Broxtowe Borough COUNCIL

Positive People - Positive Leadership - Positive Partnerships

A claim form for Housing Benefit, Local Housing Allowance and Council Tax Benefit

Broxtowe Borough Council
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Clarity approved by Plain English Campaign

Claimants name, address and postcode

About this form

- Please fill in this form if you need help to pay your rent or your Council Tax (or both).
- If you need any help or advice, please contact us at the address or phone number stated above.
- Please answer all questions that apply to you.
- You must provide original documents for the questions you have answered so that we can deal with your claim quickly. **Never delay in returning this form**.
- It is important that you read and sign section 18, it tells you what to do next.

Part 1 About you and your partner

In this part, give details about yourself and your partner, if you have one. By 'partner' we mean 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.

Do you have a partner who normally lives with you? No ☐ Yes ☐ Answer all the questions about them as well as yourself.

	You	Your partner
Last name		
Other names		
Title (Mr, Mrs, Miss and so on)		
Date of birth	/ /	/ /
National Insurance number (We cannot decide your claim if we do not have your National Insurance number.)		

Are you:

- an owner occupier? ☐
- a private tenant? ☐
- a council tenant? ☐
- a housing-association tenant? ☐
- a boarder? ☐
- a subtenant? ☐

For office use only

Date issued

Reference

Date stamp

Part 1 About you and your partner - (continued)

	You	Your partner
If you are a tenant, when did your tenancy start?	/ /	/ /
When did you move into this property?	/ /	/ /
Any other names you have used		
Your daytime phone number (You do not have to tell us this, but it may help us to deal with your claim more quickly.)		
Your e-mail address. (You do not have to tell us this, but it may help us to deal with your claim more quickly.)		
If you have moved home in the last 12 months, tell us your last address.		
Have you claimed Housing Benefit, Local Housing Allowance or Council Tax Benefit before?	No ☐ Yes ☐ What address did you last claim for?	No ☐ Yes ☐ What address did you last claim for?
Did you own this property?	No ☐ Yes ☐	No ☐ Yes ☐
Have you come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years?	No ☐ Yes ☐ We will write to you about this.	No ☐ Yes ☐ We will write to you about this.
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.)	/ /	/ /

Part 1 About you and your partner - (continued)

	You	Your partner
Have you continuously been in hospital for the last 52 weeks?	No ☐ Yes ☐ When did you go in? / / When will you come out (if you know this)? / /	No ☐ Yes ☐ When did you go in? / / When will you come out (if you know this)? / /
Does anyone get Carer's Allowance for looking after you?	No ☐ Yes ☐ Give details below. Name and address of the person receiving it Number of hours they provide care for	No ☐ Yes ☐ Give details below. Name and address of the person receiving it Number of hours they provide care for
Are you looking after someone but not getting Carer's Allowance because you get another benefit?	No ☐ Yes ☐	No ☐ Yes ☐
Are you registered blind?	No ☐ Yes ☐	No ☐ Yes ☐
Are you in legal custody?	No ☐ Yes ☐	No ☐ Yes ☐
Do you have a severe learning disability, mental illness or form of dementia?	No ☐ Yes ☐	No ☐ Yes ☐
Are you living away from home at the moment?	No ☐ Yes ☐ Where are you living?	No ☐ Yes ☐ Where are you living?

We need to see proof of your (and your partner's) identity. We must see two original documents such as a birth certificate, passport or driving licence. If you have sent these to us within the last year, we do not need to see them again.

Part 2 About children

In this part, please give details of any children who normally live with you.

Do you have any children who normally live with you and who are:

- **under 16;**
- **aged 16 or 17 and registered for work or youth training; or**
- **aged 16 to 20 and in full-time education doing a course not higher than GCE A-level or GNVQ (advanced)?**

No ☐ Go to **part 3.**

Yes ☐ Tell us about these children by answering the questions below.

There is space below for you to tell us about six children. If you have more than six children, give their details on a separate sheet of paper and send it to us with this form.

Last name	Other names	Date of birth	Child's sex	Relationship to you
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		
		/ /		

Are any of these children registered blind or getting Disability Living Allowance? No ☐ Yes ☐ Child's name

Do you pay a registered childminder, a nursery or an after-school club any childminding costs for any child? (If you pay costs for more than three children, give details on a separate sheet of paper and send it to us with this form.)

No ☐ Yes ☐ Give the details below.

Child's name	Child's name	Child's name
Name and registration number of minder	Name and registration number of minder	Name and registration number of minder
How much do you pay a week?	How much do you pay a week?	How much do you pay a week?
£	£	£

Do you get Disability Living Allowance for any child? No ☐ Yes ☐ Name of child

We need to see proof that your childminder, nursery or after-school club is registered and proof of the amount you pay. We also need to see proof of any Disability Living Allowance you get for any of your children.

