

Local Council Tax Reduction and Housing Benefit Claim Form



Do NOT use this form if you are already getting Housing Benefit or Local Council Tax Reduction from us, and are moving within the same area. Please fill in our shorter Review form instead.



**WATFORD
BOROUGH
COUNCIL**

Name and address

Filling in the form

- Use blue or black ink to fill in the form. 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. Please initial any changes you make.
- Answer 'Yes' or 'No' questions by ticking ✓ the relevant box. If you do not answer a question we will have to send the form back, and this will delay your claim.
- If someone else fills in the form for you, there is a declaration for them to sign in Part 16. You must sign Part 16 as well.
- Please send the form back to us straight away to make sure you do not lose any Benefit. Your award will normally start from the Monday after we receive the form. In the form, we ask for proof of your income and savings. If you don't yet have all the proof we need, send the form in now and send the proof later. You have one month from the date we receive the form to send in your documents.
- If you bring this completed form with your relevant documents, to our Customer Service Centre, we will check your form. We will tell you what extra information we may need. If we have all your information we can usually process your claim within 2 days.

How to contact us:

WATFORD

Watford Borough Council, Town Hall,
Watford, Herts WD17 3EX

Opening times: Mon-Thur 8.45am - 5.15pm
Friday 8.45am - 4.45pm

Telephone: 01923 278501

Email: benefits@watford.gov.uk

THREE RIVERS

Three Rivers District Council,
Three Rivers House, Northway,
Rickmansworth, Herts, WD3 1RL

Opening times: Mon-Friday 9.00am - 5pm

Telephone: 01923 278501

Email: benefits@threerivers.gov.uk

Date of first contact: / /

Ref. No:

Date Received

Notes for filling in the claim form

About this form

This Local Council Tax Reduction and Housing Benefit claim form has been designed to be easy to fill in. It is long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of award. 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 only applies to Council Tax Reduction. You can get it if you share your home with someone who is not your partner, is on a low income, is 18 or over and does not pay you rent.

If you live in Watford Borough Council area, all claimants can apply for Second Adult Rebate. Complete parts 1, 3, 13 & 15 only.

If you live in Three Rivers District Council area, Second Adult Rebate only applies to Pension age claimants.

Evidence

We need to see evidence of some of the things you tell us about. The checklist at the end of the form will help you. If you are not sure if we need to see evidence, get in touch with us. We will tell you what we need to see. We cannot pay your benefit until we have seen the evidence we have asked for. If you do not provide information we have asked for within 30 days, your claim may be closed.

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 Council Tax Reduction and Housing Benefit as well as for any other Council purposes.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue 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 we hold. We may also get information about you from certain third parties, or give them information, to:

- make sure the information is accurate; and
- 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.

The Council is the data controller for the purposes of the Data Protection Act 1988. If you want to know more about what information we have about you, or the way we use it, please ask us.

If we award Council Tax Reduction or Housing Benefit

If you are entitled to benefit, we will review your claim regularly. This may involve an unannounced visit to your home by our Visiting Officer. We may also post you a form that you should complete and return to us with all relevant supporting evidence.

Changes you must tell us about

Tell the Council's Benefit Department straight away if;

- any of your children leave school or leave home; or
- anyone moves in or out of your home (including lodgers, joint tenants and subtenants); or
- your income or the income of anyone living with you, including benefits, changes; or
- your capital, savings or investments change; or
- 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 starts, changes or leaves a job; or
- you or your partner are going to be away from home for more than a month; or
- you receive any decision from the Home Office; or
- anything you have told us about changes; or
- you move house; or
- you or any one in your household receives or ceases to receive DLA, PIP or PLE.

If you don't tell us about these changes, you may lose money you are entitled to or you may get too much award. You must make sure that you tell us about these changes. Don't rely on someone else to pass on the message.

If it is an offence not to tell us about any change of circumstance that affects your award. We may take action against you. If we pay you too much, in most cases, you will have to pay it back.

