p>Do you or your partner get Attendance Allowance?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> We will write to you about this.</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> We will write to you about this.</p>
<p>Does anyone get Carer's Allowance for looking after you or your partner?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> We will write to you about this.</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> We will write to you about this.</p>
<p>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?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> We will write to you about this.</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> We will write to you about this.</p>
<p>Do you or your partner pay towards supporting a student?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> How much do you pay and how often?</p> <p style="text-align: center;">£ <input style="width: 100px;" type="text"/> every <input style="width: 50px;" type="text"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> How much do you pay and how often?</p> <p style="text-align: center;">£ <input style="width: 100px;" type="text"/> every <input style="width: 50px;" type="text"/></p>
<p>Are you or your partner a student? By student we mean anyone who is on a course of study at an educational establishment, including student nurses.</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> Tell us if this is full-time or part-time.</p> <p style="text-align: center;">Full-time <input type="checkbox"/> Part-time <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> Tell us if this is full-time or part-time.</p> <p style="text-align: center;">Full-time <input type="checkbox"/> Part-time <input type="checkbox"/></p>
<p>How much of your income is taken into account when working out your grant?</p>	<p>£ <input style="width: 100px;" type="text"/> a year</p>	<p>£ <input style="width: 100px;" type="text"/> a year</p>
<p>Please tick if you, or your partner:</p> <ul style="list-style-type: none"> • are an apprentice <input type="checkbox"/> • are on youth training <input type="checkbox"/> • are in legal custody <input type="checkbox"/> • have a severe learning disability, mental illness or form of dementia <input type="checkbox"/> • are registered blind <input type="checkbox"/> • are long-term sick or disabled <input type="checkbox"/> 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Do you or your partner have a vehicle from the Mobility Scheme?</p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>

We will contact you if we need any more information.

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

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

Are there any children in your household as described above?

No Go to part 3.

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

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

	First child	Second child	Third child
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Forename	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the child's sex?	<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"/>
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"/>
Do you receive maintenance for any of these children?	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 so, how much?	<input type="text"/> £	<input type="text"/> £	<input type="text"/> £
How often?	<input type="text"/> £	<input type="text"/> £	<input type="text"/> £
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.
Does the child get Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
Care	<input type="text"/> £	<input type="text"/> £	<input type="text"/> £
Mobility	<input type="text"/> £	<input type="text"/> £	<input type="text"/> £
Do you or your partner pay any childcare costs for this child to a registered childminder, a nursery or an after-school club?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.
Tell us the name and registration number of the childcare provider.	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much do you pay each week?	<input type="text"/> £ a week	<input type="text"/> £ a week	<input type="text"/> £ a week
	We need to see proof of this.	We need to see proof of this.	We need to see proof of this.

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

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

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

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

Do any adults (people over 16 who nobody gets Child Benefit for) usually live with you and your partner?

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Forename	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Their relationship to you or your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Do they get Income Support, income-based Jobseeker's Allowance or the guaranteed part of Pension Credit?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Do they get Disability Living Allowance or Attendance Allowance?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?
	<input type="text"/> £ <input type="text"/> a week	<input type="text"/> £ <input type="text"/> a week	<input type="text"/> £ <input type="text"/> a week
Are they registered blind?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us which.	Yes <input type="checkbox"/> Tell us which.	Yes <input type="checkbox"/> Tell us which.

Do they pay rent or money for board and lodgings to you or your partner?	<input type="text"/> £ <input type="text"/> a week	<input type="text"/> £ <input type="text"/> a week	<input type="text"/> £ <input type="text"/> a week
Does this include money for meals?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Which ones?	Yes <input type="checkbox"/> Which ones?	Yes <input type="checkbox"/> Which ones?
	Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Evening meal <input type="checkbox"/>	Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Evening meal <input type="checkbox"/>	Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Evening meal <input type="checkbox"/>

Does this include money for heating?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Do they have a severe learning disability?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Are they in legal custody at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When are they expected to come out?	Yes <input type="checkbox"/> When are they expected to come out?	Yes <input type="checkbox"/> When are they expected to come out?
	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Are they in hospital at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.

