



**Shortened application form for  
Housing Benefit and Council Tax Benefit,  
or Second Adult Rebate**



**Helpline: 01304 872199**  
We have a telephone queuing system.

**Please use black ink, as this form will be scanned.**

Claim number

Date of issue  /  /

<b>Your full name</b>									
<b>Your full address and postcode</b>									
<b>Your nationality</b>									
<b>Your National Insurance number</b>									
<b>Your date of birth</b>			/			/			
<b>Daytime phone number</b>									
<b>Mobile phone number</b>									

**About your partner**

Partner means: a person you are married to or a person you live with as if you are married to them; or a civil partner or a person you live with as if you are civil partners.

<b>Your partner's full name</b>									
<b>Your partner's National Insurance number</b>									
<b>Your partner's date of birth</b>			/			/			
<b>Your partner's nationality</b>									

**People who usually live with you**

Please tell us about all of the people who live with you and your partner. If nobody lives with you, please write 'none'. Include any children you receive Child Benefit for.

Full name	Relationship to you	Date of birth	Weekly income
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	

Do you own this property?	
Do you pay rent to the council?	
Do you pay rent to a private landlord?	
Do you pay rent to a housing association?	
Do you want to claim Second Adult Rebate only?	
Do you want to claim Single Person Discount on your Council Tax?	

**Your and your partner's income**

Please list all income, including wages, benefits, pensions, annuities and so on.

Type of income	Who receives this income?	Amount	How often you receive it (every week or month)	On what date did this income last increase?
		£		
		£		
		£		
		£		
		£		

<b>Name of your employer</b>	
<b>Address</b>	
<b>Your job title</b>	
<b>Hours worked every week</b>	
<b>The date you started this work</b>	/ /

<b>Name of your partner's employer</b>	
<b>Address</b>	
<b>Your partner's job title</b>	
<b>Hours worked every week</b>	
<b>The date your partner started this work</b>	/ /

Does anybody receive Carers Allowance for looking after you? Yes  No

If 'Yes', please give the name and address of the person who receives this.

<b>Name</b>	
<b>Address</b>	

Do you pay any childcare costs for your children? Yes  No

If 'Yes', please give the name of the children, the amount you pay and the name and registration number of your care provider.

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**Your and your partner's bank accounts, savings and investments**

Please list all the accounts and investments you and your partner have, including bank, building society and post office accounts, bonds, stocks and shares and so on.

Type of account and investment	Account number	Balance	Date of balance
		£	
		£	
		£	
		£	
		£	

**About your household and rent**

The date you moved into your current address	/	/	/
The date your partner moved in	/	/	/

**What was your previous address?**


**Please give the dates you lived there.**

<b>From</b>	/	/	<b>To</b>	/	/
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**Confirmation of rent**

<b>Date the tenancy started</b>	/	/
<b>How much is the rent?</b>	£	
<b>How often is the rent due?</b>		
<b>Is the tenancy a joint tenancy?</b>		
<b>Have you owned this property before?</b>		

Are you or any member of your family related to the landlord? Yes  No

If 'Yes', what is the relationship? If you have been related to the landlord previously, please tell us about this.

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Landlord's name	
Landlord's address	
Landlord's phone number	

Agent's name	
Agent's address	
Agent's phone number	

**What sort of accommodation? Please tick all that apply to you**

Bedsit	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>
Room	<input type="checkbox"/>	Caravan	<input type="checkbox"/>
Flat	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Terraced house	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
Semi-detached house	<input type="checkbox"/>	Residential care home	<input type="checkbox"/>
Detached house	<input type="checkbox"/>	Other (please give details)	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>		<input type="checkbox"/>

How many floors are there in the whole building?	
Which floor is your home on?	
If you rent one room, where is it in the building (for example, right, left, or centre of the property)?	
Please give your room number or letter.	

**Services included in the rent**

Please tick which services are included in your rent (this means that you do not pay for them yourself) and give the amounts if known.

	Personal	Shared	Amount (if known)
Water rates			£
Council Tax			£
Heating			£
Hot water			£
Lighting			£
Cooking power			£
Laundry			£
Cleaning rooms and windows			£
Personal care and support			£
Breakfast			£
Lunch			£
Evening meal			£
TV rental			£
Other (please say what sort)			£

**Do you rent your home as:**

(Please tick the appropriate box.)

fully furnished?		partly furnished?	
barely furnished?		unfurnished?	

Does your home have central heating? Yes  No

**Details about the rooms at your accommodation**

	Number of rooms in the whole building	Number of rooms that are just for you and your household	Number of rooms that you share
Bedrooms			
Living rooms			
Kitchens			
Bathrooms			
Separate toilets			
Dining rooms			
Bedsits			
Other (please state)			

On what date is the next rent increase due?  /  /

Do you have any weeks where you do not have to pay rent? Yes  No

If 'Yes', how many?

Are you behind with your rent? Yes  No

If 'Yes', how much do you owe? £

## Paying Housing Benefit

Please note that we only make payments into a bank or building society account. **However there are some accounts that we cannot make payments into, such as Individual Savings Accounts (ISAs) and Post Office accounts.**

Please provide details of your bank or building society account.

**If you are unsure whether you have a suitable bank account, or you would like help to open an account, please contact us or your local citizens advice bureau.**

The law says we now have to pay most Housing Benefit claims direct to the claimant. However, if you have not had a break in your benefit entitlement, or you are a tenant of a registered social landlord, we may be able to pay Housing Benefit direct to your landlord.

Please tick the following box if you would us to continue to pay your landlord   
If you are making a new claim and your landlord asks for payments to be made direct to them, please contact us for advice.

Name and full address of your bank or building society


What name is the account in?

