

# Housing Benefit and Council Tax Support APPLICATION FORM

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If you want help with paying your rent or Council Tax, please fill in this form. For assistance, please contact: the Benefits department by phone, email, or post, using the contact details below.



Benefits Section  
Blaby District Council  
Desford Road  
Narborough  
Leicester  
LE19 2EP

Tel: (0116) 2727510  
Fax: (0116) 2727591  
Email: [benefits@blaby.gov.uk](mailto:benefits@blaby.gov.uk)  
Website: [www.blaby.gov.uk](http://www.blaby.gov.uk)

Date issued

Office use

**IMPORTANT:** Benefit normally starts from the Monday after contact if the form is returned to us within one month. If you do not return the form within one month your claim will start from the Monday following the date we get your form, which means you could lose benefit and support. All supporting documents must be received within one month of the form or your claim may be cancelled.

If you need help completing this form please contact the Benefits department on 0116 272 7510.

## A: Questions about you

1) Title

Mr  Mrs  Miss  Ms

2) First name and middle name

3) Last name

4) Date of birth

5) National Insurance number

6) Home telephone number

7) Mobile telephone number

8) E-mail address

9) Address of the property you are claiming for

Is the property rented ? Yes  No   
If yes is the property Furnished or Unfurnished

10) Date you moved in

11) Do you want to pay any remaining Council Tax charge by Direct Debit?

Yes  No

**B: Questions about your home**  
Please tick any box that applies to you.

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1) Do you rent from a private landlord?

2) Do you own your home or have a mortgage?

3) Do you rent from a housing association?

4) Other?

**C: Questions about your previous home**

1) What was your previous address?

3) At this address were you the (please tick)?

Tenant?  Owner?

Lodger?  Other?

If 'Other', please state

2) Did you claim housing benefit at this address?  
 If yes, you must notify the local authority that you have moved.

4) Please give the dates you lived there.  
From  /  /  To  /  /

**D: Questions about your partner**  
If you do not have a partner, write 'No' for question 1 and go to part E.

1) Do you have a partner?

6) National Insurance number

2) Does your partner live with you?

7) What date did your partner move in?  
 /  /

3) Your partner's title  
Mr  Mrs  Miss  Ms

8) What was your partner's previous address?

4) Partner's full name

5) Date of birth  
 /  /

9) At this address were you the (please tick)?  
Tenant?  Owner?   
Lodger?  Other?

**E: Questions about children who live with you****3**

If you do not have any children living with you, write 'No' and go to part F.

1) Do you have any children who live with you?  If 'Yes', please give details below.

Full name of child	Date of birth	Boy or girl?	Number of nights per week they stay	Are they registered blind?	Do you get Child Benefit for them?	Do they get a disability benefit?
<i>Example: John Smith</i>	<i>04/04/2013</i>	<i>Boy</i>	<i>7</i>	<i>No</i>	<i>Yes</i>	<i>No</i>

**F: Questions about other people in your home**

If there is no-one else living with you, write 'No' and go to part G.

1) Do any other people live with you?  If 'Yes', please give details below.*For example: grown up son or daughter, another relative, friend or lodger.*

Their full name	Date of birth	Male or female?	National Insurance number	Relationship to you or partner	Income	Date they moved in?
<i>Example: Jane Smith</i>	<i>19/04/1979</i>	<i>Female</i>	<i>AB 12 34 56 C</i>	<i>Daughter</i>	<i>Working 40 hours</i>	<i>02/02/2001</i>

If anyone listed above (who is not a lodger) is working, we will need to see their last 5 weekly or last 2 monthly payslips. If you do not provide payslips you may get less benefit.

2) Do any of the above people pay you rent? 

3) If 'Yes', give their names and the amount they each pay you.

4) Does this include meals?

**G: Do any of the following apply to you or your partner?**  
Please write 'Yes' or 'No' in the appropriate boxes.

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	You	Your partner
1) Have you come to live in the UK in the last two years? If 'Yes' we will write to you about this.		
2) What is your nationality?		
3) If your nationality is not British, on what date did you last enter and apply to stay in the UK?	/ /	/ /
4) Are you a student?		
5) If 'Yes', what course and qualification are you studying?		
6) Is the course full time or part time? (If full time, please provide a student exemption certificate).		
7) Are you registered blind?		
8) Have you been unable to work for more than 52 weeks because of illness or disability?		
9) Does anyone get or have underlying entitlement to Carer's Allowance for looking after you?		
10) Do you have a car provided by Motability or an invalid vehicle?		
11) Are you or your partner in hospital at the moment?		
12) If 'Yes' what date did you / they go in? When will you / they come out, if you know this.		
13) Have you had a death in the household in the last 52 weeks?		
14) Have you got a social or support worker? If so, what is their name and telephone number?		

