

Name: .....
Address: .....
.....
.....
.....Post Code .....

<b>First Contact date</b>
<b>Date of issue</b>
<b>Claim Ref. No.</b>

# A claim form for Housing Benefit and Council Tax Benefit

**If you are just claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 18 of this form.**

**We explain what Second Adult Rebate is in the following notes.**

## Notes for filling in the Housing Benefit and Council Tax Benefit claim form

### About this form

This Housing Benefit and Council Tax Benefit claim form has been specially designed to be easy to fill in. It may look rather long, but we have to ask a lot of questions to make sure that everyone who claims gets 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.

#### Second Adult Rebate

Second Adult Rebate is Council Tax Benefit for people who may not have a partner but who share their home with someone who:

- is 18 or over; and is on a low income and does not pay them rent.

If you are claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 18 of this form.

#### Evidence

We need to see evidence of some of the things you tell us about. There is a checklist at the end of the form to help you. If you are not sure if we need to see evidence of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the evidence we have asked for.

### Filling in the form

If you are filling in this form by hand, use black ink. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer 'Yes' or 'No' questions by putting a tick 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 or do not answer a question, we will 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 space for them to sign.

#### If you need help filling in the form.

If you need any help, our phone number is 0845 6006400

Or you can get in touch with an organisation like the Citizens' Advice Bureau. The address and phone number of your nearest bureau is in The Phone Book.

## What to do next

After completion, return the form together with all the documents and proof we have asked to:

Benefits Section  
Northumberland County Council  
Wansbeck Square,  
Ashington  
Northumberland NE63 9XL

This is the main “DESIGNATED OFFICE” for the receipt of all Housing Benefit and Council Tax Benefit claims, but the other offices designated for the receipt of claims are **Alnwick:** Greenwell Lane, Alnwick; **Ashington:** Wansbeck Square, Ashington; **Bedlington:** Front Street West, Bedlington; **Berwick:** Wallace Green, Berwick-upon-Tweed; **Blyth:** Unit 10 Keel Row Centre, Blyth; **Cramlington:** Forum Way, Cramlington; **Hexham:** Hadrian House, Hexham; **Morpeth:** 28 Bridge Street, Morpeth; **Seaton Delaval:** Avenue Road Seaton, Delaval

If you cannot get the evidence we need straightaway, do not worry. Send the form to us now, but let us know that you will be sending some evidence later. If you do not send the form to us straightaway, you might lose money. If you cannot get the evidence within 2 or 3 weeks, let us know. We may be able to help you.

## When we usually pay benefit from

**If this is your first claim:** We will usually pay your benefit from the Monday after we get your form.

**If this is a repeat claim:** If we get your form within 4 weeks of when your last claim finished, we will pay your benefit from the day after the last claim ended. If the form arrives more than 4 weeks after your last claim finished, we will usually only be able to pay your benefit from the Monday after we get your form.

## Changes you must tell us about

Tell us straightaway if:

- any of your children leave school or leave home;
- anyone moves into or out of your home (including lodgers and subtenants);
- your income or the income of anyone living with you, including benefits, changes;
- your capital, savings or investments change;
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or gets, changes or leaves a job;
- your rent changes; • you move; • you or your partner are going to be away from home for more than a month;
- you receive any decision from the Border Agency or • anything you have told us about changes.

You must tell us about these changes in writing – a phone call is not enough.

If you don't tell us about these changes you may lose money you are entitled to or you may get too much benefit.

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 and if we pay you too much benefit, you will probably have to pay it back.

## How we collect and use information

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

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenues and Customs, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

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

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

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

We, **Northumberland County 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 that information, please ask us.

# 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.

By partner we mean a person you are married to or a person you live with as if you are married to them, or a civil partner or a person you live with as if you are civil partners.

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

**Last name**



**Other names**



**Any other last names you have used**



**Title** (Mr, Mrs, Ms and so on)



**Address**

Do not tell us your partner's address if it is the same as yours.





Postcode

Postcode

**What date did you move into this property?**

 /  / 
 /  / 

**Date of birth**

 /  / 
 /  / 

**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.

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you do not have a National Insurance number, or cannot find it, tick this box.

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

If your partner does not have a National Insurance number, or cannot find it, tick this box.

**Your daytime phone number**

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



**Please provide your email address**



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

No

Yes  When did you claim?

 /  / 

Which council did you claim from?

What name did you claim in?

What address did you claim for?



