

# Housing Benefit and Council Tax Support Childcare Certificate



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

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

The childcare provider is the person or organisation that cares for your child or children. If you use more than one provider, you will need to complete a separate form for each provider.

First name:

Last name:

Daytime phone number:

Address:

Postcode:

Childcare provider's full name or Company name:

Childcare provider's phone number:

Childcare provider's address:

Postcode:

Please tick the type of childcare that applies to you:

Registered childminder caring for your child in your home or their home

Nursery or play scheme on government property

Registered nursery care for your child on nursery premises

Out of hours club run by Local Authority

Registered play scheme

Out of hours club at school

Other (please describe type of care):

Please tell us where care is provided (such as in your home or at a nursery) and give the address:

Phone number of premises:

**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 over the page:

Name of child	Date childcare started at this rate	Term-time weekly charge <b>after</b> Government funding and meals have been deducted	Number of weeks a year child cared for at the term-time rate	Weekly charge during school holidays. Excluding meals	Number of weeks a year at school holiday rate.
<i>e.g. Adam Smith</i>	<i>25/04/2016</i>	<i>£20</i>	<i>38</i>	<i>£90</i>	<i>14</i>

**Declaration:**

I confirm the information I have provided is true and complete.

Childcare provider's signature:	Official stamp (If you do not have a stamp, supply a sheet of official headed notepaper):
OFSTED or KCC Registration number:	
Full name (printed):	
Position held:	
Date:	

**Once you have filled in this form and signed the declaration please return it to your Local Authority:**

Canterbury City Council  
 PO Box 2033  
 Pershore  
 WR10 9EE  
[www.canterbury.gov.uk](http://www.canterbury.gov.uk)

Dover District Council  
 PO Box 2031  
 Pershore  
 WR10 9EB  
[www.dover.gov.uk](http://www.dover.gov.uk)

Thanet District Council  
 PO Box 2032  
 Pershore  
 WR10 9ED  
[www.thanet.gov.uk](http://www.thanet.gov.uk)