

Application Form For: Housing Benefit, Council Tax Benefit or Council Tax Reduction Scheme, Second Adult Rebate and Free School Meals



This form can be returned in person to any of the addresses below:

Halton Direct Link Shopping Centre Runcorn	Halton Direct Link Granville Street Runcorn	Halton Direct Link Town Centre Widnes	Halton Direct Link Ditton Library Widnes
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You may return by post to:

Halton Borough Council, Benefits Service, PO Box 223, Widnes, WA8 2DA
 You can contact the Benefits Service by telephone on 0151 511 7772 Fax: 0151 471 7308
 e-mail: benefits@halton.gov.uk
 web: www.halton.gov.uk/benefits

OFFICE USE ONLY

Date Form Issued:

/ /

Date received at office:

(Date stamp)

Part 1 – About you and your household

This is my claim for:

Housing Benefit

Council Tax Benefit or

Council Tax Reduction

Second Adult Rebate

(complete parts 1,2 & 6 only)

I am a:

Owner Occupier

Private Tenant

Housing Association Tenant

If you do not wish to be considered for free school meals please tick box

Name : (Mr, Mrs, Ms, other)		Previous Name:	
Date of birth:		National Insurance Number:	
Address:			
Postcode:		Have you lived in this area before? Yes / No	
Previous address:		Date moved into new address:	
Did you own or rent your previous address?		Nationality:	
Contact No:		Date moved to UK (if applicable)	

If your previous claim included a partner, have you been: Widowed? Separated? Date

Have you spent a period of time in a Homeless Hostel? (If yes, we may ask you about this) Yes No

Are you registered Blind or Disabled? Yes No

Are you getting Attendance Allowance or Disability Living Allowance? Yes No

Are you or your partner currently in hospital? Yes No if yes, who & when

These people live with me:

Partners Name (add previous name if applicable)	Date of birth	National Insurance Number	Are they registered blind or disabled:	Do they get Attendance Allowance or Disability Living Allowance
Nationality:		Date moved to UK (if applicable):		

Children (please attach a separate sheet if you need to add more information)	Male or Female	Date of birth	Child Tax Credit received?	Who receives the child benefit?	Are they registered blind or disabled?

Other adults over 16 who nobody gets Child Benefit for (please attach a separate sheet if you need to add more information)	National Insurance Number	Date of birth	Student? Full time or Part Time?	Are they registered blind or disabled?	Do they pay rent, board or lodgings?

Are any of the other adults over 16 related to you, or each other? If so who?

Relationship:

is related to..	
Is related to..	
Is related to..	

Does anyone get Carer's Allowance for looking after you or your partner?

Yes No

Does anyone stay overnight to provide care for you or your partner?

Yes No

The household has the following money coming in or is waiting to hear about it: Include here income for all other Adults in your property (See part 7 for details on what income you should include)

Received by:	Source / Type of income For example: Wages, Sick Pay & Employers Name, Self Employed & Business Type	Start Date	Amount	Frequency weekly, fortnightly, 4 weekly, calendar monthly	Hours per week

The household has the following bank accounts, savings and investments:

Held by:	Type of savings/ account	A/C number	Sort Code	Value

Other property or land (owned, part owned or in trust) in this country or abroad (with or without mortgage outstanding):

Claimant/Partner	
Others	

Myself or my partner pay the following expenses:

Child Care Costs	£	Frequency:
Private Pension Contributions (not in wage slips)	£	Frequency:
Other:(state)	£	Frequency:

Part 2 - Backdating

We 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 want us to consider paying your benefit from an earlier date, tell us when you want the benefit from and why you did not claim earlier. We may need proof of your income for the period you have requested a backdate.

Date you want to claim from?	<input type="text" value=" / /"/>	Why have you not claimed before?

Part 3 – Property & Rent Details - Private Tenant and Housing Association Tenant

Have you previously owned this property?
 Do you use this property for a business?
 Are you behind with your rent?