Postcode

No

Yes  When did they claim?

 /  / 

Which council did they claim from?

What name did they claim in?

What address did they claim for?



Postcode

# Part 1 About you and your partner – continued

	<b>You</b>	<b>Your partner</b>
Have you told the council that paid your benefit that you have moved? If you have moved home in the last 12 months, tell us your last address.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: center;">Postcode</div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%; text-align: center;">Postcode</div>
Were you the home owner, a private tenant, a council tenant or a boarder 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 2 years?	No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We will write to you about this.
What is your nationality?	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
If your nationality is not British, on what date did you last enter the UK?	<div style="border: 1px solid black; height: 20px; width: 100%; text-align: center;">/ /</div>	<div style="border: 1px solid black; height: 20px; width: 100%; text-align: center;">/ /</div>
The UK is England, Northern Ireland, Scotland and Wales.		
Are you or your partner in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you go in?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they go in?
	<div style="border: 1px solid black; height: 20px; width: 100%; text-align: center;">/ /</div>	<div style="border: 1px solid black; height: 20px; width: 100%; text-align: center;">/ /</div>
	When will you come out (if you know this)?	When will they come out (if they know this)?
	<div style="border: 1px solid black; height: 20px; width: 100%; text-align: center;">/ /</div>	<div style="border: 1px solid black; height: 20px; width: 100%; text-align: center;">/ /</div>
Do you or your partner get Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
	Care: £ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Care: £ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	Mobility: £ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Mobility: £ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Do you or your partner get Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does anyone get Carer's Allowance for looking after someone else?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Have you or your partner ever claimed Carer's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Still tick 'Yes' if you were not paid any Carer's Allowance. This could have been because you are paid another Social Security Benefit instead.		
Do you or your partner pay towards the upkeep of a student?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do you pay?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do they pay?
	£ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	£ <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	How often?	How often?
	Every <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Every <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Do you or your partner have a vehicle from a Motability scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner a student?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	Do you study full time or part time? Full time <input type="checkbox"/> Part time <input type="checkbox"/>	Do they study full time or part time? Full time <input type="checkbox"/> Part time <input type="checkbox"/>
	How much of your income is taken into account when working out your grant? £ <div style="border: 1px solid black; height: 20px; width: 100%;"></div> a year	How much of their income is taken into account when working out their grant? £ <div style="border: 1px solid black; height: 20px; width: 100%;"></div> a year

# Part 1 About you and your partner – continued

**You**

**Your partner**

Please tick if you or your partner are:

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

  
  
  
  
  

  
  
  
  
  


We will contact you if we need any more information.

## 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 under 20 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?

No  Go to **Part 3**.

Yes  If there are more than 3 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"/> / <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 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"/>
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"/>
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see evidence of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see evidence of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see evidence of this.

## Part 2 About children – continued

	First child	Second child	Third child
Does the child get Disability Living 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?
	Care: £ <input type="text"/>	Care: £ <input type="text"/>	Care: £ <input type="text"/>
	Mobility: £ <input type="text"/>	Mobility: £ <input type="text"/>	Mobility: £ <input type="text"/>
Do you pay a registered childminder, nursery or after-school club any childminding costs for this child?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	How much do you pay a week?	How much do you pay a week?	How much do you pay a week?
	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	We need to see evidence.	We need to see evidence.	We need to see evidence.

## Part 3 About other people who live with you

Do any adults usually live with you and your partner?

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

No  Go to Part 4.

Yes  Give details below.

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

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.

	First person	Second person	Third person
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"/> / <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, joint owner, subtenant, lodger or friend.

Do they get Income Support or income-based Jobseeker's Allowance?

No

Yes

No

Yes

No

Yes

Do they get Disability Living Allowance or Attendance Allowance?

No

Yes  How much?

£  a week

No

Yes  How much?

£  a week

No

Yes  How much?

week

Are they registered blind?

No

Yes

No

Yes

No

Yes

# Part 3 About other people who live with you – continued

**First person**

**Second person**

**Third person**

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.

Do they pay rent or money for board and lodgings to you or your partner?

No   
Yes  How much?

£  a week

No   
Yes  How much?

£  a week

No   
Yes  How much?

week

Are they severely mentally impaired?

No   
Yes

No   
Yes

No   
Yes

Are they in legal custody at the moment?

No   
Yes  When are they expected to come out?

/  /

No   
Yes  When are they expected to come out?

/  /

No   
Yes  When are they expected to come out?