When did they go in?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
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When are they due to come out (if you know)?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
--	--	--	--

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

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

No
 Yes Tell us their earnings before any deductions.

£ a week

We need to see proof of their earnings.

No
 Yes Tell us their earnings before any deductions.

£ a week

We need to see proof of their earnings.

No
 Yes Tell us their earnings before any deductions.

£ a week

We need to see proof of their earnings.

Do they have any other income at all?

Make sure you tell us about all the other income they have.

No
 Yes Tell us about it below.

No
 Yes Tell us about it below.

No
 Yes Tell us about it below.

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

First other income

Where does this income come from?
 How much is it before deductions?

£
 We need to see proof of this income.

£
 We need to see proof of this income.

£
 We need to see proof of this income.

Second other income

Where does this income come from?
 How much is it before deductions?

£
 We need to see proof of this income.

£
 We need to see proof of this income.

£
 We need to see proof of this income.

Third other income

Where does this income come from?
 How much is it before deductions?

£
 We need to see proof of this income.

£
 We need to see proof of this income.

£
 We need to see proof of this income.

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

No
 Yes Tell us their names below.

is the partner of
 is the partner of

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

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

No Go to part 5.
 Yes Answer both the questions in this part.

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

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

Your partner
 No
 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, Employment Support Allowance or Pension Credit?

No
 Yes When did you claim?
 / /

No
 Yes When did they claim?
 / /

Which benefit are you getting or waiting to hear about?

Income Support	<input type="checkbox"/>	Income Support	<input type="checkbox"/>
Income-based Jobseeker's Allowance	<input type="checkbox"/>	Income-based Jobseeker's Allowance	<input type="checkbox"/>
Employment and Support Allowance	<input type="checkbox"/>	Employment and Support Allowance	<input type="checkbox"/>
Pension Credit	<input type="checkbox"/>	Pension Credit	<input type="checkbox"/>

We must see proof of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist at **part 15** to see what you can use as evidence.

Are you or your partner self-employed?

No Go to part 6.

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

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
When did the business start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the business address?	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Do you have any business partners?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their name and address.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their name and address.
	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
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"/> How much and how often? £ <input type="text"/> every <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? £ <input type="text"/> every <input type="text"/>
Do you pay into a private pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? £ <input type="text"/> every <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? £ <input type="text"/> every <input type="text"/>

We must see proof of your earnings before we can decide how much benefit you can get. Read the checklist at **part 15** to see what you can use as evidence.

Part 6 About working for an employer

Do you or your partner work for an employer?

No Go to part 7.

Yes Answer the questions on this page. If you work for more than one employer, tell us about the other 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?	<input type="text"/>	<input type="text"/>
What's your employer's name and address?	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

You	Your partner
When did you start this job? <input style="width: 100px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>	<input style="width: 100px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>
What is your payroll, employee or staff number? <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Are you employed for a limited period? No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> When will you finish? <input style="width: 100px;" type="text"/>	Yes <input type="checkbox"/> When will you finish? <input style="width: 100px;" type="text"/>
How often do you get paid? Every <input style="width: 100px;" type="text"/>	Every <input style="width: 100px;" type="text"/>
How much do you get paid before tax and National Insurance are taken off? £ <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/>
Do you receive any bonuses, commission or tips from any form of employment? No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Please give details. <input style="width: 100px;" type="text"/>	Yes <input type="checkbox"/> Please give details. <input style="width: 100px;" type="text"/>
How are you paid (for example, in cash, by cheque or straight into a bank or building society account)? <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
When was your last pay rise? <input style="width: 100px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>	<input style="width: 100px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>
When will be your next pay rise? <input style="width: 100px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>	<input style="width: 100px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/>
How many hours a week do you usually work? <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment? No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you getting other sick pay or maternity pay from your employer at the moment? No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you pay into a private or company pension scheme? No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> How much and how often? <input style="width: 100px;" type="text"/>	Yes <input type="checkbox"/> How much and how often? <input style="width: 100px;" type="text"/>
£ <input style="width: 100px;" type="text"/> Every <input style="width: 100px;" type="text"/>	£ <input style="width: 100px;" type="text"/> Every <input style="width: 100px;" type="text"/>

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at **part 15** to see what you can use as evidence.