Council Tax Reduction and Housing Benefit Claim Form

Part 1 About you and your partner

Do you have a partner who normally lives with you?

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. Even if your partner only comes home at weekends, or part of the week, you must include them

No

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

You

Your partner

Surname or family name

First name

Any other surnames or family names you have used, such as before marriage or in a previous marriage

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 in to this address? (first spent the night there)

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

E-mail address

We want to deal with your claim as quickly as we can and if we have your e-mail address we may contact you this way.

Date of birth

National Insurance number
You can find this on payslips or letters from Department of Works and Pensions or the tax office. We can decide your claim only if we see evidence that this is your National Insurance number (see part 13).

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

We must see evidence of you and your partner's identity and National Insurance number. If you or your partner are asylum seekers, you must provide your current Home Office letter. Read the checklist in part 17.

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?

/ /

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

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

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

You

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

Your partner

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 have moved home in the last 12 months, tell us your last address.

Postcode

Postcode

Were you the home owner, a 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

Yes

We will write to you about this.

No

Yes

We will write to you about this.

What is your nationality?

If you are from outside the European Economic Area, do you have recourse to public funds?

No

Yes

/ /

No

Yes

/ /

When did you first arrive in the UK to live?

If you are a European Economic Area national please complete the following details for the last 5 years:

Employers Name	Worked from / to	Salary
	/ / - / /	
	/ / - / /	
	/ / - / /	
	/ / - / /	
	/ / - / /	

Please explain if you have had any breaks in your employment history in the last 5 years.

	You	Your partner
Are you or your partner in hospital at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When did you go in?	Yes <input type="checkbox"/> When did they go in?
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	When will you come out (if you know this)?	When will they come out (if you know this)?
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Please tick if you or your partner are:

	You	Your partner
• a full time student (more than 16 hours a week)	<input type="checkbox"/>	<input type="checkbox"/>
• a part time student (less than 16 hours a week)	<input type="checkbox"/>	<input type="checkbox"/>
• an apprentice	<input type="checkbox"/>	<input type="checkbox"/>
• on youth training	<input type="checkbox"/>	<input type="checkbox"/>
• in legal custody	<input type="checkbox"/>	<input type="checkbox"/>
• severely mentally impaired	<input type="checkbox"/>	<input type="checkbox"/>
• registered blind	<input type="checkbox"/>	<input type="checkbox"/>
• long-term sick or disabled	<input type="checkbox"/>	<input type="checkbox"/>
• receiving Attendance Allowance	<input type="checkbox"/>	<input type="checkbox"/>
• receiving Disability Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>
• receiving Personal Independence Payments	<input type="checkbox"/>	<input type="checkbox"/>
• receiving Carer's Allowance	<input type="checkbox"/>	<input type="checkbox"/>

Does anyone else receive Carers Allowance for looking after you? Please state who. No Yes

	You	Your partner
Do you or your partner have a vehicle from a mobility scheme?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Please provide proof of any of the above. We must see original documents

Is anyone in the household pregnant? No
Yes

If 'Yes', who?

Due Date

Are there any children in your household? By children we mean under 16 or aged 16 to 20 and in full-time education or approved training.

No Go to Part 3.

Yes If there are more than 4 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	Fourth child
Surname or family name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name(s)	<input type="text"/>	<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"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<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"/>	<input type="text"/>
Usual address if different from yours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
We need to see proof of this.				
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>			
Does the child get Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>			
Does this child get Personal Independent Payment?	No <input type="checkbox"/> Yes <input type="checkbox"/>			
Do you pay a registered childminder, nursery or after-school club any childminding costs for this child?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please tell us the name and registration number of the childcare provider. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please tell us the name and registration number of the childcare provider. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please tell us the name and registration number of the childcare provider. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please tell us the name and registration number of the childcare provider. <input type="text"/>
How much do you pay a week?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
£	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do any adults usually live with you and any partner you have? No Go to Part 4.
 Yes Answer all questions in this section.