/  /

Are they in hospital at the moment?

No   
Yes  When did they go in?

/  /

No   
Yes  When did they go in?

/  /

No   
Yes  When did they go in?

/  /

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

/  /

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

/  /

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

/  /

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

No   
Yes  Tell us their earnings before any deductions.

£

**We need to see evidence of their earnings.**

No   
Yes  Name of first other income

How much is it before deductions?

£  a week

Name of second other income

How much is it before deductions?

£  a week

Name of third other income

No   
Yes  Tell us their earnings before any deductions.

£

**We need to see evidence of their earnings.**

No   
Yes  Name of first other income

How much is it before deductions?

£  a week

Name of second other income

How much is it before deductions?

£  a week

Name of third other income

No   
Yes  Tell us their earnings before any deductions.

£

**We need to see evidence of their earnings.**

No   
Yes  Name of first other income

How much is it before deductions?

£  a week

Name of second other income

How much is it before deductions?

£  a week

Name of third other income

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.

# Part 3 About other people who live with you – continued

## First person

How much is it before deductions?

£  a week

We need to see evidence of other incomes.

No

Yes  Tell us their names.

And

## Second person

How much is it before deductions?

£  a week

We need to see evidence of other incomes.

is the partner of

is the partner of

## Third person

How much is it before deductions?

£  a week

We need to see evidence of other incomes.

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

# Part 4 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 6**.

Yes  Answer the next question.

**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 the agent's partner?**

No

Yes  What is the relationship?

is my landlord's or agent's

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.

**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, then tell us when you have actually 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  /  /

**Please tick to show if the property is let as:**

furnished  minimally furnished   
partly furnished  unfurnished

**How much is the rent for your home?**

£  every

(For example, every week/fortnight/4 weeks/month.)

# Part 4 About rent – continued

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

No

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

How much of the rent do you 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 (RO5).

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

No

Yes  How many in a year?

Are you behind with your rent?

No

Yes  By how many weeks?

Who receives the Council Tax bill for your home?

You or your partner  Your landlord  Someone else

Tell us who receives the Council Tax bill.

Does your rent include money for the following?

Meals

No

Yes  How much each week?

£

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?

£

## Part 4 About rent – continued

Gardening

No

Yes  How much each week?

£

Personal care and support

No

Yes  How much each week?

£

**Do you pay any service charges separate from your rent?**

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

No

Yes  How much each week?

£

What for?

**Are you living away from home at the moment?**

No

Yes  Tell us why you are not living at home.

When did you last live at home?

 /  / 

When do you expect to go back home?

 /  / 

Tell us the address of where you are living at the moment.



Postcode

If your home has been sublet, tell us who lives there now.

**We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.**

## Part 5 About where you live

**What sort of building do you live in?** Tick one box only.

Detached house

Flat in a house

Caravan, mobile home or houseboat

Semi-detached house

Flat in a block

Board and lodgings

Terraced house

Flat over a shop

Hotel

Maisonette

Bedsit or rooms

Residential nursing home

Detached bungalow

Hostel

Residential care home

Semi-Detached Bungalow

Terraced Bungalow

Other

Does your home have central heating? No  Yes

Does your home have a garage? No  Yes

Does your home have a parking space? No  Yes

Does your home have a garden? No  Yes

## Part 5 About where you live - continued

Has your home been built or adapted for people with disabilities?

No   
Yes

Which floors 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

How many rooms are there in the building?

In the whole building?

Just for you and your household?

That you share with other people?

Living rooms




Bedsitting rooms




Bedrooms




Bathrooms or shower rooms




Toilets




Kitchens




Other rooms




Do you use your home for business?

No  Yes

Do you have a main home somewhere else?

No  Yes  What is the address?

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

  
  
 Postcode

How much do you pay for this home?

£

## Part 6 About Income Support, income-based Jobseeker's Allowance, Pension Credit / Guaranteed Credit and Employment and Support Allowance (income related).

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

No  Go to Part 7.  
Yes  Answer both the questions in this part.

Are you or your partner actually getting Income Support, Income based Jobseeker's Allowance, Pension Credit/Guaranteed Credit Employment and Support Allowance (income related) 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, Pension Credit/Guaranteed Credit Employment and Support Allowance (income related)?

No   
Yes  When did you claim?

 /  / 

No   
Yes  When did they claim?

 /  /

# Part 7 About being self-employed

Are you or your partner self-employed?

No  Go to **Part 8**.  
 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?



