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 proof of some of the things you tell us about. There is a checklist at Part 15 of the form to help you. If you are not sure if we need to see proof of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the proof 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 0345 600 6400

If English is not your first language and you need help completing this form please contact 0345 600 6400

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 proof we need straightaway, do not worry. Send the form to us now, but let us know that you will be sending some proof later. If you do not send the form to us straightaway, you might lose money. If you cannot get the proof 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 get 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 do not 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. Do not 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 proof 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?  
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).

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

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td></td>
</tr>
<tr>
<td>Other names</td>
<td></td>
</tr>
<tr>
<td>Any other last names you have used</td>
<td></td>
</tr>
<tr>
<td>Title (Mr, Mrs, Ms and so on)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Do not tell us your partner’s address if it is the same as yours.</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>National Insurance number</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Your daytime phone number</td>
<td></td>
</tr>
<tr>
<td>You do not have to tell us this, but it may help us to deal with your claim more quickly.</td>
<td></td>
</tr>
<tr>
<td>Please provide your email address</td>
<td></td>
</tr>
</tbody>
</table>

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  

If you do not have a National Insurance number, or cannot find it, tick this box.  
If your partner does not have a National Insurance number, or cannot find it, tick this box.
### Part 1  About you and your partner – continued

**Have you told the council that paid your benefit that you have moved?**
- No [ ]
- Yes [ ]

If you have moved home in the last 12 months, tell us your last address:

**Postcode**

**Were you the home owner, a private tenant, a council tenant or a boarder at this address?**
- No [ ]
- Yes [ ] We will write to you about this.

**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 [ ]
- Yes [ ]

**What is your nationality?**

If your nationality is not British, on what date did you last enter the UK?
The UK is England, Northern Ireland, Scotland and Wales.

**When did you go in?**

```
/ / 
```

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

```
/ / 
```

**Are you or your partner in hospital at the moment?**
- No [ ]
- Yes [ ]

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

```
/ / 
```

**Do you or your partner get Disability Living Allowance?**
- No [ ]
- Yes [ ]

**Care: £**

**Mobility: £**

**Do you or your partner get Attendance Allowance?**
- No [ ]
- Yes [ ]

**Does anyone get Carer's Allowance for looking after someone else?**
- No [ ]
- Yes [ ]

**Have you or your partner ever claimed Carer's Allowance?**
- No [ ]
- Yes [ ]

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 [ ]
- Yes [ ]

**How much do you pay?**

```
£ 
```

**How often?**

```
Every 
```

**Do you or your partner have a vehicle from a Motability scheme?**
- No [ ]
- Yes [ ]

**Are you or your partner a student?**
- No [ ]
- Yes [ ]

**Do you study full time or part time?**

```
Full time [ ]
Part time [ ]
```

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

```
£ a year 
```

**Do they study full time or part time?**

```
Full time [ ]
Part time [ ]
```

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

```
£ a year 
```
**Part 1  About you and your partner – continued**

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.  [ ]

<table>
<thead>
<tr>
<th>First child</th>
<th>Second child</th>
<th>Third child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other names</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td>What is the child’s sex?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The child’s relationship to you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The child’s relationship to your partner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usual address if different from yours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Benefit number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who gets the Child Benefit for them?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We need to see proof of this.

Is the child registered blind?  
**No** [ ] ☐  
**Yes** [ ] ☑  
We need to see proof of this.