By adults we mean people over 16 who nobody gets Child Benefit for. Do not tell us about people who just share a hall, bathroom or toilet with you. If you want to tell us about more than 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
Surname or family 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"/>
National Insurance Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Their relationship to you or your partner Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend	<input type="text"/>	<input type="text"/>	<input type="text"/>
When did they move in?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do they receive any State Benefits?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they normally work more than 16 hrs a week?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us their gross earnings	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us their gross earnings	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us their gross earnings
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they severely mentally impaired?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which.
Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to be released?	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to be released?	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to be released?
	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Are they in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they go in?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they go in?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they go in?
	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	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)?
	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Are any of the people who live with you married to each other, civil partners of each other, or living together as if they are married or civil partners?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their names.	<input type="text"/> is the partner of <input type="text"/> And <input type="text"/> is the partner of <input type="text"/>	

Part 4 About Income Support, income-based Jobseeker's Allowance, Pension Credit (Guaranteed Credit), Employment and Support Allowance (income-related) and Universal Credit

Are you or your partner getting Income Support, income based Jobseeker's Allowance, Pension Credit (Guarantee Credit), Employment and Support Allowance (income related) or Universal Credit at the moment?

You

No

Yes When did you start getting it?
 / /

Your partner

No

Yes When did you 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 (Guarantee Credit), Employment and Support Allowance (income-related) or Universal Credit?

No

Yes When did you claim?
 / /

No

Yes When did you claim?
 / /

Part 5 About benefits, tax credits and state pensions

Are you or your partner getting any of the benefits or credits listed below, or are you waiting to hear about benefits or credits you have claimed? Read the list of benefits and credits below and tell us about any that you or your partner are getting now or have claimed.

No Go to **Part 6**.

Yes Tell us about the benefits below.

PENSIONS	You		Your partner	
	How much do you get?	How often is it paid?	How much do you get?	How often is it paid?
Exceptionally Severe Disablement Allowance	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Industrial Injury/Disablement Pension	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Pension Credit (Savings Credit)	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
State Retirement Pension	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
War Disablement Pension	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
War Widow's or War Dependant's Pension	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Widow's Allowance or Bereavement Allowance	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Widowed Parent's Allowance or Widow's Pension	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>

BENEFITS AND ALLOWANCES

Attendance Allowance	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Carer's Allowance	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Child Benefit	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Child Tax Credit	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Contribution-based Job Seeker's Allowance	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Disability Living Allowance:				
Mobility Component	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Care Component	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>
Employment and Support Allowance - contribution based	£ <input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/>

BENEFITS AND ALLOWANCES	You		Your partner	
	How much do you get?	How often is it paid?	How much do you get?	How often is it paid?
Employment Training Allowance	£		£	
Fostering Allowance	£		£	
Incapacity Benefit	£		£	
Maternity Allowance	£		£	
Personal Independence Payment (Mobility)	£		£	
Personal Independence Payment (Care Component)	£		£	
Severe Disablement Allowance	£		£	
Universal Credit	£		£	
Working Tax Credit	£		£	

Are you getting any other benefits, pension or money from the government? No Yes If yes, State what benefit/income/money it is

How much do you get? £ How often is it paid?

Are you repaying a Social Fund loan or overpayment for any of these benefits? No Yes If yes, which one?

Have you or your partner deferred (put off) receiving a pension? No Yes If yes, please give details

Part 6 Income other than earnings

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 7.

Yes Complete the questions as below.

You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the Macfarlane Trust.

