

Guide to your Benefit Decision Notice

(A full explanation of each section within your Benefit Decision Notice is shown overleaf)

EXAMPLE OF A TYPICAL BENEFIT DECISION NOTICE

THE BENEFITS SECTION, COUNTY HALL, MORPETH, NE61 2EF
TEL: 0345 6006400 e-mail: benefits@northumberland.gov.uk



BENEFIT DECISION NOTICE

Please read the notes overleaf carefully. A more detailed explanation of this calculation can be provided on request

2 MR A N OTHER	1	Claim Reference	123456
3 1 ANY STREET	4	Council Tax Reference	00000000
ANY TOWN	5	Landlord Reference	
ANYWHERE	6	Rent Reference	
ANY COUNTY	7	Date	dd mmm yyyy
NE00 ONE	8	Benefit Enquiries	

9 Re:

10 REASON FOR CALCULATION: New Claim

HOUSING BENEFIT	
11 The Weekly Benefit Award is:	£0.00
12 Less Overpayment Recovery:	£0.00
13 Net Benefit Payable:	£0.00
14 Weekly gross Rent/Council Tax is:	£0.00
15 Amount you must pay weekly:	£0.00

16 The Benefit Starts on: dd mmm yyyy
17 The Benefit Ends on: dd mmm yyyy

18 Weekly Eligible Rent £0.00
19 Weekly Ineligible Service Charges: £0.00

20 The first payment will be: £0.00
This will be paid on: dd mmm yyyy
Payment will be made by:
Future Payments will be made:

21 NON DEPENDANT DEDUCTIONS: £0.00

NAME	GROSS INCOME (WEEKLY)	INCOME BAND	DEDUCTION (RENT)
MISS A N OTHER	£0.00		£0.00

In working out your weekly benefit, we have used the following information:

<p>22 FINANCIAL DETAILS:</p> <p>Your weekly earned income £0.00</p> <p>Your partner's weekly earned income (N/A) £0.00</p> <p>Any other income (converted to weekly) £0.00</p> <p>Assumed Income from £0 Capital £0.00</p> <p>TOTAL WEEKLY INCOME £0.00</p> <p>Disregard income £0.00</p> <p>Less Expenses £0.00</p> <p>INCOME USED IN CALCULATION £0.00</p>	<p>23 APPLICABLE AMOUNT</p> <p>Family premium £0.00</p> <p>Couple with one person between 18 and 59 £0.00</p> <p>Young person 12 to 14 £0.00</p> <p>Young person 0-10 years £0.00</p> <p>TOTAL APPLICABLE AMOUNT £0.00</p>
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1 Claim: 123456

CLM305

Page 1 of 1

YOU MUST TELL US IMMEDIATELY IF YOUR CIRCUMSTANCES CHANGE

Explanation of your Benefit Decision Notice

1	Claim Reference: this is the benefits reference number applicable to this claim. Please quote this number when you speak to a Benefit advisor
2	The name of the person who is to receive the Benefit Decision Notice
3	The address to which we have been instructed to send the Benefit Decision Notice
4	Council Tax Reference: this is the Council Tax reference number. Please quote this number when you speak to a Council Tax advisor
5	Landlord Reference: this is our reference number for the landlord if the property is rented
6	Rent Reference: a rent reference may be shown if applicable
7	Date: this is the date that the Benefit Decision Notice was issued
8	Benefit Enquiries: this is the telephone contact number if you have any queries regarding this Benefit Decision Notice
9	This is the name and address of the benefit claimant to whom the Benefit Decision Notice refers if different to section 2 and 3
10	Reason for Calculation: this is a description of why the Benefit Decision Notice was produced
11	Weekly Benefit Award: this is the amount of benefit you are entitled to BEFORE anything is taken off
12	Overpayment Recovery: this is money we are taking from your Housing Benefit to repay an overpayment
13	Net Benefit Payable: this is the actual amount of weekly benefit you will receive
14	Weekly Gross Rent: this is the total amount of rent that you must pay worked out as a weekly amount before any benefit
15	Amount you must pay weekly: this is the amount of rent left for you to pay after your benefit but this may not include service charges – see 19 below
16	Benefit Starts On: this is the start date of your benefit for the period covered by this Benefit Decision Notice
17	Benefit Ends On: if applicable this is the end date of your benefit for the period covered by this Benefit Decision Notice
18	Weekly Eligible Rent: this is the amount of rent that we can take into account when working out your benefit entitlement
19	Weekly Ineligible Service Charges: these are charges added to your rent by your landlord that are not covered by Housing Benefit and which you have to pay
20	These are the details of how much benefit will be paid, when it will be paid, how it will be paid and the frequency of your payments. Payments made by BACS means that payment will be paid straight into your bank account.
21	Non Dependant Deductions: the names of anyone over 18 who lives with you (not including your partner). It is an amount set by the Government and is not affected by what they may pay to you Gross Income (Weekly): this is the gross amount of weekly income they receive Income Band: this is the Income band your non-dependant's gross income falls into Deduction (Rent): this is the deduction we make from your benefit because of this
22	Financial Details: this shows a breakdown of the incomes we have used to work out your benefit entitlement for the period covered by this Benefit Decision Notice
23	Applicable Amount: This is the amount that the Government has worked out that you and your family need to live on. This amount may change depending on your circumstances

This guide is an example of a typical Decision Notice. Each Decision Notice may be slightly different. If there is any part of your Benefit Decision Notice that you do not understand or if you require your Benefit Decision Notice in another format or language, please contact us on 0345 6006400 and we will do all we can to help.