Yes No
 Yes No
 Yes No

Amount of Rent	Frequency	Date moved in

Joint Tenancy Yes No

Does your rent include meals? Yes No

(If yes, how many) _____

If yes, for which meals: Breakfast Lunch Evening Meals

If yes, how much £ _____ every _____

Room Type	Total Number	Own Use	Shared
Living Room			
Bedsit Room			
Bedrooms			
Bathroom/shower			
Toilet (Separate from Bathroom)			
Kitchen			
Other (provide details)			

Do you and your household only occupy part of the property? Yes No

If YES, please state which floor/ rooms you occupy? _____

Property type:

House Flat in house House boat
 Bungalow Flat over commercial property Room
 Maisonette Purpose built flat Hostel
 Caravan Caravan Site (site fess only) Studio Flat

*Other _____

Is the property let as?

Furnished Yes No Partly Furnished Yes No Unfurnished Yes No

Name and address of landlord & landlords agent – please include telephone number and e-mail if you have it

Name	
Address	
Telephone Number	E-mail Address

Is your landlord or agent or their partner's related to you or

- your partner's
- your former partner
- your partner's former partner
- related to you or your partner
- related to your children; or
- related to your partner's children?

No
 Yes what is the relationship?

Is my landlord's _____
 or agents

(Related includes related through marriage or civil partnership, even if it has ended. For example ex-wife, ex-husband, ex-civil partner, aunt, brother, daughter, father, grandson, grandmother, son-in-law or step daughter).

Part 4 – How you will be paid

If you are a private tenant you may not be able to have payment made direct to your landlord. However, if you feel you are unable to manage your rent payment; please contact us to explain or give reasons on a separate sheet.

If you rent from a housing association – would you like your benefit paid direct to them? Yes No

Do you occupy the property as a condition of you or your partner’s employment? Yes No

I would like my benefit paid into this account (this cannot be a Post Office account)

Name on the account	Name of the bank/building society	Sort Code (all six numbers)	Account Number (usually seven to ten digits)
		<input type="text"/>	<input type="text"/>

Or Building Society Roll or Reference Number

Name on the account	Name of the bank/building society	Building Society Roll or Reference Number
		<input type="text"/>

Part 5 - Sharing Information

Sharing Information with your landlord can help us deal with your claim more quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. We would only share information with your landlord if you have agreed that we can pay your Housing Benefit straight to your landlord.

Under the Data Protection Act we need your permission to share information. If you give us permission, we would be able to tell your landlord:

- Whether or not you had claimed or renewed your claim for Housing Benefit and, if so, whether or not we have made a decision on your claim; and
- If we need more information to make a decision on your claim and, if so, what information this is.

There may be other information about your claim that we need to check with your landlord, such as the date your tenancy started, before we can make a decision on your claim. If this is the case, we have to ask your landlord even if you have not given permission to discuss your claim with them. But unless you have given us permission by signing this form, we will not discuss anything else with your landlord.

We will not give your landlord any information about:

- Your personal or household circumstances; or
- Your financial circumstances

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim. If you give us permission but then change your mind, just contact us and let us know. If you want to give permission to share information with your landlord, please sign below.

I give you permission to share information about the progress of my Housing Benefit claim with my landlord and anyone listed below.

Name/ details of third party	Relationship to claimant	Telephone Number and E-mail Address

Claimants Signature

Full Name (in CAPITAL LETTERS)

Date

 / /

Part 6 - Declaration

Even if someone 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. But they do not have to sign.