**No** [ ] ☐  
**Yes** [ ] ☑  
We need to see proof of this.

**No** [ ] ☐  
**Yes** [ ] ☑  
We need to see proof of this.
### Part 2  About children – continued

<table>
<thead>
<tr>
<th>Child</th>
<th>First child</th>
<th>Second child</th>
<th>Third child</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Does the child get Disability Living Allowance?</strong></td>
<td>No □</td>
<td>No □</td>
<td>No □</td>
</tr>
<tr>
<td></td>
<td>Yes □</td>
<td>Yes □</td>
<td>Yes □</td>
</tr>
<tr>
<td><strong>How much?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Care: £</td>
<td>Care: £</td>
<td>Care: £</td>
</tr>
<tr>
<td></td>
<td>Mobility: £</td>
<td>Mobility: £</td>
<td>Mobility: £</td>
</tr>
<tr>
<td><strong>Do you pay a registered childminder, nursery or after-school club any childminding costs for this child?</strong></td>
<td>No □</td>
<td>No □</td>
<td>No □</td>
</tr>
<tr>
<td></td>
<td>Yes □</td>
<td>Yes □</td>
<td>Yes □</td>
</tr>
<tr>
<td><strong>Tell us the name and registration number of the minder.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>How much do you pay a week?</strong></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td></td>
<td>We need to see proof.</td>
<td>We need to see proof.</td>
<td>We need to see proof.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Person</th>
<th>First person</th>
<th>Second person</th>
<th>Third person</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do any adults usually live with you and your partner?</strong></td>
<td>No □</td>
<td>Go to Part 4.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes □</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Now tell us about all the people who usually live with you and your partner.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you want to tell us about more than 3 people, use a separate sheet of paper.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>If you are sending a separate sheet of paper, tick this box.</strong></td>
<td>☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Last name</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other names</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date of birth</strong></td>
<td>/ /</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td><strong>Their relationship to you or your partner</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Do they get Income Support or income-based Jobseeker’s Allowance?</strong></td>
<td>No □</td>
<td>No □</td>
<td>No □</td>
</tr>
<tr>
<td></td>
<td>Yes □</td>
<td>Yes □</td>
<td>Yes □</td>
</tr>
<tr>
<td><strong>Do they get Disability Living Allowance or Attendance Allowance?</strong></td>
<td>No □</td>
<td>No □</td>
<td>No □</td>
</tr>
<tr>
<td></td>
<td>Yes □</td>
<td>Yes □</td>
<td>Yes □</td>
</tr>
<tr>
<td><strong>How much?</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>£ a week</td>
<td>£ a week</td>
<td>£ a week</td>
</tr>
<tr>
<td><strong>Are they registered blind?</strong></td>
<td>No □</td>
<td>No □</td>
<td>No □</td>
</tr>
<tr>
<td></td>
<td>Yes □</td>
<td>Yes □</td>
<td>Yes □</td>
</tr>
</tbody>
</table>
**Part 3 About other people who live with you – continued**

<table>
<thead>
<tr>
<th>First person</th>
<th>Second person</th>
<th>Third person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No ☐</td>
<td>Yes ☐ Tell us which.</td>
<td>No ☐</td>
</tr>
<tr>
<td>Do they pay rent or money for board and lodgings to you or your partner?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No ☐</td>
<td>Yes ☐ How much?</td>
<td>No ☐</td>
</tr>
<tr>
<td>£ a week</td>
<td>£ a week</td>
<td>£ a week</td>
</tr>
<tr>
<td>Are they severely mentally impaired?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No ☐</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Are they in legal custody at the moment?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No ☐</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Are they in hospital at the moment?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No ☐</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Do they normally work for 16 hours or more a week?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No ☐</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Tell us their earnings before any deductions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>We need to see proof of their earnings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No ☐</td>
<td>Yes ☐ Name of first other income</td>
<td>No ☐</td>
</tr>
<tr>
<td>How much is it before deductions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>£ a week</td>
<td>£ a week</td>
<td>£ a week</td>
</tr>
</tbody>
</table>
Part 3 About other people who live with you – continued

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?

No ☐ Yes ☐

Tell us their names.

is the partner of

And

is the partner of

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 ☐ Yes ☐ Go to Part 6.

What is your landlord’s name and business address?
By landlord we mean the person or organisation who owns the property you live in.

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.

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 ☐

partly furnished ☐

minimally 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?

£

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

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?

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

Personal care and support

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.

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 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 proof.

Part 5  About where you live

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

Detached house ☐ Semi-detached house ☐ Terraced house ☐ Maisonette ☐ Detached bungalow ☐ Semi-Detached Bungalow ☐ Flat in a house ☐ Flat in a block ☐ Flat over a shop ☐ Bedsit or rooms ☐ Hostel ☐ Terraced Bungalow ☐ Caravan, mobile home or houseboat ☐ Board and lodgings ☐ Hotel ☐ Residential nursing home ☐ Residential care home ☐ 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 ❏ Bed sitting 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 ❏

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

What is the address?

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?
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?
/ / /

Your partner

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**

What kind of work do you do?  

When did the business start?  
/  /  

What is the business address?  

Postcode

Are there any other partners in the business?  
No  ☐ Yes  ☐ Tell us their name and address.

Postcode

How many hours a week do you usually work?  

Do you get a Business Start-up Allowance?  
No  ☐ Yes  ☐ How much?  
£  
How often?  
Every

Do you pay into a private pension scheme?  
No  ☐ Yes  ☐ How much?  
£  
How often?  
Every

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 proof.

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**

What kind of work do you do?  

What is your employer’s name and address?  

Postcode

**Your partner**

What kind of work do you do?  

What is your employer’s name and address?  

Postcode
### Part 8  About working for an employer - continued

<table>
<thead>
<tr>
<th>Question</th>
<th>Response 1</th>
<th>Response 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>When did you start this job?</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td>What is your payroll, employee or staff number?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you employed for a limited period?</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>When will you finish?</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td>How often do you get paid?</td>
<td>Every</td>
<td>Every</td>
</tr>
<tr>
<td>How much do you get paid before tax and National Insurance are taken off?</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>How are you paid?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For example, in cash, by cheque or straight into a bank or building society account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When was your last pay rise?</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td>When will your next pay rise be?</td>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td>How many hours a week do you usually work?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Give details of any regular overtime, bonuses or commission.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you getting Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Paternity Pay or Adoption Pay from your employer at the moment?</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Are you getting any other sick pay or maternity pay from your employer at the moment?</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you pay into a private or company pension scheme?</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>How much?</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>How often?</td>
<td>Every</td>
<td>Every</td>
</tr>
</tbody>
</table>

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 proof.