**H: Questions if you are working**  
 If neither of you work, write 'No', and go to part I.

	You	Your partner
1) Do you or your partner do any paid work?		
2) What is your job title?		
3) When did you start this job?	/ /	/ /
4) How many hours do you work on average each week?		
5) How much are you paid?		
6) How often are you paid?		
7) Give details of any regular overtime, bonuses, or commission.		
8) How are you paid? For example, cash, cheque, or BACS.		
9) When was your last pay rise?	/ /	/ /
10) When is your next pay rise?	/ /	/ /
11) If this is a temporary job, when is it due to end?	/ /	/ /
12) What is the name and address of your employer?		
13) How much do you pay into a pension plan or occupational pension scheme?		
14) Do you have any other jobs? If 'Yes', please give details in section R.		

**We need to see proof of your wages. See the checklist for details of proof needed.**

**I: Questions if you or your partner are self-employed**  
 If neither of you are self-employed, go to part J.

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Please complete the questions below and contact the benefits team for a self employed form.

	You	Your partner
1) What is the name of your business?	<input type="text"/>	<input type="text"/>
2) What is the business address?	<input type="text"/>	<input type="text"/>
3) What type of work do you do?	<input type="text"/>	<input type="text"/>
4) What date did you start?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
5) Are you the director of the business?	<input type="text"/>	<input type="text"/>
6) Do you pay into a pension plan?	<input type="text"/>	<input type="text"/>

Please provide your business income and expenditure for the last 12 months of trading. If you provide an unrepresentative trading record you may have to pay back some or all of the benefit at a later date. If you have only just started trading you need to give us a projection of your earnings and expenses.

**J: Questions about childcare**  
 If you do not have childcare costs, write 'No' and go to part K.

1) Do you or your partner pay for childcare, daycare, an after school club, playscheme or breakfast club?

Names of children who attend	Cost	How often?	Where?	OFSTED number
<i>Example: John Smith</i>	<i>£75</i>	<i>Fortnightly</i>	<i>The Breakfast Club</i>	<i>EY123456</i>
<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**We need to see proof of your childcare costs. See the checklist for details of proof needed.**

1) Please list **all** of your, your partner's, and your children's income below.

Examples of income you need to include are:

- |                                |                                  |                              |
|--------------------------------|----------------------------------|------------------------------|
| State Pension                  | Pension Credits                  | Disability Living Allowance  |
| Work Pension                   | Disability Payments              | Jobseekers Allowance         |
| Private Pensions               | Child Benefit                    | Universal Credit             |
| Annuities                      | Carers Allowance                 | Income Support               |
| Child Maintenance              | Attendance Allowance             | Employment Support Allowance |
| Tax Credits                    | Rental Income                    | Money from family or friends |
| Personal Independence Payments | Charitable or voluntary payments | Any other income             |

**If you do not declare all your income, you may have to pay back some or all of the benefit later. We may also prosecute you.**

Type of income	Received by who	Amount received	How often?
<i>Example: Tax credit</i>	<i>Partner</i>	<i>£40.00</i>	<i>Weekly</i>

2) Is there any income or benefit that you have claimed but are not getting yet?

If 'Yes' please state what, and when you expect to receive it.

You	Your partner

## L: Questions about accounts and investments

1) Please list **all** of your and your partner's accounts and investments below, **including accounts that are empty or overdrawn**. Please also include money held by a solicitor, friend, family, or trust.

Examples of capital you need to include are:

Cash	Bonds or Premium Bonds	Trust Funds
Current accounts	Paypal accounts	Internet accounts
Savings accounts	Deposit accounts	ISAs
Credit Union accounts	GILTs	Unit Trusts
Post Office accounts	TESSAs	Notice accounts
Stocks or shares	Fixed term accounts	National Savings Certificates
Passbook accounts	Income Bonds	War Stock

**If you do not declare all your capital, you may have to pay back some or all of the benefit later. We may also prosecute you.**

Bank name & account number	Type of capital	Amount held	Belongs to
<i>Example: Natwest 12345678</i>	<i>Current account</i>	<i>Overdrawn</i>	<i>Me</i>
<i>Example: 12345ABC</i>	<i>Santander shares</i>	<i>240</i>	<i>Partner</i>

**If you are not sure whether or not something is treated as capital you should write it down anyway. We will need to see proof of capital if you have more than £6,000.00**

## M: Questions about property and land

1) Do you, your partner, or your children own any property (other than the home you live in), land, or holiday homes, in the UK or abroad? This includes properties and land on which there is a mortgage or loan, and any held in trust or jointly held with another person.

2) Have you sold a property within the last 5 years?

If you have answered 'Yes' to either question above, please provide details in part R.



1) What date did your tenancy start?

2) What date did you move in?

3) If you have not moved in yet, what date do you intend to move in?

4) Do you have a tenancy agreement?:

5) If you have a joint tenancy, list the names of the other tenants and how much they each pay.