Private Pension 1 paid by	You	Your partner
<input type="text"/>	How much do you get? £ <input type="text"/>	How much do you get? £ <input type="text"/>
	How often is it paid?	How often is it paid?
	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly
	<input type="checkbox"/> Four weeks <input type="checkbox"/> Calendar monthly	<input type="checkbox"/> Four weeks <input type="checkbox"/> Calendar monthly
	<input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Other (specify) <input type="text"/>
	Date of next increase <input type="text"/> / <input type="text"/> / <input type="text"/>	Date of next increase <input type="text"/> / <input type="text"/> / <input type="text"/>

Private Pension 2 paid by	You	Your partner
<input type="text"/>	How much do you get? £ <input type="text"/>	How much do you get? £ <input type="text"/>
	How often is it paid?	How often is it paid?
	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly
	<input type="checkbox"/> Four weeks <input type="checkbox"/> Calendar monthly	<input type="checkbox"/> Four weeks <input type="checkbox"/> Calendar monthly
	<input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Other (specify) <input type="text"/>

Please attach separate sheet if you have more than 2 pensions

Date of next increase / / Date of next increase / /

	You		Your partner	
	How much do you get?	How often is it paid?	How much do you get?	How often is it paid?
Annuities	£		£	
Maintenance for you	£		£	
Maintenance for your child - including CSA	£		£	
Payments from boarders	£		£	
Payments from a charity	£		£	
Pension Protection Fund Payments	£		£	
Student grant or loan	£		£	
Weekly amount from letting or sub-letting part of a property	£		£	
Apprenticeship	£		£	
Any other income e.g. Redundancy or Loan Protection Payments (please give name)	£		£	

We must see evidence of any money or pension coming in before we can decide how much Support you can get. Read the checklist at Part 17 to see what you can use as evidence.

Part 7 About working for an employer

	You	Your partner
Do you or your partner work for an employer?	No <input type="checkbox"/> Go to Part 8. Yes <input type="checkbox"/> Answer the questions in this section.	No <input type="checkbox"/> Go to Part 8. Yes <input type="checkbox"/> Answer the questions in this section.
Do you work for more than one employer?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Tell us about all the employers on a separate sheet of paper and send it with this form. Include all the information asked for below.		
If you are sending a separate sheet of paper, tick this box. <input type="checkbox"/>		
What kind of work do you do?	<div style="border: 1px solid black; height: 80px;"></div>	<div style="border: 1px solid black; height: 80px;"></div>
What is your employer's name and address?	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
	Postcode	Postcode
When did you start this job?	<div style="border: 1px solid black; padding: 2px;">/ /</div>	<div style="border: 1px solid black; padding: 2px;">/ /</div>
How much do you get paid before tax and National Insurance are taken off?	£ <div style="border: 1px solid black; width: 150px; height: 20px;"></div>	£ <div style="border: 1px solid black; width: 150px; height: 20px;"></div>

How often do you get paid?	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Four weeks <input type="checkbox"/> Calendar monthly <input type="checkbox"/> Other (specify) <input type="text"/>	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Four weeks <input type="checkbox"/> Calendar monthly <input type="checkbox"/> Other (specify) <input type="text"/>
How are you paid? For example, in cash, by cheque or straight into a bank or building society account.	<input type="text"/>	<input type="text"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Give details of any regular overtime, bonuses, commission or tips.	<input type="text"/>	<input type="text"/>
Are you getting Sick Pay, Maternity Pay, Paternity Pay or Adoption Pay from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
When did it start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text"/> £ <input type="text"/> Every	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text"/> £ <input type="text"/> Every

We must see 5 weekly, 3 fortnightly or 2 monthly consecutive of your most recent pay slips before we can decide how much you can get. Read the checklist at Part 17 to see what you can use as evidence.

Part 8 About being self-employed or a Company Director

	You	Your partner
Are you a company director?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', what is your company name?	<input type="text"/>	<input type="text"/>
What is your registered company number?	<input type="text"/>	<input type="text"/>
	<p>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.</p>	
What kind of work do you do?	<input type="text"/>	<input type="text"/>
When did the business start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

You

Your partner

What is the business address?

Postcode

Postcode

Are you a Director of the business?

No

Yes

No

Yes

Are there any other partners in the business?

No Go to Part 9.