Part 3 About other people living with you

In this part, please give details of any other people over 16 (apart from your partner and children listed in part 2) who live in your home (for example, children over 16 who nobody gets Child Benefit for, relatives, friends, lodgers and anyone who pays you rent to live in your home).

Do any people over 16 normally live with you and your partner?

No ☐ Go to **part 4.**

Yes ☐ Give us these other people's details below.

There is space below to tell us about three people. If there are more than three people, give details on a separate sheet of paper and send it to us with this form.

	First person	Second person	Third person
Last name			
Other names			
Date of birth	/ /	/ /	/ /
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.			
Do they get Income Support, income-based Jobseeker's Allowance, or Pension Credit?	No ☐ Yes ☐ We need	No ☐ Yes ☐ We need	No ☐ Yes ☐ We need
Do they get Disability Living Allowance or Attendance Allowance, or are they registered blind?	No ☐ Yes ☐ We need	No ☐ Yes ☐ We need	No ☐ Yes ☐ We need
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No ☐ Yes ☐ Tell us which.	No ☐ Yes ☐ Tell us which.	No ☐ Yes ☐ Tell us which.
Do they have a severe learning disability, mental illness or form of dementia?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
Are they in legal custody at the moment?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
	When are they due to be released? / /	When are they due to be released? / /	When are they due to be released? / /

Part 3 About other people living with you - continued

	First person	Second person	Third person
Are they in hospital at the moment?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
	When did they go in? / /	When did they go in? / /	When did they go in? / /
	When are they expected to come out? / /	When are they expected to come out? / /	When are they expected to come out? / /
Do they work?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
	How many hours a week?	How many hours a week?	How many hours a week?
	Tell us their earnings before any deductions. £	Tell us their earnings before any deductions. £	Tell us their earnings before any deductions. £
	What kind of work do they do?	What kind of work do they do?	What kind of work do they do?
	We need to see original proof of their earnings.		
Do they have any other income? (For example, pensions, allowances or benefits.)	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
	Give us the total of all their other income before deductions. £	Give us the total of all their other income before deductions. £	Give us the total of all their other income before deductions. £
	We need to see original proof of their other income.		
Do they get interest from any accounts, savings or investments?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
	How much interest do they get each year? £	How much interest do they get each year? £	How much interest do they get each year? £
	We need to see original proof of how much interest they get.		
Do they pay you or your partner rent?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐
	How much each week? £	How much each week? £	How much each week? £
Does this rent include any meals?	No ☐ Yes ☐	No ☐ Yes ☐	No ☐ Yes ☐

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

No ☐ Yes ☐ Tell us their names.

_____ is the partner of _____

_____ is the partner of _____

We need to see original proof of the earnings, income and interest of any other people in your home unless they are a boarder or subtenant who pays rent to you or your partner.

If you do not send us this original proof, we will have to take off the highest amount allowed for these people. If any of these people are not willing to give you this original proof, we may be able to contact them direct to get it. If you would like us to do this, please write and let us know.

Part 4 About accounts, savings and investments

In this part, give details of all accounts, savings or investments that you or your partner have. This includes bank, building society, post office and Paypal accounts (even if they are empty or overdrawn), Premium Bonds, stocks and shares, PEPs, TESSAs, ISAs, property, land and timeshares in the UK or abroad.

Do you have any **bank or building society accounts?**

You		Your partner	
No ☐	Yes ☐	No ☐	Yes ☐

In the box below, tell us about all bank and building society accounts. Give the name of each bank, the account numbers, and how much there is in each account.

	How much?	How much?

We must see full original account statements (not mini statements) covering the last two months.

Do you have any **post office accounts?**

You		Your partner	
No ☐	Yes ☐	No ☐	Yes ☐

In the box below, tell us about all **post office accounts.** Give the name of each account, the account numbers, and how much there is in each account.

	How much?	How much?

We must see original account passbooks covering the last two months.

Do you have any **Premium Bonds?**

You		Your partner	
No ☐	Yes ☐	No ☐	Yes ☐

In the box below, tell us how many and how much they are worth.

	How much?	How much?

We must see these original Premium Bonds to confirm how much they are worth.

Do you have any **National Savings Certificates?**

You		Your partner	
No ☐	Yes ☐	No ☐	Yes ☐

In the box below, tell us the issue numbers and number of units held.

Issue number	Number held	Issue number	Number held

We must see these original National Savings Certificates to confirm the number held.

Do you have any **stocks and shares?**

You		Your partner	
No ☐	Yes ☐	No ☐	Yes ☐

In the box below, tell us about any **stocks and shares**.
Give the company name, type of share and the number held.

Company name and type of share	Number held	Number held

We must see original share certificates or dividend slips.