Please read this declaration carefully before you sign and date it. I understand the following:

- If I give information that is incorrect or incomplete, or delay in giving information affecting my claim, you may take action against me. This action may result in me being cautioned or asked to pay back any overpayment and an extra penalty. You may consider prosecuting me.
- You will use the information I have provided to process my claim for Housing Benefit and Council Tax Benefit or Council Tax Reduction Scheme, Second Adult Rebate or Free School Meals. You may check some of the information with other sources within the Council, the Valuation Office Agency and other Councils.
- I give you permission to check the information on this form. This could include contacting my employer or pension provider if I do not give you enough evidence of my earnings or my pension. You may also contact other organisations or people where appropriate, if the law allows this.
- I give you permission to use any information I have provided in this form for or in connection with (a) the exercise of any other functions of a public nature exercised in the public interest by the Council or by any other person or (b) the exercise of any functions conferred on the Council or any other person by any Act of Parliament.
- You may use any information I have provided in connection with this and any other claim for State Benefits that I have made or may make. You may give some of this information to other government organisations, if the law allows this.
- I know I must let the Council's Benefit Service know about any changes in my circumstances which might affect my claim. I must report the change straight away, **IN WRITING**; if I delay I may lose benefit.
- **I confirm that all the information provided in this form is true and correct.**

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 are filling in this form for the person claiming.

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

Name of the person who filled in the form

Signature

Relationship to the person claiming

Date

Part 7 - Evidence Check

Important - Do not delay returning this form, if you cannot provide the proof we need at the same time as this form, please bring the form to your nearest Halton Direct Link Office see the front page for your local office or send the form to Halton Borough Council, Benefits Service, PO Box 223, Widnes, WA8 2DA and send the proof later.

We must see **original documents**, not copies.

Please do not send valuable items through the post. If you can, please bring them into your nearest Halton Direct Link Office. We will take the details we need and give the documents back to you. Alternatively if you are unable to bring your documents in to an office please contact the Benefits Service on 0151 511 7772 or Minicom 0151 907 8346.

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.

Your claim will only be assessed once we have received all the evidence requested.

Proof of Identity

You must provide at least one document to prove your identity, this may include:

- Birth, marriage or civil partnership certificate
- Medical card
- EEC identity card / UK residence permit
- Bank statements/ utility bill
- Current valid passport and/or full driving license

Proof of National Insurance Number *(we need to see this proof for all adults in your home)*

National Insurance Card, payslips or letters from the tax office or from Department for Works and Pensions.

Proof of Earnings *(we need to see this proof for all adults 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 or your partner started work within the last 3 weeks we may ask you to ask your employer to complete a certificate of earned income.

Self Employed *(we need to see this proof for all adults in your home)*

If you or your partner are self-employed, we need to see your accounts from the last financial year or if you have been trading for less than six months, a summary of your trading records so far. We may ask to complete a self-employed pro-forma.

Proof of capital, savings, investments and property *(we need to see this proof for all adults in your home)*

Such as all your bank, building society or post office accounts, full bank statements, or certificates for premium bonds, national savings certificates, ISA's, stocks, shares and unit trusts. We need to see proof of interest or dividends you get on investments and savings. The proof you send must show details for at least the last three months.

We also need to know about any property or land that you own.

Proof of benefits, allowance or pension *(we need to see this proof for all adults in your home)*

Such as current award notices or letter from your Jobcentre, Department for Works and Pensions confirming how much you get. If you do not have proof, let us know straight away.

Proof of Rent

We need to see your tenancy agreement, your rent book or a letter from your landlord confirming your rent amount and date of tenancy.

Proof of any other income *(we need to see this proof for all adults in your home)*

If you receive any other income you will need to provide proof of this. Please contact our office for further advice.

Proof of money paid out

Such as letter about student grants, maintenance agreements or receipts from registered child minders.