When did the business start?

 /  / 
 /  / 

What is the business address?

  
  
 Postcode

  
  
 Postcode

Are there any other partners in the business?

No  Yes  Tell us their name and address.

  
  
 Postcode

  
  
 Postcode

How many hours a week do you usually work?



Do you get a Business Start-up Allowance?

No  Yes  How much?

No  Yes  How much?

£

£

How often?

How often?

Every

Every

Do you pay into a private pension scheme?

No  Yes  How much?

No  Yes  How much?

£

£

How often?

How often?

Every

Every

**We must see evidence of your earnings before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.**

# Part 8 About working for an employer

Do you or your partner work for an employer?

No  Go to **Part 9**.  
 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 your employer's name and address?

  
  
 Postcode

  
  
 Postcode

## Part 8 About working for an employer - continued

When did you start this job?

 /  / 
 /  / 

What is your payroll, employee or staff number?



Are you employed for a limited period?

No

Yes  When will you finish?

 /  / 

No

Yes  When will they finish?

 /  / 

How often do you get paid?

 Every

 Every

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?



Give details of any regular overtime, bonuses or commission.



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

No

Yes

No

Yes

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

No

Yes

No

Yes

Do you pay into a private or company pension scheme?

No

Yes  How much?

No

Yes  How much?

 £

 £

How often?

How often?

 Every

 Every

**We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence. If you get tips or bonuses, tell us about these in Part 15.**

## Part 9 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 10.

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?

  

  


Postcode

Postcode

## Part 9 About any other work - continued

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  How much do you get before any deductions?

£

How often?

Every

No

Yes  How much do they get before any deductions?

£

How often?

Every

**We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.**

## Part 10 About benefits and pensions

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

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

- Bereavement Allowance
- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Guardian's Allowance
- Contribution-based Jobseeker's Allowance
- War Disablement Benefit, War Pension or War Widow's Pension
- Employment and Support Allowance (contribution based)
- Carer's Allowance
- Incapacity Benefit
- Industrial Injuries Benefit
- Industrial Death Benefit
- Maternity Allowance

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

No  Go to **Part 11**.

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

- Retirement Pension
- Severe Disablement Allowance
- Widow's or Widower's Benefits
- Pension Credits
- Savings Credits
- Working Tax Credit
- Statutory Sick Pay, Statutory Maternity Pay, Paternity Pay or Adoption Pay
- Return to Work Credit

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

**You**

**Your partner**

The name of the benefit or pension



Waiting to hear



Getting now

How much?

How much?

£

£

How often?

How often?

Every

Every

The name of the benefit or pension



Waiting to hear



Getting now

How much?

How much?

£

£

How often?

How often?

Every

Every

# Part 11 About other money coming in

**Do you or your partner 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 12**.

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 or the MacFarlane Trust.

## Other money 1

What is the money for?

Who gets it?

How much do they get?

£

How often?

Every

When did they start getting this income?

/  /

When is the income likely to go up?

/  /

## Other money 2

What is the money for?

Who gets it?

How much do they get?

£

How often?

Every

When did they start getting this income?

/  /

When is the income likely to go up?

/  /

## Other money 3

What is the money for?

Who gets it?

How much do they get?

£

How often?

Every

When did they start getting this income?

/  /

When is the income likely to go up?

/  /

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

No  Yes  What for?

How much?

£

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

No  Yes  What for?

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

How much?

£

**We must see evidence of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 18 to see what you can use as evidence.**

# Part 12 About capital, savings and investments

**Do you or your partner have any capital, savings or investments in the UK or abroad?**

No  Go to **Part 13**.

Yes  Answer all the questions in this part. We must see evidence of all the capital, savings and investments. Read the checklist at Part 16 to see what you can use as evidence.

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.

**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 2 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 **building society accounts**, even if you do not use them regularly. If you have more than 2 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?

£

**Do you or your partner have any post office accounts?**  
This includes savings accounts and Girobank accounts.

No

Yes  Tell us about **post office accounts**. If you have more than 2 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

£





## Part 14 *Anything else you need to tell us*

Use this box to tell us anything else you think we should know about. Use a separate sheet and attach it to this form if you need to.

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

## Part 15 *Checklist*

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

Please do not send valuable items through the post. If you can bring them into the Housing Benefit and Council Tax Benefit Section we will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

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

If you cannot provide the proof we need at the moment, send the form back to us now and provide 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.**

### **Proof of identity**

Such as a birth certificate, marriage certificate, passport, National Insurance 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 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 card, payslips or letter from social security or the tax office.