6) What is the name and address of your landlord or housing association?

Email:

Telephone:

7) Do they own the property?

8) If not, please give the owner's full name and their address.

9) Have you or your partner ever owned the property you are renting?

10) Are you, your partner, or your children related to the owner or agent of the property, or their partner?

11) If 'Yes', please state how you are related.

If you have a tenancy agreement, please send it in as proof of rent. If you do not have a tenancy agreement or cannot find it, please ask your landlord to fill in a rent proof form.

1) How much is the full rent?

2) How often is the rent charged? For example, weekly, 4-weekly, or monthly.

3) Are you behind with the rent?

4) If 'Yes', how much do you owe?

5) What has caused you to fall behind with the rent?

6) What was the date of the last rent increase?

7) Does your rent include money for any of the following? Please write 'Yes' or 'No' in each box and state how much you pay for each.

Water rates

Council Tax

Heating

Hot water

Lighting

Personal care or support

Breakfast

Lunch

Evening meal

Fuel for cooking

8) Are any other services included?

9) If 'Yes', please state what else is included

1) If you rent a room or flat, please tick a box to show where in the property it is

Front  Middle  Back

2) Looking at the front of the building, is your room to the

Left?  Centre?  Right?

3) On which floor is your room or flat? For example, basement, ground floor, first floor.

4) What is your room or flat number?

5) How many floors are there in the property?

6) Please tell us the number of rooms in the property, the number of rooms you use and the number of rooms you share.

Type of room	Number of rooms in property	Number of rooms used just by you and your household	Number of rooms you share with other people
Living rooms			
Bedrooms			
Bedsitting rooms			
Kitchens			
Bathrooms			
Separate toilets			
Dining rooms			
Other rooms (please describe)			
Total			

**Local Housing Allowance for private tenants**

Local Housing Allowance is paid to private tenants (not including housing association tenants). It is based on the make up of your household, what income and savings you have and how many bedrooms you need. The number of bedrooms you need is based on the number, age, and gender of the people in your household and not the number of bedrooms in the property. There are different rates depending on the number of bedrooms you need up to a maximum of 4 bedrooms. These rates are published on our website [www.blaby.gov.uk](http://www.blaby.gov.uk) and are available to view at the council offices and our service shops at Blaby and Braunstone. You can also contact the benefits team by phone for this information.

**Rent Allowance for housing association tenants**

Rent Allowance is paid to Housing Association tenants. It is based on the make up of your household, what income and savings you have and how many bedrooms you need. The number of bedrooms you need is based on the number, age, and gender of the people in your household. If you have more bedrooms in the property than you need the amount of housing benefit you receive may be reduced by 14% for 1 extra bedroom or 25% if you have 2 or more extra bedrooms.

## Q: Paying Housing Benefit

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Tick this box if you wish us to pay your housing benefit to your housing association.

If you are entitled to housing benefit and you pay a private landlord, we will pay you directly into your bank account. Please provide your account details here.

1) Name of your bank or building society

2) Account holder's name

3) Branch sort code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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4) Account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5) Role number (Building society and Clockwise accounts)

<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"/>
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6) Do you believe you will have difficulty managing payment of rent? For example, if you have a learning or physical disability, problems including drugs, alcohol, mental health, and debt, or difficulty managing your finances. If so we may consider making payments to your landlord.

7) If 'Yes', please state your reasons below.

**R: Other information**

If you want to give any more information that would help us work out your benefit, please give details in the box below. If there is not enough room, please add a separate piece of paper.

**S: Backdated benefit**

We normally pay benefit from the Monday following the date we receive this form, unless it is returned within one month of your contacting the office. If you would like us to consider your claim from an earlier date, please give your reasons for not applying sooner. In some circumstances we can backdate the benefit but you must show continuous good cause for not applying sooner. **If you do not provide any reasons, your backdated benefit request may be refused.**

Please state the date you wish your claim to start. Your entitlement will start from the following Monday.

/ /

Please remember to sign page 15.

## T: Declaration

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Please read this declaration carefully then sign in part U.

- This is my claim form for Housing Benefit and Council Tax Support.
- I live at the address given on the form and have no income other than that I have declared.
- I am not claiming Housing Benefit or Council Tax Support elsewhere.
- I must tell the Benefit Department straight away about any changes. (See part Y).

### Prosecution

I declare that the information I have given is correct, and I understand that I may be prosecuted if:

- I give information that is false;
- I supply or allow to be supplied any documents that I know to be false;
- I knowingly continue to get benefit that I am not entitled to.

### Data Protection & Information Sharing

Blaby District Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. We may share your information with and obtain information about you from other departments within Blaby District Council, other local authorities, government departments or financial organisations to ensure that the information is accurate, to prevent or detect crime and protect public funds. Any personal data that the Council collects about you will be processed in compliance with the eight principles of the Act. If you want further information about the data that we hold about you or your rights under the Data Protection Act then please email the Information Management Team at [foi@blaby.gov.uk](mailto:foi@blaby.gov.uk).

- I authorise you to make any necessary enquiries to check the information on this form. This includes contacting my employer, pension provider, HM Revenue and Customs, DWP, other Council departments, the rent officer and other Local Authorities where necessary.

## U: Signatures

We have read and understood the declaration

Your signature

Date

Your partner's signature

Date

**If someone else has completed the claim form for you this section must be completed. This includes agents, appointee, relatives, and friends.**

I have filled in this form on behalf of the claimant.

They cannot fill in the form because:

My name is:

Relationship to the person claiming:

**I have read each question and recorded the answers given.**

**As far as I am aware the answers are true and complete.**

Signature of the person who filled in the form

Date

**Unless you are the appointee or have power of attorney, the person claiming must also sign the form at part U.**

**W: Allowing someone to act on your behalf**

**If you want someone to act for you in relation to benefit claims, please enter their name, address and contact details here. They will receive all the letters related to your benefit claim.**

1) Name

2) Address

Email:

Telephone:

3) Relationship to you

If you would like us to share information about your claim with your landlord or someone else you should complete the section below. You may choose for us to share information with anyone else, for example a relative or someone from an advice centre who is helping with your claim.

We will not share personal or household circumstances with your landlord, but would discuss this with a third party if you provide their name and contact details below.

**I give Blaby District Council permission to share information with the following people:**

My landlord       A third party

If you have ticked 'A third party', please give their name and address.

1) Name

2) Address

Email:

Telephone:

Signature of claimant

Date

**Y: Changes that must be reported**

- Tax Credit changes;
- Rent changes;
- Pension Credit changes;
- You or your partner start working or change employer;
- You or your partner have a baby;
- You or your partner go into hospital;
- Anyone leaves or joins the household;
- Childcare costs change or stop;
- Anyone is planning to or leaves the UK;
- Change of address; (If you change your address you must contact us for a change of address form).
- Any temporary absences from the property;
- You or your partner's income goes up or down;
- The income of anyone in your household goes up or down;
- A child leaves school or Child Benefit stops;
- Employment Support Allowance changes;
- You or your partner's investments or savings go up or down;
- You or your partner come off Income Support, Jobseekers Allowance, or Employment Support Allowance;



**Please check that the information you have given is correct.**

- Have you answered all the necessary questions?
- Have you included your full name, address, and postcode on page 1?
- Have you signed and dated the form on page 14?
- Have you provided or will you be providing the following items? These must be the originals and not copies.

**Proof of income**

- The last 5 weekly, last 3 fortnightly, or last 2 monthly wage slips for you, your partner, and anyone else who lives with you.
- Your latest audited accounts if you are self-employed. If you do not have these we have a form for you to complete.
- Bank statements showing regular payments of income (e.g. Child Benefit, CSA).
- Pension slips.
- Student grant and loan award letters.

**Proof of capital**

- If you have more than £6,000 in savings we will need to see bank statements and passbooks showing at least 8 weeks transactions and proof of all other savings such as savings bonds, ISAs etc.. (see list on page 8)

**Proof of money paid out**

- Latest tenancy agreement (we may also ask for proof of your rent and deposit payment).
- Childminder's letter confirming their Ofsted registration number, how much you pay, and the names of your children who attend. We also have a form you can use.
- Letter from a pension company showing your contribution (only if you or your partner work).

**Proof of your and your partner's identity.**

- Driving licence or passport.
- Birth or marriage certificate.
- Medical or National Insurance number card
- A letter addressed to you from a solicitor, social worker, probation officer, the Inland Revenue or the Home Office.
- A recent gas, electricity or water bill.
- A bank statement showing name and address.

**If you need advice about what to send, please phone us on 0116 272 7510, fax 0116 272 7591, or email [benefits@blaby.gov.uk](mailto:benefits@blaby.gov.uk)**

**Anything else we can help you with**

Do you require any further information regarding bins, etc..? Yes  No

If so please tell us what information you require.

# Make sure you get your housing benefit payments as quickly as possible.

- Answer every question on the form. Remember to answer 'No' if a question does not apply to you.
- Make sure you give us the evidence to confirm the information you have told us.
- If you do not have all the evidence, don't forget to send in your claim form anyway. You could lose benefit if you do not hand your claim form in.
- If we request more information, send it to us as quickly as you can. Do not ignore the request.

**Send this form back to**

Benefits Department  
Blaby District Council  
Council Offices  
Desford Road  
Narborough  
LE19 2EP

If you need advice about what to send, please phone us on 0116 272 7510, fax 0116 272 7591, or email [benefits@blaby.gov.uk](mailto:benefits@blaby.gov.uk)