Part 7 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.

No Go to **part 8**.
Yes Answer the questions in this section.

You	Your partner
What other work do you do? <input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

	You	Your partner
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"/> <input type="text"/> <input type="text"/>
When did you start this work?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Do you get paid? If you only get expenses or tips, still tick 'Yes' and give details.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
How much do you get paid before deductions?	£ <input type="text"/>	£ <input type="text"/>
How often do you get paid?	<input type="text"/> Every	<input type="text"/> Every

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at **part 15** to see what you can use as evidence.

Part 8 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 9**.

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

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

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Child Benefit • Child Tax Credit • Employment and Support Allowance • Fostering Allowance • Contribution-based Jobseeker's Allowance • Maternity Allowance • Working Tax Credit | <ul style="list-style-type: none"> • Incapacity Benefit • Industrial Injuries Disablement Benefit • Industrial Death Benefit • Carer's Allowance • Severe Disablement Allowance • Statutory Sick Pay • Statutory Maternity Pay • Statutory Paternity Pay | <ul style="list-style-type: none"> • Adoption Pay • Bereavement Allowance • Pension Credit (Savings Credit) • State Pension • War Disablement Benefit • War Pension or War Widow's Pension • Widow's or Widower's Benefit |
|---|--|--|

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

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

	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 it now	<input type="checkbox"/> How much, how often and how is it paid?	<input type="checkbox"/> How much, how often and how is it paid?
	£ Every by	£ Every by
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting it now	<input type="checkbox"/> How much, how often and how is it paid?	<input type="checkbox"/> How much, how often and how is it paid?
	£ Every by	£ Every by
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting it now	<input type="checkbox"/> How much, how often and how is it paid?	<input type="checkbox"/> How much, how often and how is it paid?
	£ Every by	£ Every by

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

	Other money 1	Other money 2	Other money 3
What is the money for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets it?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much do they get?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text" value="Every"/>	<input type="text" value="Every"/>	<input type="text" value="Every"/>
How is this paid?	<input type="text"/>	<input type="text"/>	<input type="text"/>
When did they start getting this income?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
When is the income likely to go up?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Does anyone owe money to you, your partner or any children you are claiming for?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
What for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Who is it owed to?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do you receive money from any properties that you rent to others?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please provide the full address of the properties and names of tenants.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please provide the full address of the properties and names of tenants.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please provide the full address of the properties and names of tenants.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are you expecting to get any money in the next 12 months? (For example, a redundancy payment or a payment instead of notice or holiday.)	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
What for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

We must see proof of any money coming in before we can decide how much benefit you can get. Read the checklist at **part 15** to see what you can use as evidence.

Do you own your home or have a mortgage?

No Go to the next question.

Yes Go to part 12.

Are you a council tenant?

No Answer the question below.

Yes Go to part 11.

What sort of building do you live in?

Tick one box only.

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

Does your home have central heating?

No

Yes

Does your home have a garden?

No

Yes

Does your home have a garage?

No

Yes

Does your home have a parking space?

No

Yes

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

No

Yes Where in the building do you live?

At the front At the middle At the back

How many floors are there in the whole building?

Which floors do you live on?
For example, ground floor or first floor.

How many rooms are there?

	In the whole building	Just for you and your household	That you share with other people
Living rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedsit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms or shower rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you use your home for business?

No

Yes

Do you have a main home somewhere else?

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

No

Yes Tell us about it below.

What is the address?

Do you pay rent on this home?

No

Yes How much? £

Part 11 About Rent

Do you pay rent for your home?

Tick 'Yes' if you would pay rent but you already get Housing Benefit (including Local Housing Allowance).

No Go to part 12.

Yes Answer the next question.

Do you pay rent to the council?

No Answer the next question.

Yes Go to part 12.

What is your landlord's full name and business address?

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

Phone number

If your landlord has an agent, tell us the agent's full name and address

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

Phone number

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 the 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 What is their relationship?

Is the landlord or agent's

When did you start renting your home?

/ /

When did you move to this address?

If you have not moved in yet, tell us when you expect to move in. When you move in, tell us the date you moved in.

/ /

What sort of tenancy do you have?