### **Proof of bank or building society accounts, savings, investments and property**

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISA's, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings. The proof you provide 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 you should ask your employer to complete the enclosed earnings certificate on your behalf.

If you or your partner is self-employed, we need to see your accounts for the last financial year. If you have been trading for less than one year you must complete a self-employed earnings certificate giving a summary of your trading records so far. Please ask us for a certificate.

### **Proof of other income**

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

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

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

### **Proof of benefits, allowances or pensions**

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

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

Such as current award notices or letter from social security or the tax office confirming how much you get.

### **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 a letter about student grants or maintenance, agreements or receipts from registered child carers.

## Part 16 *Sharing information with your landlord*

Sharing information with your landlord helps us deal with your claim 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. 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
- we have made a decision on your claim
- we have made a payment to you, or
- we need more information to make a decision on your claim and what that information might 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 your permission to discuss your claim with your landlord, please sign below.

**I give Northumberland County Council permission to share my information about the progress of this Housing Benefit claim with my landlord or their nominated representative.**

Signature

Date

## Part 17 *Backdating*

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**

**Tell us why you have not claimed before.**

# Part 18 *Declaration*

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm all the details about them are correct.

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

**I understand the following.**

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit or both. You may check some of the information with other sources as allowed by law.
- 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, if the law allows this.

**I know** I must inform the Housing Benefit and Council Tax Benefit Section about any change in my circumstances as soon as the change occurs.

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

**Signature of person claiming**

**Date**

**Partner's signature**

**Date**

**If this form has been filled in by someone other than the person claiming, please tell us why you have filled in the form for the person claiming.**

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

**Name of the person who filled in the form**

**Signature**

**Relationship to the person claiming**

**Date**

**For official use only**

I have read to the claimant the entries I have made on this form from the information supplied to me by the claimant. The claimant agrees the entries are correct, and fully understands the declaration they have signed.

**Interviewers signature**

**Date**

**Claimants signature**

**Date**

# Questionnaire

Under the Race Relation Act we have a responsibility to gather details of our clients' backgrounds. This information is used to help us with our equal opportunities policies.

This information is confidential and will be used to improve access to our services and help provide equal opportunities for everyone.

The completion of this survey is voluntary and the answer given will not affect your claim.

## A Please indicate which background you feel you belong to:

### Asian

Bangladeshi

Indian

Pakistani

Kashmiri

Other Asian background  please specify

### Black

African

Caribbean

Other Black background  please specify

### Chinese

Any Chinese background

### Mixed ethnic background

Asian and white

Black African and white

Black Caribbean and white

Other mixed ethnic background  please specify

### White

Any white background

### Any other ethnic background

Any other ethnic background  please specify

## B Please indicate your nationality:

English

Irish

Scottish

Welsh

British or mixed British

Any other nationality  please specify

# Northumberland County Council



Benefits Section  
Northumberland County Council  
Wansbeck Square,  
Ashington  
Northumberland NE63 9XL

Telephone: 0845 6006400

## Change in Circumstances

**You must tell the benefits team about any changes in your circumstances that affect your entitlement to benefit. It is an offence not to.**

**If the change in circumstances means that you have been given too much benefit –** You usually have to repay the amount that has been overpaid. The sooner you tell us about any change, the less the overpayment will be.

**If the change in your circumstances means that you are entitled to more benefit –** We will only be able to pay you your full entitlement if you tell us within **1 calendar month** from the date of the change. Otherwise, we will only be able to increase your benefit from the Monday following the date that you tell us. **This means that you could lose benefit.**  
*In special circumstances, the 1 month time limit can be extended to a maximum of 13 months. An example of this might be if serious illness prevented you from contacting us.*

### **Examples of changes that you must tell us about**

- any of your children leave school or leave home
- anyone moves into or out of your home (including lodgers and subtenants)
- your income or the income of anyone living with you, including benefits, changes
- your capital, savings or investments change
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison or gets, changes or leaves a job
- your rent changes; you move; you or your partner are going to be away from home for more than a month. 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 receive any decision from the Home Office
- anything you have told us about changes
- You must tell us about these changes in writing - a phone call is not enough.

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

Reference Number

Name

Address

I wish to inform you:

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

Date of change

Signed

Date

**Original documentary evidence must be supplied to support all changes in circumstances.**