Part 4 About accounts, savings and investments (continued)

Do you have any savings such as **PEPs, TESSAs, ISAs, unit trusts and income bonds?**

You		Your partner	
No ☐	Yes ☐	No ☐	Yes ☐

In the box below, tell us about any savings such as **PEPs, TESSAs, ISAs, unit trusts and income bonds.** Give details and say how much.

	How much?	How much?

We must see original proof of these (for example, certificates or letters from the savings company).

Do you have any other accounts, savings, investments or cash?

You		Your partner	
No ☐	Yes ☐	No ☐	Yes ☐

In the box below, tell us about any other accounts, savings, investments or cash. Give details and say how much they are worth.

	How much?	How much?

We must see original proof of these accounts, savings or investments.

Do you or your partner own or partly own any land, property or timeshares (other than the home you live in) in this country or abroad?

No ☐

Yes ☐ Give us details below.

Do you or your partner have a mortgage on the property?

No ☐ Yes ☐

How much do you still owe?

£

What is the address of the land or property?

We need to see original proof of any mortgage on this property, such as a statement or letter from the lender.

Does a disabled relative or relative over 60 live in this property?

No ☐ Yes ☐

Does a previous partner still live in the property?

No ☐ Yes ☐

Are you or your partner trying to sell the property?

No ☐ Yes ☐

How long has it been on the market?

months

We need to see original proof that you are selling the property, such as a letter from the estate agent.

We may need to get a valuation of any land or property. We will write to you about this.

Part 5 About benefits, pensions and allowances

In this part, please give details of any benefits, pensions or allowances that you or your partner are getting now or have claimed but are still waiting to hear about. (Include income in your name paid to someone else.)

Do you or your partner get any benefits, pensions or allowances, or have either of you claimed any but have not yet heard if you will get anything?

No ☐ Go to **part 6.**

Yes ☐ Tell us about these benefits, pensions or allowances below.

Income Support or Jobseeker's Allowance

		You		Your partner	
		How much?	How often?	How much?	How often?
Income Support:	Getting now ☐ Waiting to hear ☐	£		£	
		How is it paid?		How is it paid?	
		When did it start?	/ /	When did it start?	/ /
		How much?	How often?	How much?	How often?
Income-based Jobseeker's Allowance:	Getting now ☐ Waiting to hear ☐	£		£	
		How is it paid?		How is it paid?	
		When did it start?	/ /	When did it start?	/ /
		How much?	How often?	How much?	How often?
Contribution-based Jobseeker's Allowance:	Getting now ☐ Waiting to hear ☐	£		£	
		How is it paid?		How is it paid?	
		When did it start?	/ /	When did it start?	/ /

Which office do you sign on at? _____ _____

Benefits and allowances for disability

	You		Your partner	
	How much?	How often?	How much?	How often?
Incapacity Benefit:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Employment Support Allowance:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Attendance Allowance:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Constant Attendance Allowance:	£		£	
	How is it paid?		How is it paid?	

Part 5 About benefits, pensions and allowances (continued)

	You		Your partner	
	How much?	How often?	How much?	How often?
Disability Living Allowance (care component):	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Disability Living Allowance (mobility component):	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Carer's Allowance:	£		£	
	How is it paid?		How is it paid?	
Who is this for and what is their address?				
	How much?	How often?	How much?	How often?
Severe Disablement Allowance:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Industrial Death Benefit:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Industrial Injuries or Disablement Benefit:	£		£	
	How is it paid?		How is it paid?	

Benefits and allowances for families, parents and widows

	How much?	How often?	How much?	How often?
Child Benefit:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Maternity Allowance:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Maintenance payments for you or your children:	£		£	
	How is it paid?		How is it paid?	

Is this maintenance for you or your children?	You	☐	Your children	☐	You	☐	Your children ☐

Part 5 About benefits, pensions and allowances (continued)

	You		Your partner	
	How much?	How often?	How much?	How often?
Custodianship or Adoption Allowance:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Guardian's or Fostering Allowance:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Widowed Mother's or Parent's Allowance:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Bereavement Allowance:	£		£	
	How is it paid?		How is it paid?	

Tax credits

	How much?	How often?	How much?	How often?
Working Tax Credit:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Child Tax Credit:	£		£	
	How is it paid?		How is it paid?	

Pension Credit, pensions and retirement benefits

	You		Your partner	
	How much?	How often?	How much?	How often?
State Pension:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Pension Credit (Guarantee part):	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Pension Credit (Savings part):	£		£	
	How is it paid?		How is it paid?	

Part 5 About benefits, pensions and allowances (continued)

In the table below, please tell us about all private or company pensions or payments you receive from employers, unions or trade organisations.