### 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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Response 1</th>
<th>Response 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>You</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your partner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What other work do you do?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the name and address of the person you do this work for?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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  □  How much do you get before any deductions?

Yes  □

How much do they get before any deductions?

£

How often?

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 proof.

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)

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.

The name of the benefit or pension

Waiting to hear

Getting now

You

Your partner

The name of the benefit or pension

Waiting to hear

Getting now

The name of the benefit or pension

Waiting to hear

Getting now

Go to Part 11.

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

- Carer’s Allowance
- Incapacity Benefit
- Industrial Injuries Benefit
- Industrial Death Benefit
- Maternity Allowance
- 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.
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?

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?

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

No [ ] Yes [ ] What for?

**How much?** £

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 proof.
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 proof of all the capital, savings and investments. Read the checklist at Part 15 to see what you can use as proof.

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?

£

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

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?

£

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

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?

£

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

Do you or your partner have any premium bonds?

No ☐
Yes ☐ Value £
Do you or your partner have any National Savings Certificates?

No □  Yes □

Issue number

Value £

How many?

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

No □  Yes □

Company name

How many?

Company name

How many?

Do you or your partner have any other capital savings or investments?
For example, cash, TESSAs, ISAs, TOISAs, compensation, or any other money you have not told us about on this form.

No □

Yes □

Tell us about this.

Do you or your partner own or partly own any property, land or timeshare, other than the home you live in, either in the UK or abroad?
Tick ‘Yes’ even if you have a mortgage or loan for the property, land or timeshare.

No □

Yes □

What is the address?

How much is it worth?

£

If you have a mortgage or loan for this, how much is left to repay?

£

Have you or your partner received a Far Eastern Prisoner of War payment?

No □  Yes □
Part 13 How you will be paid and the choices you have

- If you are renting from a private landlord (excluding Registered Social Landlords and certain other exempt tenancies) on or after 7th April 2008, you will have your benefit paid directly to you under Local Housing Allowance. If you feel this will present problems please contact us for more information. Tell us your bank or building society account details below.

- If you are renting from a private landlord and your tenancy does not fall under Local Housing Allowance you can choose either to have your benefit paid directly to you or paid directly to your landlord on your behalf.

The safest and easiest way to receive your benefit is directly into your bank account as it avoids the risk of cheques being stolen or delayed in the post. If you do not provide your bank account details we will pay your benefit by cheque. You will need to open a bank account in your name so you can cash the cheque. If you need help to open a bank account contact us. Please note we cannot pay benefit into a Post Office Card Account.

I want my benefit to be paid directly to my landlord. [ ]
We will contact your landlord about this.

I want my benefit to be paid directly to my bank or building society account. [ ]
Tell us your bank account details below.

- If you are awarded Council Tax Benefit, we will pay this into your Council Tax account.

Name of bank or building society

Address

Postcode

Whose name is the account in?

Account number

Sort code

Building Society Roll number
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 an earnings certificate on your behalf. Please contact us for further information. 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.
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.
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.
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.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**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:**

<table>
<thead>
<tr>
<th>Asian</th>
<th>Black</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangladeshi</td>
<td>African</td>
</tr>
<tr>
<td>Indian</td>
<td>Caribbean</td>
</tr>
<tr>
<td>Pakistani</td>
<td>Other Black background</td>
</tr>
<tr>
<td>Kashmiri</td>
<td>please specify</td>
</tr>
<tr>
<td>Other Asian background</td>
<td>please specify</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chinese</th>
<th>Mixed ethnic background</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Chinese background</td>
<td>Asian and white</td>
</tr>
<tr>
<td></td>
<td>Black African and white</td>
</tr>
<tr>
<td></td>
<td>Black Caribbean and white</td>
</tr>
<tr>
<td></td>
<td>Other mixed ethnic background</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>White</th>
<th>Any other ethnic background</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any white background</td>
<td>Any other ethnic background</td>
</tr>
</tbody>
</table>

**B  Please indicate your nationality:**

<table>
<thead>
<tr>
<th>English</th>
<th>British or mixed British</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irish</td>
<td>Any other nationality</td>
</tr>
<tr>
<td>Scottish</td>
<td>please specify</td>
</tr>
<tr>
<td>Welsh</td>
<td></td>
</tr>
</tbody>
</table>
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. Do not rely on someone else to pass the message on.
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 proof must be supplied to support all changes in circumstances.