Yes Tell us their name and address

No Go to Part 9.

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 Support you can get. Read the checklist at Part 17 to see what you can use as evidence.

Part 9 About any other work

You

Your partner

Do you or your partner do any other work? This could be voluntary work, therapeutic work or any other work.

No Go to Part 10.

Yes Answer the questions on this page.

No Go to Part 10.

Yes Answer the questions on this page.

What other work do you do?

Have you or your partner received any backdated benefit or deferred payments, such as State Pension, which you have added to your savings?

No

Yes If 'Yes' please give details.

Do you or your partner own or partly own any property or land except the home you live in, either in the UK or abroad?

No

Yes What is the address?

Tick 'Yes', even if you have a mortgage or loan for the property or land. This includes jointly owned properties.

Postcode

How much it worth?

£

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

£

COMPENSATION PAYMENTS

Have you received?	Yes	No	How much?	When did you receive it?
• Lump sum due to deferring a State retirement Pension	<input type="checkbox"/>	<input type="checkbox"/>	£ <input style="width: 100px;" type="text"/>	<input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/>
• Far Eastern Prisoner of War Compensation Payment	<input type="checkbox"/>	<input type="checkbox"/>	£ <input style="width: 100px;" type="text"/>	<input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/>
• Compensation Payment	<input type="checkbox"/>	<input type="checkbox"/>	£ <input style="width: 100px;" type="text"/>	<input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/>

Part 11 About rent

Do you rent your home?

No Go to Part 15.

Yes Answer all the questions in this section.

How much is the rent for your home?

£ every

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

What date did your tenancy start?

/ /

What date did you move in? / /

About your landlord or landlady

Permission to provide your landlord (or their representative) with details of your claim.

If we are paying Housing Benefit directly to your landlord that means that we can automatically discuss with them when these payments are due to be made. However we are not able to discuss anything else with your landlord without your permission. Sometimes, sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because you claim has been delayed.

Even if we are paying your landlord Housing Benefit directly, we will only share information with your landlord if you give us permission. If you do give us permission we would be able to tell your landlord whether.

- You have claimed Housing Benefit; or
- We have made a decision on your claim: or
- We need more information to make a decision on your claim and what that information may be.

We will not give your landlord any specific 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 do **NOT** want to give us permission to discuss your claim with your landlord (or their representative), please sign below.

Signature of the person claiming

Date

 / /

What is your landlord's name and 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 Answer all the questions in this section.

 is my landlord's or agent's

Related means a parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, step-parent, step-son, step-daughter, brother, sister, or if any of the preceding persons is one member of a couple, the other member of that couple;

Are you or your partner a director, shareholder or employee of your landlord?

No

Yes

Have you or your partner owned your current home in the last 5 years?

No

Yes

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.)

Who is liable for council tax at this address?

Has your rent been registered as a fair rent by a rent officer?

No

Yes

Are there 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?

Does your rent include money for the following?

Meals No Yes Which meals are included? All Breakfast Evening

Water authority charges No Yes

Heating No Yes

Lighting No Yes

Hot water No Yes

Fuel for cooking No Yes

Is anything included or separate from your rent that you have not already told us about?

No

Yes

What is it?

Please tick to show if the property is let as:

furnished This means completely furnished.

partly furnished This means some furniture, but not all.

minimally furnished This means just two or three items.

unfurnished This means no furniture at all.

Part 12 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

Bungalow

Hostel

Residential care home

Detached Bungalow

Ground rent

Other (please say what)

These questions are about the number of rooms that you can use, including rooms that you may share with other tenants, family members of your landlord,

How many rooms are there:

	In the whole property?	Just for you and your household?	That you share with other people?
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Separate toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

What are these other rooms?

Do you have a bedroom which is used overnight by someone who cares for you or your partner but does not live at your address?

No

Yes Their name and address

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Do you use your home for business purposes?

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.

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode

Housing Benefit and Council Tax Reduction usually start on the Monday after the claim form arrives at the Benefits Service, but sometimes we can backdate the start of your award.

There are two backdating rules that are based on your age. The age limits are changing for some people.

- If you were born before **6 April 1950**, the rules for **pension-age** people apply to you.
- If you were born on or after **6 October 1954**, the rules for **working-age** people apply to you until you become 66 years old. When you are 66, the rules for **pension-age** people apply to you.
- If you were born between **6 April 1950** and **5 October 1954**, the age you must be for the rules for **pension-age** people to apply to you will be between 60 and 66, depending on your date of birth. We will work out whether the pension-age or working-age rules apply to you.

Backdating for pension-age people

We can sometimes backdate the start of your award for up to **three months** before the date you claimed. If you think we should do this, please give us the following information:

- the date you want us to start your benefit/Council Tax Reduction from
- details and evidence of the money you had coming in during the time between the date you want your award to start and now
- details of who was in your household at the time.

Backdating for working-age people

We can sometimes backdate the start of your award for up to **4 weeks** before the date you claimed. However, there must be a **good reason** why you did not claim sooner. If you think we should backdate your award, tell us:

- the date you want us to start your benefit/Council Tax Reduction from
- why you didn't claim sooner. Please give as much information as you can.

You must also give us:

- detail and evidence of the money you had coming in during the time between the date you want your benefit/Council Tax Reduction to start and now.
- details of who was in your household at the time.

Date you want your benefit to be backdated to: ____/____/____

Give your reason(s) for the backdate:

Paying you

The Local Housing Allowance (LHA) rules mean we must normally pay your benefit to you, not your landlord. You must make arrangements to pay your rent to your landlord yourself. We make payments in arrears (in other words, at the end of the period they are for).

We will pay your benefit into your **bank or building society account**. This is the safest and easiest way to receive your benefit.

- 1 Please fill in your bank or building society details in the box below. We can't pay your benefit into a post office account.

Your bank or building society details

Name of the bank: _____

Address of the branch: _____

Postcode: _____

Name account is in (as on your statement): _____

Roll number (if a building society): _____

Account number: _____

Branch sort code: _____

Please note:

We can't pay you if you owe your landlord at least eight weeks rent. We must pay your landlord.

In some circumstances, we may decide to make the first payment to your landlord. We will also write to your landlord to tell them we are making the first payment to them. After this we will pay you.

If you do not already have a bank account, you will need to open one. There is advice about this at www.moneyadviceservice.org.uk or ask at a local bank about opening a basic bank account. If you think you may need help managing your benefit and paying your rent to your landlord, we can give you details of where to get advice.

Paying straight to your landlord instead

We can only pay your Housing Benefit straight to your landlord in the situations below. If any of these apply, please tick the box and give any details we ask for. We can only pay benefit straight to landlords every four weeks, not every two weeks.

- Your landlord is a **housing association** registered with the Homes and Communities Agency.
 Tick here if you want us to pay your landlord.
- You live in **board and lodging, hostel or supported accommodation**.
 Tick here if you want us to pay your landlord.
- You have **difficulty managing your finances** or you are **unlikely to pay your rent**.

If you will not be able to pay your rent to your landlord because you cannot manage your own money, we can decide to pay your landlord. We may do this if you have:

- a learning disability or a medical condition that affects how you manage your day-to-day affairs
- an addiction to drugs, alcohol or gambling
- any other problems that affect your ability to deal with your finances.

Tick box below and give the extra details to ask us to pay your landlord. You **must** tell us why you cannot deal with your finances. We **will not** pay your benefit to your landlord if your only reason is that you have no bank account.

Make sure you have given us your daytime phone number in case we need more information.

Tick here if you want us to pay your landlord.

I have difficulty managing my finances. I will not be able to pay my rent to my landlord because:

Continue in **part 14** if you need more space.

We may write to you about this.

- You **owe more than eight weeks** rent. We must pay your benefit straight to your landlord if so.

Tick if you owe more than eight weeks' rent and say how much you owe.

£

- The information I have given on this form is correct and complete.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include cost action.
- I understand that you may use the information I have provided to process my claim for Housing Benefit or Council Tax Reduction or both. I know that you may check the information I have given on this form with other borough departments and government agencies.
- I understand that you may make any necessary enquiries to check the information I have given on this form. This includes contacting employers, banks, building societies and pension companies.
- I understand you may make any necessary enquiries to check any documents and information I have provided to support my claim.
- I understand that I must write to your Benefits Service **immediately if there are any changes in my circumstances** which may affect my Housing Benefit or Council Tax Reduction.
- **I know that the changes I must tell you about include the following.**
 - If I, or anyone in my household, stop claiming Income Support, Employment and Support Allowance, Universal Credit or Jobseeker's Allowance.
 - If I, or anyone in my household, start work or get a pay rise or an increase in pension.
 - If I, or anyone in my household, start receiving another benefit or tax credit.
 - If there is a change in the amount of benefit or tax credit I, or anyone in my household, receive.
 - If someone else moves into my home.
 - If any of the children included on this form leave school.
 - If someone moves out of my home.
 - If there are any other changes to the information I have given on this form.
- I understand that the Jobcentre Plus is **not** responsible for telling you that I, or anyone in my household, have stopped getting Income Support, Employment and Support Allowance or Jobseeker's Allowance. I know that I must tell you about any changes myself.
- I understand that HM Revenue and Customs is not responsible for telling you about any changes to the tax credits that I, or anyone in my household, receive. I know that I must tell you about any changes myself.
- I understand that I may be prosecuted if I give information that is incorrect or incomplete, or if I do not tell you about any changes of circumstances. If you pay me too much benefit as a result of this, you may claim this back from me or my partner. I understand that you will use any lawful method to claim back this benefit.
- I give you permission to check any details about my employment with my employer.
- I understand that I must provide any proof relating to this claim within one month of the date I submit this claim form.

Before you send the form to us, please make sure that you have done the following.

- Answered all the questions that need a 'Yes' or 'No' answer.
- Read through the form and checked that you have filled in all the sections correctly.
- Answered all the questions about you and any other people you live with.
- Answered all the questions about your landlord and your home.
- Provided all the documents we need as proof with the form or within one month of submitting this claim form.
- Read and understood the declaration on page 19 and signed it.

Please remember, we cannot pay your benefit until you have given us all the original documents and information we need to assess your claim.

PLEASE TURN OVER

– complete the checklist and SIGN and DATE the declaration on page 23

Have you answered every question?

Yes No

Have you enclosed the following original documents for you and your partner?:

Proof of National Insurance Number – for new claims only

One item for each of you (such as a P45 or P60 for last employer, NI No. card, printed wage slips, letter from DWP/Job Centre, letter or tax code from Revenues and Customs, occupational pension slip).

Yes No To follow

Proof of identity – for new claims only

In addition to one item from the list above, at least one further item for each of you (such as up-to-date driving licence, passport, utility bill, bank statements. We can also accept birth or marriage certificates, divorce papers, medical card, residence permit, letter from Home Office, probation officer, solicitor, social worker or Revenues and Customs).

Yes No To follow

Proof of earnings – for each of you. Payslips **must** be consecutive.

Five weekly payslips or three fortnightly payslips or two monthly. Or a detailed letter from your employer or a Certificate of Earnings.

Yes No To follow

Proof of self-employed earnings – for each of you

Most recent accounts, bank statements or a Proforma for Self Employed Earners – ask us for this if you need one.

Yes No To follow

Proof of benefits, pensions or allowances – for each of you

Current award letters from DWP or other pension provider.

Yes No To follow

Proof of any other income

Including student grants/loans

Yes No To follow

Proof of savings and investments – for each of you

Bank, Building Society and Post Office account statements/pass-books for the last two months. For all other investments and capital, please provide certificates or other documentation.