	Organisation	How much?	How often?	How is it paid?	When is it due to increase?
You					
Your partner					

	You		Your partner	
Have you deferred (put off receiving) a private pension?	No ☐	Yes ☐	No ☐	Yes ☐

Tell us about it here.

War and army pensions

	You		Your partner	
Have you or your partner received a Far Eastern Prisoner of War payment?	No ☐	Yes ☐	No ☐	Yes ☐

	How much?	How often?	How much?	How often?
War Pension:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
War Widow's or Widower's Pension:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
War Disablement Pension:	£		£	
	How is it paid?		How is it paid?	
	How much?	How often?	How much?	How often?
Armed Forces Pension:	£		£	
	How is it paid?		How is it paid?	

We need to see original proof of all the benefits, pensions, allowances and tax credits that you and your partner receive. This should be an official letter or order book if they are paid in that way.

Part 6 About other income

In this part, please give details of any other income you or your partner get. Do not include earnings for working or from self-employment – we will ask you about these in parts 7 and 8.

	You		Your partner	
Cash in place of coal from British Coal:	How much?	How often?	How much?	How often?
	£		£	
	Date first received	/ /	Date first received	/ /
Government training schemes:	How much?	How often?	How much?	How often?
	£		£	
	Date first received	/ /	Date first received	/ /
	Name of the training scheme		Name of the training scheme	
Rent or income from another property:	How much?	How often?	How much?	How often?
	£		£	
	Date first received	/ /	Date first received	/ /
Home income plan or annuity:	How much?	How often?	How much?	How often?
	£		£	
	Date first received	/ /	Date first received	/ /

Do you receive mortgage protection payments to cover the cost of your mortgage because you are off work due to illness or unemployment?

No ☐ Yes ☐ No ☐ Yes ☐

If 'Yes', Please provide the following:
A mortgage statement confirming your monthly payments, a statement confirming the monthly mortgage protection payments you receive and proof of any insurance payments which insure you against loss or damage to your home and were a condition of your mortgage.

Do you get any other benefit, pension, allowance or income not already listed in **parts 5 and 6?**

No ☐ Yes ☐ No ☐ Yes ☐

In the space below, tell us what the income is, how much it is and how often it is paid.

In the space below, tell us what the income is, how much it is and how often it is paid.

Are you due to get any other income?

No ☐ Yes ☐ No ☐ Yes ☐

In the space below, tell us what the income is, how much it is and how often it is paid.

In the space below, tell us what the income is, how much it is and how often it is paid.

Do you do any unpaid work and receive payment in kind?

No ☐ Yes ☐ No ☐ Yes ☐

In the space below, tell us what the income is, how much it is and how often it is paid.

In the space below, tell us what the income is, how much it is and how often it is paid.

We need to see original proof of any of the incomes listed above.

Part 7 About working for an employer

In this part, please give details of any paid and unpaid work, training and full-time or part-time jobs. Also give details of any income or wages you or your partner get from these. This also includes sick pay or maternity pay.

Do you or your partner work for an employer? No ☐ Go to **part 8.** Yes ☐ Tell us about this employment below.

Do you or your partner have more than one employer? No ☐ Yes ☐ Use a separate sheet of paper to tell us about the other jobs.

	You	**Your partner**
What is your employer's name, address and phone number?		
What kind of work do you do?		
What is your payroll, employee or staff number?		
When did you start this job?	/ /	/ /
Are you employed temporarily or for a fixed period?	No ☐ Yes ☐	No ☐ Yes ☐
	When does the job end? / /	When does the job end? / /
How often do you get paid?	Every	Every
How much do you get paid before deductions such as tax and National Insurance?	£	£
How do you get paid?		
How many hours a week do you usually work?		
Give details of any regular overtime, bonuses or commission.		
When is your next pay rise due?	/ /	/ /
Do you pay into a private or company pension scheme?	No ☐	No ☐
	Yes ☐ How much?	Yes ☐ How much?
	£	£
	How often?	How often?
	Every	Every
Are you off work at the moment?	No ☐ Yes ☐ Since when?	No ☐ Yes ☐ Since when?
	/ /	/ /
Are you getting Statutory Sick Pay, Paternity Pay or Maternity Pay from your employer at the moment?	No ☐ Yes ☐	No ☐ Yes ☐

We must see original proof of any earnings before we can decide how much benefit you can get. If you are paid every week, we must see your last five payslips. If you are paid every two weeks, we must see your last three payslips, and if you are paid every month or every four weeks, we must see your last two payslips. If you cannot send payslips, ask your employer to fill in the certificate of earnings at the back of this form.

Part 8 About being self-employed

Are you or your partner self-employed?

No ☐ Go to **part 9.**

Yes ☐ Tell us about your and your partner's self-employment below.

