

# CHILDCARE CERTIFICATE

## Part A – to be filled in by the claimant

Fill in and send this form to:

**Benefits Service, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ**

Please fill in Part A of this form and then ask your childcare provider to fill in Part B.

Name

Childcare provider's  
Name:  
Address:

Address

Are you a: Dover District Council tenant?  owner-occupier?  tenant of a private landlord?

Housing Association tenant?

How many hours do you work each week?  How many hours does your partner work each week?

## Part B – to be filled in by the childcare provider

Please give details of all children under 15, or 16 years-old if the child is disabled, for whom you provide childcare, for the person named above.

Name of child	Date childcare started	Weekly charge. Excluding any government funding, and meals	Number of weeks a year child cared for	Charge during school holidays. Excluding meals	Number of weeks at school holiday charge

Please sign and date the section below, and provide authentication.

Childcare provider's signature:	Please authenticate with an official stamp, or if you do not have a stamp, supply a sheet of official headed notepaper:
KCC Registration number:	
Full name (printed):	
Position held:	
Date:	

## Office locations and useful information

Please fill in and return this form to:

**By post:**            **Revenues & Benefits Service**  
**Dover District Council**  
**White Cliffs Business Park**  
**Dover, Kent CT16 3PJ**

Open: Monday - Friday 09:00am to 5pm.

### Or by hand at one of the following offices:

**Aylesham Area Office**  
**The White House**  
**Aylesham CT3 3DT**  
Open: Monday 9am to 12.30pm and 1.30pm to 4.30pm

**Deal Area Office**  
**Deal Town Hall, High Street,**  
**Deal CT14 6BB**  
Open: Tuesdays, Thursdays and Fridays 9am to 12.30pm and 1.30pm to 4.30pm,  
Wednesdays 9am to 12.30pm

**Dover Gateway**  
**71 Castle Street,**  
**Dover CT16 1PD**  
Open: Mondays to Fridays 9am to 5pm and  
Saturdays 9am to 1pm

**Sandwich Area Office**  
**The Guildhall**  
**Sandwich CT13 9AH**  
Open: Tuesdays and Thursdays only 9am to 12.30pm and 1.30pm to 4.30pm

### Useful phone numbers:

**Revenues & Benefits Service 01304 872199**  
Our phone lines are open from 9 a.m. to 5.00 p.m.

For all other Council services, please phone (01304) 821199

We are committed to ensuring that money paid out in benefits goes to those who are entitled to receive it. If you are aware of anyone abusing the system, you can call our Investigation Unit on (01304) 872190.

### Leaflets:

The Revenues & Benefits Service has a series of leaflets providing help and information, available from the above offices.