Yes No To follow

Proof of rent – private tenants and Housing Association tenant only

A current tenancy agreement or a letter from your landlord/agent or a fully completed and recently updated rent book/card. The document needs to confirm your rent and any service charges you pay, the date you moved in and whether you are a joint tenant. It also needs to be signed by you and your landlord.

Yes No To follow

Proof of income, capital and savings for all non-dependants

These are the people entered in section C.

Yes No To follow

Proof of Child Benefit and any other income and/or savings for all dependants

We also need to see proof of the child's/children's date of birth if the evidence supplied does not include this.

Yes No To follow

Proof of payments to registered childminder and registration certificate of the childminder

Yes No To follow

Proof of payments to a pension scheme

Except those you make through your employer – they will show on your payslips

Yes No To follow

Proof of student ID and course details

Yes No To follow

Please read the information on page 18.

Then read and sign the declaration on page 21.

If you do not have all the documents to hand, do not delay in sending or bringing this form to our office within one calendar month, as you could lose benefit. You can bring missing documents in later. We cannot accept photocopies, but please do not send us valuable documents through the post. Our opening times and address are on the front of this form.

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign this declaration as well.

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

If you give false information, you may be prosecuted.

- I confirm that the information I have given on this form is correct and complete, and I agree that you can check the information.
- I understand that you will keep this form on computer and use the information from it to work out my Housing Benefit and Council Tax Reduction, as well as identifying other benefits and tax credits I may be entitled to.
- This authority has a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing and administering public funds for these purposes. Under section 6 of the Audit Commission Act 1998, we must take part in the National Fraud Initiative (NFI) data matching exercise.
- This means that the information we hold about your Housing Benefit will be used for cross-system and cross-authority comparisons to prevent and detect fraud.
- If you receive support from the Supporting People Team, by filling in this declaration you will be agreeing to us exchanging information with the Supporting People Team. You will also be agreeing to information about your claim being exchanged between the Supporting People Team and your support service provider.
- We may use any information you provide in line with the Freedom of Information Act.

Please make sure the information you provide on this form is true and complete. If you have any doubts about how to fill in this form, please contact us.

I know I must let the housing benefit and Council Tax Reduction department know immediately about any changes in my circumstances which might affect my claim. I understand that I will be asked to repay any benefit I receive to which I am not entitled.

I confirm that the information I have given on this form is correct and complete.

Your signature

Date

Your partner's signature

Date

If this form has been filled in by someone other than the person claiming

Please tell us why you are filling in this form for the person claiming.

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

Contact phone number

You can post your claim form and any documents we need as proof to:

WATFORD

Benefit Section
Town Hall,
Watford, Herts, WD17 3EX

THREE RIVERS

Three Rivers District Council,
Three Rivers House, Northway,
Rickmansworth, Herts, WD3 1RL

Or you can bring your claim form and documents to our Customer Service Centre located at either address shown below:

Opening times:

WATFORD

Mon-Thur 8.45am - 5.15pm
Friday 8.45am - 4.45pm

THREE RIVERS

Mon-Friday 9.00am - 5pm

Part 20 Ethnic Background

The government has asked us to gather information about our customer's ethnic background. It's your choice whether to fill in this section. Please show which of the following groups you and your partner (if any) consider you belong to by ticking one box for you and one for your partner.

	You	Your partner
White		
British		
Irish		
Other white		

	You	Your partner
Mixed		
White and black Caribbean		
White and black African		
White and Asian		
Other mixed		

	You	Your partner
Chinese		

	You	Your partner
Other		

	You	Your partner
Asian		
Asian British		
Bangladeshi		
Indian		
Kashmiri		
Pakistani		
Other Asian		

	You	Your partner
Black		
Black British		
Caribbean		
African		
Other black		

Sex Male Female

Religion None Hindu Jewish
 Christian Muslim Other
 Buddhist Sikh

Disability Yes Please specify
 No