	You	Your partner
What kind of work do you do?		
When did the business start?		
What is the business name and address?		
Are there any other partners in the business?	No ☐ Yes ☐ Their name and address	No ☐ Yes ☐ Their name and address
How many hours a week do you normally work?		
Do you get a Business Start-up Allowance or any other grant?	No ☐ Yes ☐	No ☐ Yes ☐
	How much? / How often?	How much? / How often?
Do you pay into a private pension scheme?	No ☐ Yes ☐	No ☐ Yes ☐
	How much? / How often?	How much? / How often?

We must see original proof of any self-employed earnings, profit or loss before we can decide how much benefit you can get. This should be your most recent certified accounts or your day-to-day records of income and spending. If you cannot provide either of these, please contact us straight away.

Part 9 About being a student

In this part, tell us if you or your partner are a student. By 'student' we mean someone who is in higher or further education.

Are you or your partner a student?

No ☐ Go to **part 10.**

Yes ☐ Tell us about your and your partner's course and income below.

	You	Your partner
Tell us the name of the course and the name and address of the college or university.		
Is the course full-time or part-time?		

	You		Your partner	
	Start	End	Start	End
What date does the academic year start and end?	/ /	/ /	/ /	/ /

	You		Your partner	
	How much?	How often?	How much?	How often?
If you get a grant, how much is it and how often is it paid?				
If you get a student loan, how much is it and how often is it paid?				
If you get money from your parents, how much is it and how often is it paid?				

We must see original proof of any grant, loan or other income you or your partner get for being a student.

Part 10 About money you pay out

Do you or your partner help to support a son or daughter under 25 who is at college or university?

No ☐ Go to **part 11.**

Yes ☐ Tell us about what you pay below.

	You		Your partner	
	How much?	How often?	How much?	How often?
How much do you give them and how often do you give it?				

We must see original proof of how much you give them and their grant assessment form if they get a grant.

Part 11 About your home

Do you or your partner own this property?

No ☐ Go to **part 12.**

Yes ☐ Give details below.

Does anyone other than you or your partner own this property with you?

No ☐ Go to **part 14.**

Yes ☐ Give us the other owner's details.

Name	Address	Relationship to you

Part 12 About rent and your tenancy

About your tenancy

Do you pay rent for your home?

No ☐ Go to **part 14.**

Yes ☐ Answer the next question.

Do you pay rent to the council?

No ☐ Answer all the questions in this part.

Yes ☐ Go to **part 14.**

What sort of tenancy do you have (assured, assured shorthold and so on)?

Does your landlord live at this address? No ☐ Yes ☐

Has The Rent Service set a fair rent for the property? No ☐ Yes ☐ If 'Yes', send us the notice of registration form (RO5).

Does anyone else share the rent with you and your partner? No ☐ Yes ☐

Names of the people who share the rent

Your landlord's name and 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 name and address. (By 'agent' we mean the person or organisation you actually pay rent to.)

Are you, your partner or your children related to your landlord or agent, or to your landlord's partner or the agent's partner? (Related includes related through marriage, even if the marriage has ended.) No ☐ Yes ☐

What is the relationship?

Have you or your partner ever owned or part-owned this property? No ☐ Yes ☐

Do you live in your property as a condition of your employment? No ☐ Yes ☐

Have you, or anyone in your household, ever been employed by your landlord or agent? No ☐ Yes ☐

If you are under 22, have you had a care order or been in the care of Social Services? No ☐ Yes ☐

About where you live

What sort of building do you live in?

Detached house	☐	Semi-detached house	☐	Terraced house	☐
Detached bungalow	☐	Semi-detached bungalow	☐	Terraced bungalow	☐
Flat in a block	☐	Flat in a house	☐	Flat over a shop	☐
Maisonette	☐	Hotel or hostel	☐	Caravan or mobile home	☐
Bedsit or room	☐	Other ☐ Please say what.			

Part 12 About rent and your tenancy (continued)

Are you responsible for decorating inside your home? No ☐ Yes ☐

Do you use your home for business purposes? No ☐ Yes ☐

Do you rent your home:

fully furnished? ☐ partly furnished? ☐ barely furnished (carpets and curtains only)? ☐ unfurnished? ☐

Do you and your household live in only part of the building? No ☐ Yes ☐

How many floors are there in the whole building? ☐

Which floor or floors do you live on? ☐

Where in the building is your home? At the front ☐ In the middle ☐ At the back ☐

Looking at the front of the building, is your home: on the right of the building? ☐ on the left of the building? ☐

Fill in the boxes below to tell us how many different rooms there are in the building.