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

How long is the tenancy for?

/ / to / /

What is the property let as?
Tick the box that applies.

Furnished	<input type="checkbox"/>	Barely furnished	<input type="checkbox"/>
Partly furnished	<input type="checkbox"/>	Unfurnished	<input type="checkbox"/>

How much rent do you pay and how often?
(For example, every week, every two weeks, every four weeks or every month.)

£ Every

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

No

Yes Tell us the details below.

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

How much of the rent do they pay and how often?
(For example, every week, every two weeks, every four weeks or every month.)

£ Every

Has your rent changed in the last 12 months?

No

Yes

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

When is the next rent increase due?

/ /

We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at **part 15** to see what you can use as evidence.

Has your rent been registered as a fair rent by The Rent Service?

No

Yes Please send us the notice of registration from RO5.

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

No

Yes How many in a year?

Are you behind with the rent?

No

Yes By how many weeks?

Who has to pay the council tax bill for your home?
Tick the box that applies.

You or your partner

Your landlord

Someone else Tell us who it is.

What is the council tax reference number?

Does your rent include the following?
Meals

No

Yes How much? £ Every

For which meals? Please tick

Breakfast	<input type="checkbox"/>	Evening meal	<input type="checkbox"/>
Lunch	<input type="checkbox"/>		

Water authority charges

No

Yes How much? £ Every

Heating	No <input type="checkbox"/>	Yes <input type="checkbox"/> How much? £ <input type="text"/> Every <input type="text"/>
Lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/> How much? £ <input type="text"/> Every <input type="text"/>
Hot water	No <input type="checkbox"/>	Yes <input type="checkbox"/> How much? £ <input type="text"/> Every <input type="text"/>
Fuel for cooking	No <input type="checkbox"/>	Yes <input type="checkbox"/> How much? £ <input type="text"/> Every <input type="text"/>
Laundry	No <input type="checkbox"/>	Yes <input type="checkbox"/> How much? £ <input type="text"/> Every <input type="text"/>
Cleaning rooms or windows	No <input type="checkbox"/>	Yes <input type="checkbox"/> How much? £ <input type="text"/> Every <input type="text"/>
Gardening	No <input type="checkbox"/>	Yes <input type="checkbox"/> How much? £ <input type="text"/> Every <input type="text"/>
Garage or parking space	No <input type="checkbox"/>	Yes <input type="checkbox"/> How much? £ <input type="text"/> Every <input type="text"/>

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

Personal care and support No
Yes How much? £ Every

Do you pay any service charges separate from your rent (for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, a warden, meals or lift maintenance)? No
Yes How much? £ Every
What for?

Are you living away from home at the moment? No
Yes Tell us about it below.

Why are you not living at home?

When did you last live at home? / /

When do you expect to go back home? / /

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

Have you sublet your home? No
Yes Who lives there now?

We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at **part 15** to see what you can use as evidence.

We need to know if you or your partner have any bank accounts, savings, investments or property in the UK or abroad. This includes cash, current accounts and savings accounts with a bank or building society, Post Office® accounts, Premium Bonds, National Savings Certificates, and stock and shares.

Do you or your partner have any of the following?

Money in bank accounts

No

Yes How many accounts?

Account numbers

Names of banks

Total amount in all accounts £

Money in building society accounts

No

Yes How many accounts?

Account numbers

Names of banks

Total amount in all accounts £

Money in Post Office® accounts

No

Yes How many accounts?

Account numbers

Total amount in all accounts £

Premium Bonds

No

Yes How many bonds? Total amount £

Unit trusts, ISAs, PEPs, TESSAs or other investments

No

Yes How many? Total amount £

Income bonds or capital bonds

No

Yes How many bonds? Total amount £

Money or property held in trust

No

Yes How many Total amount £

Any other savings or investments

No

Yes How many Total amount £

Type of other savings or investments

--

Shares

Name of company the shares are held in

Number of shares held

Approximate value

We must see proof of any savings, investments or property before we can decide how much benefit you can get. Read the checklist at **part 15** to see what you can use as evidence.

Do you or your partner have any National Savings Certificates? No Yes Please send us the **original** certificates as proof. We will return the certificates to you.

Do any of your savings or investments include money from selling a house or money from a charity? No Yes We will write to you about it.

Apart from your home, do you or your partner own any property or land in this country or abroad? If it is on a mortgage or a loan, still tick 'Yes'. No Yes Please provide full details.

Have you or your partner received:
 • a Far Eastern Prisoner of War Compensation payment? No Yes Who received it? You Your partner

• a compensation payment made to victims of atrocities that happened during the Second World War? No Yes Who received it? You Your partner

Have you or your partner received a payment from the vCJD (Creutzfeldt-Jakob Disease) Trust? No Yes We will write to you about this.

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

If you are entitled to Council Tax Benefit, we will take this off your council tax bill. We will send you a new bill showing this. If you are entitled to Housing Benefit, the benefit you get and how it is paid depends on the rules we use to work out your benefit. If you are a housing association tenant, you can choose to have your benefit paid into your bank account or direct to your landlord.

If this applies to you, how would you like to be paid? To my account Fill in your bank details below.
 To my landlord Fill in tear-off 2 and pass it to your landlord.

If you are a private tenant, we will work out and pay your new benefit under the new rules, the Local Housing Allowance rules, that were introduced on 7 April 2008, unless

- you are already claiming Housing Benefit from your current address;
- your tenancy started before 15 January 1989;
- you live in supported accommodation provided by a charity or voluntary organisation;
- your rent is registered as a fair rent; or
- a high percentage of your rent is for meals provided by your landlord.

If the Local Housing Allowance rules apply to you, we will normally pay your benefit to you and you will be responsible for paying the rent to your landlord. If this applies to you, give your bank details below.

Name and address of bank or building society

Name the account is held in

Sort code Account number

If you would not be able to manage your rent repayments (for example, because you are in a lot of debt, have a learning disability, have language problems, are ill or are addicted to drugs, alcohol, or gambling), we may be able to pay your landlord direct. If you want us to pay your benefit to your landlord, explain why in part 14 below.

Part 14 Anything else you need to tell us

Please use this space to tell us anything else you think we should know about. 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.

Please tick to say what proof you are sending with this form. We must see **original documents**, not copies.

Please do not send valuable documents 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. You can make an appointment to bring your claim form and proof into the council offices. Phone our helpline on 01543 464292.

If you do not provide all the proof we need, we might not be able to pay you any benefit. We need the same proof for your partner, if you have one.

If you cannot send the proof we need at the moment, send the form back to us now and send the proof later. We can start to process your claim, **but we will not be able to pay you any benefit until we have all the proof we need.**

For your first claim

• Proof of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

• Proof of your address

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

• Proof of National Insurance number

Such as a National Insurance number card, payslips or letters from the Department for Work and Pensions or HM Revenue & Customs.

For all claims

• Proof of savings and investments

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

• Proof of earnings

We also need this for any other adults living in your home.

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you do not have these payslips, your employer must fill in the attached earnings certificate. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than six months, a summary of your trading records so far. Please ask for a self-employed earnings declaration.

• Proof of other income

We also need this for any other adults living in your home.

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

• Proof of benefits, allowances or pensions

We also need this for any other adults living in your home.

Such as current award notices or letters from the Department of Work and Pensions confirming how much you get. If you do not have proof, let us know straight away.

• Proof of private rent and tenancy

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

• Proof of other money paid out

Such as letters about student grants or maintenance, agreements or receipts from registered childcare providers.

Make sure you read and sign the declaration on page 18.

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

Have your circumstances since then been the same as on this form? No Yes

Signature of person claiming

Tell us why you did not claim earlier.

Part 17 Declaration

Please read the declaration carefully before you sign and date this form. Even if someone else has filled in this form for you, you must sign this declaration if you can.

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 knowingly give information that is incorrect or incomplete, I may be prosecuted.
- I agree that you will use the information I have provided to process this claim for benefit. 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 state benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private companies such as banks and organisations that may lend me money, if the law allows this.
- I know that I must tell Cannock Chase Council's benefits section about any changes in circumstances. I must do this as soon as possible and in writing.

If someone has helped you fill in this form, please give details of who helped you and why.

Signature of person claiming

Partner's signature

Date

Date

Name of the person who filled in the form

Signature

Relationship to the person claiming

Date

Name of the person who filled in the form.

Part 18 What to do next

You should now have filled in this claim form and collected all the proof you need to support your claim. Send the form and proof (remembering not to send valuable documents in the post) to us. Our address is on the front of this form. If you want us to pay your benefit direct to your landlord, and this option is available to you, fill in tear-off 2 and ask your landlord to sign the declaration. Send it to us, as soon as possible, at the address shown on the front of this form.

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 (for example, the start date of your tenancy) 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 you have agreed that your Housing Benefit can be paid direct to your landlord.

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

- you have claimed or renewed your claim for 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, Cannock Chase District Council, permission to share information about the progress of my claim with my landlord or their representative.

Signature

Full name
(in CAPITAL
LETTERS)

Date

Address



If you want us to pay your benefit to your landlord, you must sign this declaration.

Your declaration

Please pay my Housing Benefit straight to my landlord.

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

Signature

Full name
(in CAPITAL
LETTERS)

Date

Address

Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

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

Signature

Full name
(in CAPITAL
LETTERS)

Date

Address

**Bank Account details for
BACS payments**

Sort Code

Phone
number

Account No.

For the employee to fill in

Name:
 Address:

 Occupation:
 Work number or payroll number:
 National Insurance number:

Claim number:

Employer's authorisation stamp, if available. If not, please send proof of these earnings on business-headed notepaper.

For the employer to fill in

Date the employee started work with your company (and the date they left if appropriate) / /

How many hours does the employee normally work?

How often are the wages paid? Every week Every 2 weeks Every 4 weeks Every month

Has there been any pay rise during the last six months? Yes No

If 'Yes', please give the date of the pay rise

Please fill in the table below. Fill in five columns (if paid every week), three columns (if paid every two weeks) or two columns (if paid every month or four weeks).

	1	2	3	4	5
Hours worked					
Gross pay					
Working Tax Credit					
Sick pay and so on					
Deductions - Tax					
- National Insurance					
- Pension scheme					
- Other (give details below)					
Net pay (after deductions)					
Tax code					
Tax week number					
Gross pay to date (before deductions)					
Deductions to date - Tax					
- National Insurance					
- Pension scheme					
- Other (give details below)					

If any bonuses or expenses are included in the gross pay or are paid separately, please give details .

If any holiday pay is included in the figures above, please give details. Amount:

Period from / / to / /

Will your employee's wages change in the future? Yes No Don't know

How do you pay their wages (for example, cash, cheque, credit transfer into their bank or building society account)?

Signature: Position:

Print name:

Name and address:

Phone:



Notes to help you fill in this form

This form has been designed to be easy to fill in. It may look long, but we have to ask a lot of questions to make sure you get the right amount of benefit. You may not have to fill in all parts of the form, but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

Please use a black pen when filling in the form. If you make a mistake, just cross it out and put the right answer next to it. Do not use a pencil or correction fluid on the form.

Answer 'yes' or 'no' to questions by putting a tick in the relevant box. Please do not put a cross in any box as this does not show us the answer you wanted to give us.

If someone else fills the form in for you, we will ask you to give us their name and the reason why they needed to help you. There is also a place for them to sign to confirm they have helped you on the signature page.

You can make an appointment to bring in your form and relevant proof. We will check your form and proof and treat your claim as urgent.

For more information please call 01543 464316 and we can arrange to see you at the Cannock, Hednesford or Rugeley offices. Or contact the benefits helpline on 01543 464292.

We also have a home visiting service to help you fill in benefit forms. Phone the benefit helpline on 01543 464292 if you want to use this service.

We aim to tailor the benefit service to your personal needs. If you have any special needs, please let us know, so that we can achieve this.

Office opening times at Cannock and Rugeley are:

9am to 5.20pm Monday to Thursday
9am to 4.25pm on Fridays

Office opening times at Hednesford are:

9am to 5pm Monday to Friday

What do we do with the information we collect?

We will use the information you give us on this form, and any supporting evidence you send us, to process your claim for Housing Benefit and Council Tax Benefit.

We pass information onto other agencies such as The Department for Work and Pensions and HM Revenue & Customs, as the law allows us to.

We may check information provided by you in connection with your benefit claim. We may also need to get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

We will not give information about you to anyone unless the law allows us to.

We, Cannock Chase District Council, are the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use the information, please contact us.

How we pay Housing Benefit, Local Housing Allowance and Council Tax Benefit.

If you are entitled to Council Tax Benefit, we will take this off your council tax bill. We will send you a new bill showing this. If you are entitled to Housing Benefit, the benefit you get and how it is paid depends on the rules we use to work out your benefit. If you are a housing association tenant, you can choose to have your benefit paid into your bank account or direct to your landlord.

If this applies to you, how would you like to be paid? To my account Fill in your bank details below.

To my landlord Fill in tear-off 2 and pass it to your landlord.

If you are a private tenant, we will work out and pay your benefit under new rules, the Local Housing Allowance rules, that were introduced on 7 April 2008, unless:

- you are already claiming Housing Benefit from your current address;
- your tenancy started before 15 January 1989;
- you live in supported accommodation provided by a charity or voluntary organisation;
- your rent is registered as a fair rent; or
- a high percentage of your rent is for meals provided by your landlord.

If the Local Housing Allowance rules apply to you, we will normally pay your benefit to you and you will be responsible for paying the rent to your landlord. If this applies to you, give your bank details below.

Important change in the method of payment

We no longer offer payments by cheque unless exceptional circumstances apply. Please contact the benefits helpline on 01543 464292 to discuss this if you think this applies to you.

Further help

We can help you set up a bank account. You can also get money advice from the local citizens advice bureau in Cannock (phone 01543 502236) and Rugeley (phone 01889 577042). And don't forget, you can visit our website at www.cannockchasedc.gov.uk for more information.

Changes of circumstances

Your Housing Benefit and Council Tax Benefit is based on the information you have supplied. If your circumstances change, you must tell our Benefit Section in writing – a phone call is not enough.

You must provide proof of any changes.

If you don't tell us about these changes you may lose money you are entitled to or you may get too much benefit, which you would have to pay back.

You must make sure that you tell us about these changes. Don't rely on someone else to pass the message on.

It is an offence not to tell us about any change of circumstance that affects your benefit. We may take court action against you.

Please give details of any changes below and return this sheet to the address shown.

If you are not sure whether you need to tell us about a change, phone us on 01543 464292.

Here are some examples of the types of change you must tell us about.

- You start receiving Child Tax Credit or Working Tax Credit, or the amount you get changes
- Any of your children leave school or leave home
- Anyone (including lodgers and subtenants) moves into or out of your home
- Your income (including benefits), or the income of anyone who lives with you, changes
- Your savings or investments change
- You, or anyone living with you, become a student, go on a Youth Training Scheme, go into hospital or a nursing home, go into prison, or get, change or leave a job
- Your rent changes
- You move home
- You or your partner are going to be away from home for more than a month
- You receive a Home Office decision on your right to stay in the UK
- Anything you have told us about in this form changes

If you receive Pension Credit (Savings Credit), you only need to tell us about the following changes.

- Changes to your tenancy or rent
- Changes to the income of anyone listed in part 3
- If you are likely to be away from home for 13 weeks or more
- If any of the details of children listed in part 2 change
- If anyone moves into or out of your home
- If the amount of your Savings Credit changes
- If your savings and investments are more than £16,000

If you receive Pension Credit (Savings Credit) **and** Pension Credit (Guarantee Credit), you only need to tell us about the following changes.

- Changes to your tenancy or rent
- Changes to the income of anyone listed in part 3
- If you are likely to be away from home for 13 weeks or more
- If anyone moves into or out of your home

You must report all other changes to The Pension Service by phoning 0845 6060265.

What has changed?

Please tell us the date it changed.

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

Your signature

Your name

Date

Your daytime phone number

You do not have to tell us this, but it may help us to deal with your change of circumstances more quickly.

Address

Reference number

Please return this form to:
Local Taxation and Benefits Service
Cannock Chase Council
Civic Centre
PO Box 28
Beecroft Road
Cannock
Staffordshire
WS11 1BG