Branch sort code        -   -

Account number     

Roll number  
(building society accounts)

### Your authorisation for us to share information

Under the Data Protection Act, we need your permission to be able to share information with your landlord or agent. This may help us process your claim and prevent you from missing rent payments.

If you give us permission, we will be able to tell your landlord or their agent if you have made a claim, if your claim has been processed or if we need more information.

We may have to ask your landlord or their agent for information, such as the date your tenancy started, before we can process your claim. We may ask for this information even if you have not given permission, but we will not discuss anything else with your landlord or their agent.

I give you permission to share my information with my landlord or their agent.

<b>Signature:</b>	<b>Date:</b> /    /
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Please check that you have signed the full declaration on page 7.

## Equality questionnaire

The Race Relations Amendment Act (2000) says that we need to make sure that we deal with everyone equally and fairly. It would help us to know your ethnic background, so that we can make sure our services meet your needs. We will only use this information as the law allows.

Please choose one section from 1 to 5, and then tick the box that best describes your cultural background. You do not have to fill in this survey.

### 1 White

- British
- Irish
- Polish
- Any other white background

Please tell us below.

\_\_\_\_\_

### 2 Mixed

- White and black Caribbean
- White and black African
- White and Asian
- Any other mixed background

Please tell us below.

\_\_\_\_\_

### 3 Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Please tell us below.

\_\_\_\_\_

### 4 Black or black British

- Caribbean
- African
- Any other black background

Please tell us below.

\_\_\_\_\_

### 5 Other ethnic group

- Chinese
- Afghan
- Any other background
- Roma
- Kurdish

Please tell us below.

\_\_\_\_\_

### If your circumstances change

Apart from the changes you have told us about on this form, has there been any other change in your circumstances?

Yes  No

Have you had any changes to your income or savings?

Yes  No

If you answered 'Yes' to either, or both, of these questions, please tell us the date of the change and give details of the change below. If there is any other information we need to know please tell us below. Continue on a separate sheet if necessary.

## Declaration

**Even if someone else has filled in this form for you, you must sign the declaration if you can. 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 Housing Benefit, Council Tax Benefit or Second Adult Rebate, as appropriate. You may check some of the information with other sources, as allowed by law.
- You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities, and private-sector companies such as banks and organisations that lend me money, if the law allows this.
- I know I must let you know of any change in my circumstances that might affect my claim, otherwise I may have to pay back any overpayment and I may be prosecuted.
- I confirm that the information I have given on this form is correct and complete.

I would like you to send my benefit award letter to me by e-mail. Yes  No

I would like you to send my Council Tax bill, and all other correspondence such as letters to me by e-mail. Yes  No

<b>E-mail address</b>	
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<b>Your signature:</b>	<b>Date:</b> / /
<b>Your partner's signature:</b>	<b>Date:</b> / /

**If this form has been filled in by someone other than the person claiming,** please tell us why you are doing this below. If you would like all correspondence about this person's claim sent to you, please provide your address below and the reasons why. It may help us to deal with their claim more quickly if you provide your phone number.

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As far as possible, I have confirmed with the person claiming that the answers I have written are correct.

<b>Name of the person who filled in the form:</b>	
<b>Relationship to the person claiming:</b>	
<b>Signature of the person:</b>	<b>Date:</b> / /

**If you have any questions or you need more information, phone our helpline on 01304 872199. You can also use the free phones at the area offices. Advice leaflets are available on the website, at [www.benefit-leaflets.org.uk](http://www.benefit-leaflets.org.uk)**

All aspects of the benefit scheme are covered by regulations issued by the Department for Work and Pensions (DWP). These regulations list all the things we have to take into account, how we work out the benefits and the notice we must send to you. We will do everything we can to make the process easier to understand.

We ask for detailed information so we can accurately assess your application and prevent overpayment and fraudulent use of public money.

### **Help and advice**

Our offices are listed below. You may hand in your application form at any of these offices. Staff at the council offices are available to help you with any questions you might have about benefits.

#### **Whitfield Office**

White Cliffs Business Park, Whitfield, Dover, CT16 3PJ  
Telephone: (01304) 821199 Minicom: (01304) 820015  
Open: Monday to Friday, 9am to 5pm

#### **Aylesham Area Office**

The Police Station, Boulevard Courriers, Aylesham, CT3 3DT  
Telephone: (01304) 821199  
Open: Monday, 9am to 12.30pm and 1.30pm to 4.30pm

#### **Deal Area Office**

Town Hall, High Street, Deal CT14 6BB  
Telephone: (01304) 821199  
Open: Tuesday to Friday, 9am to 12.30pm and 1.30pm to 4.30pm (closed Wednesday afternoons)

#### **Dover Area Office**

Castle Street, Dover, CT16 1PD  
Telephone: (01304) 821199  
Open: Monday to Friday, 9am to 5pm (closed Wednesday afternoons)

#### **Sandwich Area Office**

The Guildhall, Sandwich, CT13 9AH  
Telephone: (01304) 821199  
Open: Tuesday and Thursday, 9am to 12.30pm and 1.30pm to 4.30pm

**Website: [www.dover.gov.uk](http://www.dover.gov.uk)**

**The citizens advice bureau in Deal and Dover can also help you to fill in the form and help you with general benefit questions.** They will also help you if you are not happy with the result of your claim.

Deal Citizens Advice Bureau, 26 Victoria Road, Deal  
Telephone: 0844 848 7978 for an appointment  
Open: Monday to Wednesday, 10am to 3pm

Dover Citizens Advice Bureau, Maison Dieu Gardens, Maison Dieu Road, Dover  
Telephone: 0844 848 7978 for an appointment  
Open: Wednesday and Thursday, 10am to 3pm

**Website: [www.adviceguide.org.uk](http://www.adviceguide.org.uk)**

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