	In the whole building	Just for you and your household	That you share with other people
Living rooms			
Bedrooms			
Bedsits			
Kitchens			
Bathrooms			
Toilets			
Other rooms			

Is an additional bedroom required for a non-resident carer to provide overnight care for you or your partner? No ☐ Yes ☐

If yes, would you please provide evidence to show that the overnight care is necessary?

Do you have a garden? No ☐ Yes ☐

About your rent

How much is the rent for your home? £ ☐ every ☐

Do you get any weeks during the year when you don't have to pay rent? No ☐ Yes ☐ How many? ☐

Has your rent changed in the last 12 months? No ☐ Yes ☐ Send us proof of the date it changed, and how much by.

When is the next rent increase due? / /

Are you behind with your rent? No ☐ Yes ☐ By how many weeks? ☐

Do you pay water charges direct to a water authority? No ☐ Yes ☐

Who pays the Council Tax for your home? You and your partner ☐ Your landlord ☐

Part 12 About rent and your tenancy (continued)

Does your rent include money for any of the following?			How much and how often?
Heating	No ☐	Yes ☐	£ every
Lighting	No ☐	Yes ☐	£ every
Hot water	No ☐	Yes ☐	£ every
Fuel for cooking	No ☐	Yes ☐	£ every
Laundry	No ☐	Yes ☐	£ every
Gardening	No ☐	Yes ☐	£ every
Having your room or rooms cleaned	No ☐	Yes ☐	£ every
Other services	No ☐	Yes ☐	£ every
Council Tax	No ☐	Yes ☐	£ every
Water rates	No ☐	Yes ☐	£ every
Garage or parking space	No ☐	Yes ☐	£ every

Do you have a choice to rent it? No ☐ Yes ☐

Please tell us if any support services are included in your rent. (For example, a warden or caretaker service, an emergency alarm system, cleaning for any shared areas, general counselling and support, or personal care and support).

Does your rent include any support services? No ☐ Yes ☐

Does your rent cover any meals? No ☐ Yes ☐ Which meals?

Breakfast ☐ Lunch ☐ Evening meal ☐

Do you have central heating? Yes ☐ Yes ☐

We must see original proof of your rent and tenancy before we can decide how much benefit you can get. This should be your original tenancy agreement or letters from your landlord or agent. We also need to see original proof that you have been paying your rent, such as a rent book or receipts.

Sharing information with your landlord

Allowing us to discuss your claim with your landlord may help us to deal with your claim quickly and reduce the risk of you falling behind with your rent because of your claim being delayed. However, we will not give your landlord any information about your personal, household or financial circumstances.

Can we discuss the progress of your claim with your landlord ? No ☐ Yes ☐

If you want to allow us to discuss your claim with your landlord you must sign below.

Signature: _____ Date: / /

Part 13 About paying your benefit

Council Tax Benefit

We will take your Council Tax Benefit off your Council Tax bill. We will send you a new bill once we have worked out your benefit.

Help with your rent if you are a council tenant

If you are entitled to help with your rent you will get Housing Benefit. We will take this off your rent. This means that you will pay no rent, or a reduced amount, each week.

Help with your rent if:

- **you are a housing association tenant;**
- **you live in a caravan, houseboat or mobile home;**
- **your tenancy started before 15 January 1989;**
- **you were receiving Housing Benefit at this address before 7 April 2008 and there has not been a break in that claim; or**
- **your rent includes an amount for support services or board and lodging.**

If you are entitled to help with your rent you will get Housing Benefit. We can pay this into your or your landlord's bank or building society account.

If this applies to you, how would you like us to pay your Housing Benefit?

Direct to my landlord ☐ We will contact your landlord for their account details.

To my bank or building society account ☐ Fill in your account details below.

Help with your rent if you are a private tenant who is not in any of the categories above

If you are entitled to help with your rent you will get Local Housing Allowance. By law we must pay this to you unless you would not be able to manage your rent payments (for example, because you have a learning disability, have language problems, are ill, are in a lot of debt or are addicted to drugs, alcohol or gambling).

If you think you would not be able to manage your rent payments, tick this box. ☐

If you can manage your rent payments we will pay your Local Housing Allowance direct to your bank or building society account.

If you do not have a bank or building society account, tick this box. ☐ We will send you information about opening a basic account.

If you already have a bank or building society account, give your account details below.

Please note that payments of benefit to private tenants are made in arrears.

Bank or Building Society account details.

Name of bank or building society

Account number:

Sort code

Roll number (building society account)

Whose name is the account in?

Part 14 Backdating

We can usually start paying benefit from the Monday after the day we get 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.

Tell us the date you want to claim benefit from. / /

We can only backdate for up to six months if you are working age, and three months if you are of pension age.

Tell us why you did not claim before this date. (If you need more room use a separate sheet of paper.)