Notes

यदि आप की पहली भाषा अंग्रेजी नहीं है और आप हमारी सेवाओं के बारे में जानकारी किसी अन्य भाषा में चाहते हैं तो कृपया हमें 0151 907 8300 पर फोन करें या hdl@halton.gov.uk पर ई-मेल भेजें

Jeżeli angielski nie jest Twoim pierwszym językiem i potrzebujesz informacji o naszych usługach w innym języku, prosimy o zatelefonowanie do nas pod numer: 0151 907 8300 lub wysłanie maila do: hdl@halton.gov.uk

如果你的母语不是英语，而你希望得到有关我们服务的其它语言版本的信息，请致电0151 907 8300或者发送电邮至 hdl@halton.gov.uk联络我们。

اگر آپ کی پہلی زبان انگریزی نہیں ہے اور آپ ہماری خدمات کے بارے میں معلومات کسی دوسری زبان میں چاہتے ہیں تو براہ کرم ہمیں 8300 907 0151 پر فون یا hdl@halton.gov.uk پر ای میل کریں

If your first language is not English and you would like information about our services in another language, please call us on 0151 907 8300 or email hdl@halton.gov.uk

Notes for filling in the claim form for Housing Benefit, Council Tax Benefit or Council Tax Reduction Scheme, Second Adult Rebate and Free School Meals Application Form

About this form

We have designed this claim form to be easy to fill in. There needs to be enough 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 (for example, a few questions would not apply to most pensioners) but you must fill in any part that is relevant to you.

About Housing Benefit and Council Tax Benefit or Council Tax Reduction Scheme

Housing Benefit can pay all or part of your rent. It may give you some money towards things you have to pay for, like cleaning shared areas. Council Tax Benefit can pay all or part of your Council Tax up to 31st March 2013, Council Tax Reduction Scheme applies from 1st April 2013 and your means-test award will be reduced by a prescribed percentage as set by Halton Borough Council each year.

Second Adult Rebate

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

- Is over 18,
- is on a low income and
- does not pay them rent

If you are claiming Second Adult Rebate, only complete Parts 1, 2 and 6 of this form

Free School Meals

We will use this claim form to give free school meals to your children if you are their parent or guardian and you meet the criteria for free school meals. If you do not wish to be considered for free school meals please tick the box on the front page of this application form.

Proof

We need to see proof of some of the things you tell us about. There is a check list on page 6 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.

If you need help to fill in the form

If you need any help contact us on 0151 907 8302 or for Minicom 0151 907 8346

Filling in the form

Please 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.

Changes you must tell us about

For example:

- Any of your children leave school, leave higher education or leave your property
- Anyone moves into or out of your home, including lodges and sub tenants
- Your income or the income of anyone living with you changes; including benefit changes
- Your capital or savings amount goes down or goes up
- 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 changes leaves a job.
- Your rent changes
- You move
- Your or your partner to be away from home for more than a month
- You or anyone living with you starts work
- You receive any decision from the Home Office

This is not the full list. If you are not sure, please contact the Benefits Service for advice. You must tell us about changes in writing - a phone call or an email is not enough. If you do not tell us about any 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 any changes. Do not rely on someone else to pass the message on. It is an offence not to tell us about any changes that may affect your benefit. We may take court action against you and if we pay you too much benefit, you will have to pay it back.

How we collect and use information

We will use the information you give on this form, and in any supporting evidence you send us, to process your claim for Housing Benefit, Council Tax Benefit or Council Tax Reduction Scheme, Second Adult Rebate and Free School Meals.

We may pass the information to other agencies or organisations such as the Department of Social Security, the Employment Service and the Inland Revenue, as allowed by the law.

By law, we may check the information you have provided, or information provided about you by someone else, against other information we already have. We may also ask other agencies, organisation, local authorities or government departments to give us information they have about you to:

- Make sure the information accurate
- Prevent or detect crime; and
- Protect public funds.

We may use or disclose any information you provide in this form for or in the connection with (a) the exercise of any other functions of a public nature exercised in the public interest by the Council or be any other person or (b) the exercise of any functions conferred on the council or any other person by any Act of Parliament.

Halton Borough Council is the data controller for the purpose of the Data Protection Act 1998.

If you want to know more about what information we have about you, or the way we use that information, you can ask.

What to do next

When you have filled in the form read the declaration and sign it, return the form to one of the Halton Direct Link Offices listed on the front page of this form, or alternatively post the form back to Halton Borough Council Benefits Service P.O Box 223, Widnes WA8 2DA.