Part 15 About help dealing with your benefit claim

If you cannot manage your own affairs because you are sick, disabled or elderly, you can choose someone to act for you. This person is called a representative. If you want someone to act for you when dealing with your claim for benefit, please answer all the questions below.

Why is the representative filling in this form for you?

Your representative's name, address and phone number.

Phone number:

How is your representative related to you?

Do you want us to send your Council Tax bill to your representative? No ☐ Yes ☐

Your declaration

Please sign below to confirm that you want the person you have told us about to act for you.

Your signature: Date: / /

Please remember that you must also sign the declaration in part 18.

Your representative's declaration

Please ask the person you want to act for you to read the notes over the page and then to sign to confirm that they are prepared to be your representative.

If you agree to act as a person's representative, you must take full responsibility for their claim. This means you must tell us about any change in the person's circumstances. You would be treated in the same way as the person whose claim it is and have the same rights, responsibilities and liabilities.
If you agree to act as the representative of the person making this claim, sign below.

Representative's signature: Date: / /

Part 16 Anything else you need to tell us

Please use the space below to tell us anything else you think we should know about.

Use a separate sheet of paper and attach it to this form if you need to.

If you are sending any separate sheets of paper with this form, tell us how many.

Part 17 Checklist

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

If you do not provide all the proof we need, we will not be able to pay you any benefit. We need the same proof for your partner, if you have one, and for any other people living in your home.

If you cannot send the proof we need at the moment, send the form back to us now and send the proof later. **We will not be able to pay you any benefit until we have all the proof.**

Please do not send valuable documents (such as passports, driving licences and account pass books) through the post. If you can, bring them to one of our offices. We will take the details we need and give you the documents back straight away. If you cannot get to one of our offices, phone us for more advice. Our phone number is on the front of this form.

Please tick

Proof of identity (for new claims only)
Such as a birth certificate, marriage certificate, passport or medical card, driving licence or recent gas or electricity bill. (We need to see two documents each for you and your partner.)

Evidence of National Insurance number
Such as a National Insurance number card, payslips or letters from the Department for Work and Pensions (DWP) or HM Revenue & Customs.

Proof of accounts, savings and investments
Such as all your bank, building society or post office books, certificates for Premium Bonds, or National Savings Certificates, and proof of any ISAs, stocks, shares and unit trusts.

Proof of benefit, pensions and allowances
Such as award notices, order books or letters from the DWP confirming how much you get. If you do not have proof, let us know straight away.

Proof of other income
Such as pension slips from a previous employer or a letter confirming cash in place of coal, or a payment from a charity or a voluntary organisation.

Proof of earnings or self-employment
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 or every four weeks. If you do not have any payslips or you receive handwritten payslips, ask your employer to fill in the certificate of earnings at the back of this form. If you or your partner are self-employed, we need to see your accounts for the last financial year, or your trading accounts for the last year.

Proof of private rent and tenancy
Such as a tenancy agreement, rent book, rent receipts or a letter from your landlord.

Evidence of other money paid out
Such as letters about student grants or maintenance, and agreements or receipts from registered child-minders.

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, they should sign this declaration as well.

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 benefit. You may check some of the information with other council departments, rent offices, other councils and government organisations.
- You may use any information I have provided in connection with this and any other claim I have made or may make for state benefits or Discretionary Housing Payments. You may give some information to other government organisations, if the law allows this.
- You may also use any information I have provided to keep my, or my partner's, Council Tax account up to date, and to award or remove any relevant discounts.

I know I must let you know about any change in my circumstances (or the circumstances of anyone in my household) which might affect my claim. **I know** I must let you know about any change as soon as I know about it.

I declare the information I have given on this form is correct and complete and that I have read and understood the declaration above.

Signature of person claiming:		**Date:**	/ /
Partner's signature:		**Date:**	/ /

Under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, we may be required to release information contained in this form upon request from agencies or organisations such as DWP or HM Customs and Revenues. They may hold information about you which they need to verify. They may also receive information from third party organisations such as government departments, other local authorities or private sector organisations such as banks or credit reference agencies. The information we provide to third parties shall only be provided if accurate, and in the prevention or detection of crime, or in the protection of the public funds.
Warning – if you give false information you may be prosecuted under the Theft Act 1968 or the Social Security Administration Act 1997.

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 this form	
Signature of the person	
Relationship to the person claiming	
Date	/ /

Part 19 About returning the form

Once you have filled in this form, return it to us straight away. **You should not delay returning this form to us for any reason as you could lose benefit if you do delay.** If you have a problem filling in the form, phone us on 0115 9177777 and we will be glad to help you. Remember to send us all the proof we have asked for in the form. If you cannot send all the proof we need with the form, return the form anyway and send us the proof as soon as you can. Please let us know if this will take more than four weeks. All proof must be original documents – we cannot accept copies. You can post the form to us at:

Broxtowe Borough Council
Council Offices
Foster Avenue
Beeston
Nottingham
NG9 1AB.

You can also take this form to one of the following council offices:.

The Eastwood Office
15 Nottingham Road,
Eastwood,
Nottingham
NG16 3AP
Open 8.45am to 4.30pm, Monday to Friday

The Stapleford Office
The Carnegie Centre
Warren Avenue
Stapleford
Nottingham
NG9 8EY
Open 9.30am to 3.00pm, Monday to Friday

If you are providing important documents as proof, you should take the form to one of our offices. Don't send valuable documents in the post. If you cannot get to one of our offices, phone us for advice.

If you ever need help or advice about Housing Benefit, Local Housing Allowance or Council Tax Benefit, please phone us on 0115 9177777. We may also be able to help you with other state benefits and council services. The lines are open between 8.30am and 5pm Monday to Thursday, and between 8.30am and 4.30pm on Fridays.

Part 20 Changes you must tell us about

You must tell us straight away if your circumstances change. You can do this phone (0115 9177777) by e-mail (benefits@broxtowe.gov.uk) or by visiting our website (www.broxtowe.gov.uk). You will need to write to us to confirm that your circumstances have changed and provide proof of what the change is. You can also call in to one of our offices to tell us about a change. You must do this within one month of the date of the change or you may lose benefit. If you are late telling us about a change in your circumstances you should tell us the reason for being late. A change of circumstances could be things like the following.

- If you or your partner start or stop getting Income Support or any other state benefit.
- If your or your partner's wages changes.
- If the number of people living with you changes, including the date of any change.
- If any children leave school.
- If you move, including moving flats or rooms in the same building.
- If you have another child.

This list gives examples. There are also other things that you need to tell us about.

If you receive Pension Credit, you must tell the Pension Service about certain changes, including:

- a change in income;
- if you have a new partner;
- if you become single; or
- if you move into permanent residential care.

Ethnic monitoring (you do not have to fill in this section)

To help us monitor the effectiveness of our equal opportunities policy, please answer the following questions. We will only use this information for monitoring our services. Your benefit will not be affected if you do not fill in this section.

Which ethnic group do you belong to?

A White

British ☐
Irish ☐
Any other white background ☐
If other, say what.

B Mixed

White and black Caribbean ☐
White and black African ☐
White and Asian ☐
Any other mixed background ☐
If other, say what.

C Asian or Asian British

Indian ☐
Pakistani ☐
Bangladeshi ☐
Any other Asian background ☐
If other, say what.

D Black or (black British)

Black Caribbean ☐
Black African ☐
Any other black background ☐
If other, say what.

E Chinese or other ethnic group

Chinese ☐
Any other ethnic group ☐
If other, say what.

Disability - Do you consider yourself to be disabled, or do you have any long-term illness or health problem that, with or without special equipment or medication, would limit your daily activities?

No ☐
Yes ☐

Please return this form with your benefit claim form.

In the table below, give details for the last five weeks, the last two fortnights, the last two four-week periods or the last two months, whichever is appropriate to how often they are paid.

Period number	Period ending	Number of hours worked	Basic pay (gross)	Overtime or bonus	Holiday pay	Statututory Sick Pay, Maternity Pay or Paternity Pay	Expenses	Profit-related pay	Working Tax Credit	Total gross pay	Tax paid	Employee's National Insurance contribution	Employee's pension contributions

Pay to date for the current year

From: / /

To: / /

Period number:

Period number:

Gross pay: £ :

Tax: £ :

Employee's National Insurance contributions: £ :

Employee's pension contributions: £ :

We will not accept this certificate without a business stamp or an accompanying letter, on the company's headed paper, which has been signed by the employer.

Business stamp

I confirm that the information I have provided is true and correct.

Your signature:

Date:

Print your name:

Your position in the firm:

Certificate of earnings

Broxtowe Borough Council
Resources Directorate, Council Offices,
Foster Avenue, Beeston,
Nottingham NG9 1AB

Broxtowe Borough COUNCIL
Positive People - Positive Leadership - Positive Partnerships

Benefit reference:

Fill in this part and then give it to your employer for them to fill in the rest of the certificate.

Your name:

Your address:

Your occupation:

I authorise you to make any enquiry which may be necessary to confirm the information I have put on my application.

Your signature:

Date: / /

To be filled in by the employer and returned direct to us at the address above.

Please help your employee by confirming the details above and providing the information we ask for below and over the page.

How often do you pay the employee (for example, every four weeks, every month and so on)?

How many hours do they normally work each week?

Please say how you normally pay them (for example, cash, cheque, into their bank).

Employee's National Insurance number:

What date did they start working for you?

Employee or work number:

Your name:

Business address:

Business phone number: