



Claimant Address

Notes for filling in the Housing Benefit, Local Housing Allowance and Council Tax Support claim form

About this form

The Housing Benefit or Local Housing Allowance and Council Tax Support claim form has been specially designed to be easy to fill in. It may look rather long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of benefit.

You may not have to fill in all parts of the form, but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

Second Adult Rebate

Second Adult Rebate is Council Tax Support for people who do not have a partner but who share their home with someone who:

- is 18 or over; and
- is on a low income; and
- does not pay them rent.

If you are claiming Second Adult Rebate, only fill in Part 1, Part 3, Part 16 and Part 17 of this form.

Please note: if your capital, savings and investments are more than £16000 you may not be eligible for Housing or Council Tax Benefit. Please contact our Benefit Team on the number at the top of the page to check before completing the form.

Filling in the form

Please use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer 'Yes' or 'No' questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. Do not put a cross in any boxes. If you answer a question with a cross we will have to send the form back, and this will delay the claim.

If someone else fills in the form for you, there is a special space for them to sign.

If you need help filling in the form

If you need any help, our phone number and email address is at the top of this page, or come and see us.

Evidence

We need to see evidence of some of the things you tell us about. There is a checklist at the end of the form to help you. If you are not sure if we need to see evidence of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the evidence we have asked for.

What to do next

When you have filled in the form, sign it and send it to us, with the evidence we need to see, or you can bring the form and evidence to us at one of the following offices.

Council Offices, Farnborough Road, Farnborough.
Monday to Thursday 8.30am to 5.00pm Friday 8.30am to 4.30pm

Do not delay sending this form to us, even if you do not have all the information. If you delay, your claim may start later and you may lose money. If you can't provide the evidence straight away, let us know, we may be able to help you.

When we usually pay benefit from

If this is your first claim: We will usually pay your benefit from the Monday after we get your form.

If this is a repeat claim: If we get your form within four weeks of when your last claim finished, we will pay your benefit from the day after the last claim ended. If the form arrives more than four weeks after your last claim finished, we will usually only be able to pay your benefit from the Monday after we get your form.

Changes you must tell us about

Tell us straightaway if:

- any of your children leave school or leave home;
- anyone moves into or out of your home (including lodgers and subtenants);
- your income or the income of anyone living with you, including any benefits or tax credits, changes;
- your capital, savings or investments change;
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or gets, changes or leaves a job;
- your rent changes;
- you move;
- you or your partner are going to be away from home for more than a month;
- you receive any decision from the Home Office; or
- anything you have told us about changes.

You must tell us yourself about these changes. Do not assume that other agencies will inform us.

If you don't tell us about these changes you may lose money you are entitled to or you may get too much benefit.

It is an offence not to tell us about any change of circumstance that affects your benefit. We may take court action against you and if we pay you too much benefit, you will probably have to pay it back.

How we collect and use information

We will use the information you give in this form, and any supporting evidence you send us, to process your claim for Housing Benefit, Local Housing Allowance and Council Tax Support.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and Her Majesty's Revenues and Customs, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect crime;
- protect public funds; and
- make sure you are receiving all the benefit you are entitled to.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

We, Rushmoor Borough Council, are the data controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use that information, please ask us.

**If you have any questions about your claim, please phone
the Housing Benefit and Council Tax Support Office for advice.**

Benefits Team: 01252 398914

or email: benefits@rushmoor.gov.uk

or website: www.rushmoor.gov.uk/benefits



A claim form for Housing Benefit or Local Housing Allowance and Council Tax Support

If you are just claiming Second Adult Rebate, only fill in Part 1, Part 3, Part 16 and Part 17 of this form.

For official use only	
Date issued stamp	Date received stamp
Reason	

Part 1 About you and your partner



Do you have a partner who normally lives with you?

By partner we mean someone you are married to or live with as if you were married.

No

Yes If you have a partner, you must answer all the questions about them, as well as yourself.

You

Your partner

Surname

Other names

Any other last names you have used

Title (Mr, Mrs, Ms and so on)

Address

Do not tell us your partner's address if it is the same as yours.

Postcode

Postcode

Date you moved into this property

 / /
 / /

Date of birth

 / /
 / /

National Insurance number

You can find this on payslips or letters from DWP or the tax office. We cannot decide your claim if we do not have your National Insurance number.

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you do not have a National Insurance number, or cannot find it, tick this box.

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

If your partner does not have a National Insurance number, or cannot find it, tick this box.

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 email address

Part 1 About you and your partner – continued

You

Your partner

Have you or your partner claimed Housing Benefit, Local Housing Allowance or Council Tax Support before?

No
 Yes When did you claim?

 / /

Which council did you claim from?

What name did you claim in?

What address did you claim for?

Postcode

No
 Yes When did they claim?

 / /

Which council did they claim from?

What name did they claim in?

What address did they claim for?

Postcode

Have you spent at least three months in a specialist hostel for homeless people?

If 'Yes', please give details

No
 Yes

Name of hostel

Date from

 / /

No
 Yes

Name of hostel

To

 / /

If you have moved home in the last 12 months, tell us your last address.

Postcode

Postcode

Have you or your partner 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.

 / /

If your nationality is not British, on what date did you last enter the UK?

The UK is England, Northern Ireland, Scotland and Wales.

Are you or your partner in hospital at the moment?

No
 Yes When did you go in?

 / /

When will you come out (if you know this)?

 / /

No
 Yes When did they go in?

 / /

When will they come out (if they know this)?

 / /

Part 1 About you and your partner – continued

	You	Your partner
Do you or your partner get Disability Living Allowance or Personal Independence Payments?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care: £ <input style="width: 150px;" type="text"/> Mobility: £ <input style="width: 150px;" type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care: £ <input style="width: 150px;" type="text"/> Mobility: £ <input style="width: 150px;" type="text"/>
Do you or your partner get Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/>
Does anyone get Invalid Care Allowance or Carer's Allowance for looking after you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/>
Do you or your partner receive overnight care from someone who is not permanently resident in your home?	No <input type="checkbox"/> Yes <input type="checkbox"/> You need to complete an additional form for details	No <input type="checkbox"/> Yes <input type="checkbox"/> You need to complete an additional form for details
Have you or your partner ever claimed Invalid Care Allowance or Carer's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/>
Are you or your partner a care leaver?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner a student? We will need to see evidence of your course and student finance.	No <input type="checkbox"/> Yes <input type="checkbox"/> Do you study full time or part time? Full time <input type="checkbox"/> Part time <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Do they study full time or part time? Full time <input type="checkbox"/> Part time <input type="checkbox"/>
Are you or your partner eligible for a student loan?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Name of University/College	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
Course Title	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
Period of study	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
What year are you in?	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>

Part 1 About you and your partner – continued

Please tick if you or your partner are:

	You	Your partner
• an apprentice	<input type="checkbox"/>	<input type="checkbox"/>
• on youth training	<input type="checkbox"/>	<input type="checkbox"/>
• in legal custody	<input type="checkbox"/>	<input type="checkbox"/>
• severely mentally impaired	<input type="checkbox"/>	<input type="checkbox"/>
• registered blind	<input type="checkbox"/>	<input type="checkbox"/>
• long-term sick or disabled	<input type="checkbox"/>	<input type="checkbox"/>

We will contact you if we need any more information.

Part 2 About children

You may be able to get more benefit if there are children in your household and they are:

- under 16;
- aged 16 or 17 and registered for work or youth training; or
- aged 16 - 20 and in education doing a course not higher than GCSE, A-level, SCE Higher level or GNVQ (advanced).

Are there any children in your household?

No Go to **Part 3**.

Yes If there are more than three children, use a separate sheet of paper to tell us all the information we ask for on this page.

If you are sending a separate sheet of paper, tick this box.

	First child	Second child	Third child
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<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"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address if different from yours	<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"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>
We need to see proof of this.			
Child Benefit end date Approximately, if known.	<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"/>

Part 2 About children – continued

	First child	Second child	Third child
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see evidence of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see evidence of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see evidence of this.
Does the child get Disability Living Allowance or Personal Independence Payments (PIPS)?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care: £ <input type="text"/> Mobility: £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care: £ <input type="text"/> Mobility: £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care: £ <input type="text"/> Mobility: £ <input type="text"/>
Do you pay a registered childminder, nursery or after-school club any childminding costs for this child?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us the name and registration number of the minder. <input type="text"/> How much do you pay a week? £ <input type="text"/> We need to see evidence.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us the name and registration number of the minder. <input type="text"/> How much do you pay a week? £ <input type="text"/> We need to see evidence.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us the name and registration number of the minder. <input type="text"/> How much do you pay a week? £ <input type="text"/> We need to see evidence.

IMPORTANT NOTE

We disregard some/all of your childcare costs which means you get more benefit. If you pay less or stop paying for childcare you must let us know as you may have been overpaid. If this is the case you will have to pay it back.

Part 3 About other people who live with you as part of your household/family

Do any adults usually live with you and your partner?
By adults we mean people over 16 who nobody gets Child Benefit for.

- No Go to **Part 4**.
Yes Give details below.

Now tell us about all the people who usually live with you and your partner.

If you want to tell us about more than three people, use a separate sheet of paper.

If you are sending a separate sheet of paper, tick this box.

Part 3 About other people who live with you as part of your household/family - continued

	First person	Second person	Third person
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Insurance number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Their relationship to you or your partner Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger, friend or live with you.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they get Income Support, Jobseeker's Allowance (income-based), Pension Credit (Guaranteed Credit) or Employment Support Allowance (income-related)?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do they get Disability Living Allowance, Attendance Allowance or Personal Independence Payments (PIPS)?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week
Are they registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>
Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text" value="£"/> a week
Are they severely mentally impaired?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text" value="/ /"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text" value="/ /"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text" value="/ /"/>

Part 3 About other people who live with you – continued

Are they in hospital at the moment?

First person

No
 Yes When did they go in?

/ /

When will they come out (if you know this)?

/ /

Second person

No
 Yes When did they go in?

/ /

When will they come out (if you know this)?

/ /

Third person

No
 Yes When did they go in?

/ /

When will they come out (if you know this)?

/ /

Do they normally work for 16 hours or more a week?

No
 Yes Tell us their earnings before any deductions.

£

We need to see evidence of their earnings.

No
 Yes Tell us their earnings before any deductions.

£

We need to see evidence of their earnings.

No
 Yes Tell us their earnings before any deductions.

£

We need to see evidence of their earnings.

Do they have any other income at all?

This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.

No
 Yes Name of first other income

How much is it before deductions?

£ a week

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see evidence of other incomes.

No
 Yes Name of first other income

How much is it before deductions?

£ a week

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see evidence of other incomes.

No
 Yes Name of first other income

How much is it before deductions?

£ a week

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see evidence of other incomes.

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

And is the partner of

Part 4 About the property you live in

You are living:-

- in a home rented from a housing association
- in a home you are buying / or own
- in a home rented privately
- in someone else's home paying rent to live there
- in someone else's home as a friend not paying rent
- living with parents or relatives

If you own your own home go to Part 6.

What is your landlord's name and business address?

By landlord we mean the person or organisation who owns the property you live in.

Phone no. Email address:

If your landlord has an agent, tell us their full name and address.

By agent we mean the person or organisation you actually pay your rent to.

Phone no. Email address:

Are you, your partner, or any of your or your partner's 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 relationship has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, granddaughter, son-in-law or stepdaughter.

No

Yes What is the relationship?

<input type="text"/>	is my landlord's or agent's	<input type="text"/>
----------------------	-----------------------------	----------------------

Do you or your partner own, or have you ever owned, any part of the property you now live in?

No

Yes

Is your landlord the ex-partner of you or your partner?

No

Yes

Do you rent the accommodation from a company of which you or your partner are a director or employee?

No

Yes

Is your landlord the parent of a child for whom you or your partner are responsible?

No

Yes

Do you live in the property as a condition of your or your partner's employment?

No

Yes

Is your landlord a trust of whom you or your partner are a trustee or are a beneficiary?

No

Yes

Is your landlord a trust of whom your child or your partner's child is a beneficiary?

No

Yes

Is your landlord a relative?

No

Yes What is the relationship?

Part 4 About rent – continued

You

Your partner

When did you start renting your home?

 / /
 / /

When did you move to this address?

 / /
 / /

If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.

Do you have written tenancy agreement?

No

Yes

What type? e.g. assured, shorthold or licence.

How long is the tenancy for?

 / /

to

 / /

How much is the rent for your home?

£

every

(For example, every week/fortnight/four weeks/month.)

Does anyone else share the rent with you and your partner?

No

Yes

Tell us their names and their relationship to you and your partner.

How much of this rent do they pay?

£

every

(For example, every week/fortnight/four weeks/month.)

Has your rent changed in the last 12 months?

No

Yes

Send us evidence of the date it changed, and how much it changed.

When is the next rent increase due?

 / /

Has your rent been registered as a fair rent by a rent officer?

No

Yes

Please send us the notice of registration (RO5).

Do you have any rent free weeks?

No

Yes

How many in a year?

What dates?

Are you behind with your rent?

No

Yes

By how many weeks?

How much?

£

Who is responsible for the Council Tax?

You or your partner

Your landlord

Someone else

Tell us who receives the Council Tax bill.

Part 4 About rent – continued

Does your rent include money for the following?

Meals

No

Yes How much each week?

£

Which meals are included?

Water authority charges

No

Yes How much each week?

£

Heating

No

Yes How much each week?

£

Lighting

No

Yes How much each week?

£

Hot water

No

Yes How much each week?

£

Fuel for cooking

No

Yes How much each week?

£

Laundry

No

Yes How much each week?

£

Cleaning rooms or windows

No

Yes How much each week?

£

Gardening

No

Yes How much each week?

£

Garage or parking space

No

Yes How much each week?

£

Do you have to rent the garage as part of your tenancy agreement?

No

Yes

Personal care and support

No

Yes How much each week?

£

Do you pay any service charges separate from your rent?

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.

No

Yes How much each week?

£

What for?

Part 4 About rent – continued

Are you living away from home at the moment?

No

Yes Tell us why you are not living at home.

When did you last live at home?

When do you expect to go back home?

Tell us the address of where you are living at the moment.

Postcode

If your home has been sublet, tell us who lives there now.

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.

Part 5 About where you live

What sort of building do you live in?

Tick one box only.

- | | | | | | |
|---------------------|--------------------------|------------------|--------------------------|-----------------------------------|--------------------------|
| Detached house | <input type="checkbox"/> | Flat in a house | <input type="checkbox"/> | Caravan, mobile home or houseboat | <input type="checkbox"/> |
| Semi-detached house | <input type="checkbox"/> | Flat in a block | <input type="checkbox"/> | Board and lodgings | <input type="checkbox"/> |
| Terraced house | <input type="checkbox"/> | Flat over a shop | <input type="checkbox"/> | Hotel | <input type="checkbox"/> |
| Maisonette | <input type="checkbox"/> | Bedsit or rooms | <input type="checkbox"/> | Residential nursing home | <input type="checkbox"/> |
| Bungalow | <input type="checkbox"/> | Hostel | <input type="checkbox"/> | Residential care home | <input type="checkbox"/> |

Other, please describe

Which floors do you live on?

If you rent a room or bedsit, where in the building do you live?

- First Floor Second Floor Third Floor Fourth Floor
At the front In the middle At the back

Could you confirm your room number?

Part 5 About where you live – continued

How many rooms are there in the building?

In the whole building?

Just for you and your household?

That you share with other people?

Living rooms

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Toilets

Kitchens

Other rooms

(Please specify)

Room entitlement when calculating your household bedroom need:

A bedroom is allocated for each of the following, only up to a maximum of four bedrooms.

- Each lone parent or couple;
- Each other person aged 16+;
- Two children under 16 of the same sex;
- Two children under 10 of the same or opposite sex;
- Any other child;
- An overnight carer if appropriate

Do you use your home for business?

No

Yes

Do you have a main home somewhere else?

No

Yes What is the address?

If your main home is somewhere else in the UK or abroad, tick 'Yes', even if you do not pay rent for it.

Postcode

How much do you pay for this home?

£ per week/month/year

Part 6 About Income Support, income-based Jobseeker's Allowance, Pension Credit or Employment Support Allowance?

Are you or your partner getting or waiting to hear about a claim for Income Support, Jobseeker's Allowance (income-based), Pension Credit (Guaranteed Credit) or Employment Support Allowance (income-related)?

No Go to **Part 7**.

Yes

Are you or your partner actually getting Income Support, Jobseeker's Allowance (income-based), Pension Credit (Guaranteed Credit) or Employment Support Allowance (income-related) at the moment?

No

Yes When did you start getting it?

 / /

Are you or your partner still waiting to hear about a claim for Income Support, Jobseeker's Allowance (income-based), Pension Credit (Guaranteed Credit) or Employment Support Allowance (income-related)?

No

Yes When did you claim?

 / /

Your partner

No

Yes When did they start getting it?

 / /

No

Yes When did they claim?

 / /

Part 7 About being self-employed

Are you or your partner self-employed?

No Go to **Part 8**

Yes Answer the questions on this page.

You must send us your trading accounts for the last financial year. If you have only recently set up the business and do not have a full year's accounts, we will need to see some other evidence of your income. We will write to you about this.

Are you or your partner a company director?

No

Yes We will write to you for more information.

You

Your partner

What kind of work do you do?

When did the business start?

 / /
 / /

What is the business address?

Are there any other partners in the business?

No

Yes Tell us their name and address.

No

Yes Tell us their name and address.

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

No

Yes How much?

£

How often?

No

Yes How much?

£

How often?

Do you pay into a private pension scheme?

No

Yes How much?

£

How often?

No

Yes How much?

£

How often?

We must see evidence of your earnings before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.

Part 8 About working for an employer

Do you or your partner work for an employer?

No Go to **Part 9**.

Yes Answer the questions on this page. If you work for more than one employer, tell us about all the employers on a separate sheet of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box.

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
What is your employer's name and address?	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
When did you start this job?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is your payroll, employee or staff number?	<input type="text"/>	<input type="text"/>
Are you employed for a limited period?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When will you finish?	Yes <input type="checkbox"/> When will they finish?
	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How often do you get paid?	Every <input type="text"/>	Every <input type="text"/>
How much do you get paid before tax and National Insurance are taken off?	£ <input type="text"/>	£ <input type="text"/>
How are you paid? For example, in cash, by cheque or straight into a bank or building society account.	<input type="text"/>	<input type="text"/>
When was your last pay rise?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
When will your next pay rise be?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Give details of any regular overtime, bonuses or commission.	<input type="text"/>	<input type="text"/>
Are you getting Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP) from your employer at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Part 8 About working for an employer – continued

You

Your partner

Are you getting any other sick pay or maternity pay from your employer at the moment?

No
Yes

No
Yes

Do you pay into a private or company pension scheme?

If you pay into a private pension scheme we will need to see evidence of this.

No
Yes How much?

£

How often?

Every

No
Yes How much?

£

How often?

Every

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.

Part 9 About any other work

Do you or your partner do any other work at all?

This could be voluntary work or any other work, even if it is not paid work.

No Go to **Part 10**.

Yes Answer the questions on this page.

You

Your partner

What other work do you do?

What is the name and address of the person you do this work for?

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode <input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode <input type="text"/>

When did you start this work?

 / /
 / /

How many hours a week do you usually work?

Do you get paid?

If you only get expenses or tips, still tick 'Yes' and give details.

No

Yes How much do you get before any deductions?

£

How often?

Every

No

Yes How much do they get before any deductions?

£

How often?

Every

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.

Part 10 About benefits and pensions

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed?

Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- Bereavement Allowance
- Child Benefit
- Child Tax Credit
- Adoption Pay
- Pension Credit (including Savings Credit)
- Fostering Allowance
- Guardian's Allowance
- Employment Support Allowance
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Invalid Care Allowance or Carer's Allowance
- Contribution-based Jobseeker's Allowance
- Statutory Paternity / Maternity Allowance
- State Retirement Pension
- Severe Disablement Allowance
- War Disablement Benefit, War Pension or War Widow's Pension
- Widow's or Widower's Benefits
- Working Tax Credit
- Statutory Sick Pay
- Statutory Maternity Pay or Statutory Paternity Pay

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper and send it with the form.

No Go to **Part 11**.

Yes Tell us about the benefits below. Tell us the full rate of the benefits before any deductions.

We need to see proof of any benefits or pensions you have. If you receive Income Support, or income-based Jobseeker's Allowance or Pensioners Guaranteed Credit we will not need to see proof. The proof should be an original, not a photocopy, of the document detailed below:
an award notice showing current rates if benefit has just been awarded.

If you are sending a separate sheet of paper, tick this box.

You

Your partner

The name of the benefit or pension

Waiting to hear

Getting now

How much?

How much?

£

£

How often?

How often?

Every

Every

The name of the benefit or pension

Waiting to hear

Getting now

How much?

How much?

£

£

How often?

How often?

Every

Every

Part 10 About benefits and pensions – continued

	You	Your partner
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?
	Every <input type="text"/>	Every <input type="text"/>

Part 11 About other money coming in

Do you or your partner, or any children you are claiming for, have any money coming in (or expect to have some money coming in) that you have not already told us about on this form?

This includes occupational pensions; maintenance or child support for you, your partner or any of the children you have told us about on this form; money from a trust fund; training allowances; a student grant or loan; and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants, or if you are the beneficiary of a will not yet settled. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

No Go to **Part 12**.

Yes Answer the questions on this page.

Other money 1

What is the money for?	<input type="text"/>
Who gets it?	<input type="text"/>
How much do they get?	£ <input type="text"/>
How often?	Every <input type="text"/>
When did they start getting this income?	<input type="text"/> / <input type="text"/> / <input type="text"/>
When is the income likely to go up?	<input type="text"/> / <input type="text"/> / <input type="text"/>

Other money 2

What is the money for?	<input type="text"/>
Who gets it?	<input type="text"/>
How much do they get?	£ <input type="text"/>
How often?	Every <input type="text"/>
When did they start getting this income?	<input type="text"/> / <input type="text"/> / <input type="text"/>
When is the income likely to go up?	<input type="text"/> / <input type="text"/> / <input type="text"/>

Part 11 About other money coming in – continued

Other money 3

What is the money for?

Who gets it?

How much do they get?

How often?

When did they start getting this income?

When is the income likely to go up?

Does anyone owe money to you, your partner, or any children you are claiming for?

No

Yes What for?

How much?

Are you expecting to get any money in the next 12 months?

No

Yes What for?

For example, a redundancy payment or a payment instead of notice or holiday.

How much?

We must see evidence of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.

Part 12 About capital, savings and investments

Do you or your partner have any capital, (including bank accounts) savings or investments in the UK or abroad?

No Go to Part 12a.

Yes Answer all the questions in this part. We must see evidence of all the capital, savings and investments. Read the checklist at Part 17 to see what you can use as evidence.

This includes cash, current accounts and savings accounts with a bank or building society, post office accounts, Premium Bonds, National Savings Certificates, and stocks and shares.

Part 12 About capital, savings and investments - continued

Do you or your partner have any Premium Bonds?

No
 Yes Value

£

Do you or your partner have any National Savings Certificates?

No
 Yes Issue number

Issue number

Value

£

Value

£

How many?

How many?

Do you or your partner have any stocks, shares, bonds or unit trusts?

No
 Yes Company name

Company name

How many?

How many?

Do you or your partner have any other capital, savings or investments?

For example, cash, TESSAs, compensation, or any other money you have not told us about on this form.

No If you have more than two National Saving Certificates, stocks, shares, bonds or unit trusts, tell us about the others on a separate sheet.
 Yes Tell us about these.

Part 12a About capital, savings and investments - continued

Do you or your partner own or partly own any property, land or timeshare, other than the home you live in, either in the UK or abroad?

Tick 'Yes' even if you have a mortgage or loan for the property, land or timeshare. We may need to write to you about this.

No
 Yes Who do you own it with?

What is the address?

Postcode

How much is it worth?

£

If you have a mortgage or loan for this, how much is left to repay?

£

Have you or your partner received a Far Eastern Prisoner of War payment?

No
 Yes

Part 12 About capital, savings and investments - continued

Do you or your partner have any bank accounts?

Please include the following:

- current account
- saving account
- ISA's
- Building Society Accounts
- Post Office Accounts
- PayPal

No

Yes Tell us about all your **bank accounts**, even empty or overdrawn ones.
Tell us about the others on a separate sheet of paper and send it with this form.

If you are sending a separate sheet of paper, tick this box.

Name of bank

Account number

Whose name is the account in?

How much is in the account?

 £

Name of bank

Account number

Whose name is the account in?

How much is in the account?

 £

Name of bank

Account number

Whose name is the account in?

How much is in the account?

 £

Type of account

Account number

Whose name is the account in?

How much is in the account?

 £

Type of account

Account number

Whose name is the account in?

How much is in the account?

 £

Type of account

Account number

Whose name is the account in?

How much is in the account?

 £

Type of account

Account number

Whose name is the account in?

How much is in the account?

 £

Type of account

Account number

Whose name is the account in?

How much is in the account?

 £

Part 13 Payment of Housing Benefit, Local Housing Allowance and Council Tax Support

To be completed by Private Tenants

For your convenience and security we recommend that payment should be made direct into your bank/building society account. You can obtain advice on opening and running an account from any bank or building society of your choice. You can also get independent advice from the Citizen's Advice Bureau. Unfortunately Rushmoor BC are unable to pay into Post Office Accounts

Please provide the following information:

Name of Bank/Building Society	<input type="text"/>
Who's name is the account in?	<input type="text"/>
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"/> <input type="text"/>
Branch	<input type="text"/>
Sort Code	<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"/>
Roll Number (Building Society Only)	<input type="text"/>

We will need to see evidence of this.

Housing Benefit will be paid direct to you and not your landlord. However in some circumstances we may be able to pay your landlord direct. For example, if you have difficulty in managing your own affairs. If you would like us to consider paying your landlord direct, please telephone the Benefits section on 01252 398914.

To be completed by Housing Association Tenants only

We can pay your benefit entitlement to either you or your landlord.
Please indicate whom payments should be made to.

Landlord Yes No You Yes No

Please provide the following information:

Name of Bank/Building Society	<input type="text"/>
Who's name is the account in?	<input type="text"/>
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"/> <input type="text"/>
Branch	<input type="text"/>
Sort Code	<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"/>
Roll Number (Building Society Only)	<input type="text"/>

We will need to see evidence of this.

Council Tax Support will be paid directly onto your Council Tax account

Part 14 Anything else you need to tell us

Use the box 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 separate sheets of paper with this form, tell us how many.

Part 15 Backdating

We will usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. In order to consider a request for a claim to be backdated, you will need to show continuous 'good cause' for failing to make your claim from the earlier date.

'Good cause' includes any facts that would cause a reasonable person to act as you did, for example; your age, health or background.

Reasons which might be considered 'good cause' might be things such as if you were too ill to contact this office, or ask someone to contact this office on your behalf or if you were told by an official agency such as the Jobcentre or this office, that you could not claim.

Your reason(s) must cover the entire period that you are requesting backdated benefit. **You must supply supporting documentation to support your backdate request.**

Date you want to claim benefit from:

Tell us why you have not claimed before.

Part 16 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, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.

Please read this declaration carefully before you sign and date it.

I understand the following.

- We may recover an overpayment from you, even if we have paid your landlord.
- 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, Local Housing Allowance, Council Tax Support.
You may check some of the information with other sources as allowed by the 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 may lend me money, if the law allows this.

I know I must promptly notify the Council's Benefit team about any changes to my circumstances

Failure to do so may result in you taking action against me, which may include court action.

I declare the information I have given on this form is correct and complete.

Signature of person claiming

Date

Partner's signature

Date

If any part of 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.

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

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

Part 17 Checklist

Please tick to tell us what evidence you are sending with this form. We must see **original** documents, not copies. Please do not send valuable items through the post. If you can, bring them into our offices. We will take the details we need and give you the documents back straightaway. If you cannot get into the office, phone us for more advice.

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

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim, **but we will not be able to pay you any benefit until we have all the evidence.**

Evidence of identity

Such as a birth certificate, marriage certificate, passport, medical card, driving licence, UK residence permit, EEA identity card or recent gas or electricity bill. **We will need to see at least two of these documents for each person.**

Evidence of National Insurance number

Such as a National Insurance number card, payslips or letters from Department of Work and Pensions or the HMRC office

Evidence of capital, savings and investments

Such as all your bank, building society or post office books, full bank statements, including on-line statements or certificates for Premium Bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. **The evidence you send must show details for at least the last two months.**

Evidence of earnings

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. You should contact your employer if you do not have these payslips. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than 12 months, a summary of your trading records so far.

Evidence of other income

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings.

Evidence of benefits, allowances or pensions

Such as current award notices or letters from the Department of Work and Pensions confirming how much you get. If you do not have evidence, let us know straightaway.

Evidence of private rent and tenancy

A tenancy agreement. If you do not have a tenancy agreement please tell us.

Evidence of other money paid out

Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

Part 18 Sharing information with your Landlord or Letting Agent

You can complete this section if you are a **private tenant** or a **Housing Association tenant**. Sharing information with your landlord or letting agent can sometimes help us to deal with your claim more quickly which can reduce the risk of you falling behind with your rent if your claim is delayed.

Under the Data Protection Act 1998, we are not able to give your landlord any information about you or your claim. However, if you give us permission, we would be able to inform your landlord or letting agent whether:

- You have claimed Housing Benefit, or
- We have made a decision on your claim, or
- We need more information to finalise your claim and what that information might be.

We will not give your landlord or letting agent any information about your personal circumstances or your financial situation.

It will not affect your claim if you do not give us permission to speak to your landlord, and if you give permission now, you can change your mind at any time by contacting us.

I give Rushmoor Borough Council permission to share information about the progress of my claim with my landlord or letting agent named below.

Name of landlord / letting Agent

Address of landlord / letting Agent

Postcode

Phone number of landlord / letting Agent

Your signature:

Date:

Sharing information with anyone else

We will need your permission to discuss your claim with anyone else e.g. family, friends or Citizen's Advice Bureau

Name and address of person or organisation

Postcode

Your signature

Date

Name and address of person or organisation

Postcode

Your signature

Date

Equal Opportunities Monitoring Form

The questions in this section are for statistical analysis, monitoring and the development of improved services. All information is stored on a confidential database, and will be kept separate to your claim.

You do not have to complete this questionnaire.

About Yourself

I am: Male Female

How would you describe your ethnic origin?

White

British

Irish

Any other White Background

Please give details

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed Background

Please give details

Asian or Asian British

Nepalese

Indian

Pakistani

Bangladeshi

Any other Asian or black background. Please give details.

Black or Black British

Caribbean

African

Chinese or other ethnic group

Chinese

Age 16 to 24 25 to 34 35 to 44 45 to 54 55 to 64 65 and over

Do you have any long-term illness, health problem or disability that affects your day to day activities?

Yes

No

Thank you for completing this form

Useful Addresses

Our Offices:

Council Offices
Farnborough Road
Farnborough
Hants
GU14 7JU

Phone: 01252 398399

Website: www.rushmoor.gov.uk/benefits

Jobcentre Plus

Southern Western House,
Station Road,
Aldershot,
Hampshire
GU11 1HP

Phone: 0845 608 8620

Website: www.jobcentreplus.gov.uk

Jobcentre Plus

Princeton House
1-5 Victoria Road
Farnborough
Hants
GU14 7NT

Phone: 0845 608 8620

Website: www.jobcentreplus.gov.uk

Citizens Advice Bureau

39 High Street
Aldershot
GU11 1BH

Phone: 08444 111304

www.aldershotcab.org.uk

Citizens Advice Bureau

Elles Hall Community Centre
Meudon Avenue
Farnborough
Hants
GU14 7LE

Phone: 08444 111304

National Debt Line

Tricorn House
51-53 Hagley Road
Edgbaston
Birmingham
B16 8TP

Phone: 0808 8084000

Website: www.nationaldebtline.co.uk

The Pension Service

P O Box 1032
Cardiff
Wales
CF91 1YZ

Phone: 0845 6060265

Text Phone: 0845 6060285

www.thepensionservice.gov.uk

HM Revenue and Customs

Child Benefit,
Child Benefit Office,
P O Box 1,
Newcastle Upon Tyne,
NE88 1AA.

Phone: 0845 302 1444

HM Revenue and Customs

Tax Credits
Tax Credit Office,
Preston,
PR1 0SB

Phone: 0345 300 3900

website: www.hmrc.gov.uk

Privacy Notice – Housing Benefits and Council Tax Support

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398177, via email to benefits@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk

2. What we need your information for and the legal basis for it

We need your personal information to process your application for Housing Benefit and or Council Tax Support. The law allows us to use your personal information in this way as carrying out responsibilities under Social Security Law is one of the Council's public tasks.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Housing, Planning, Council Tax and Corporate Investigations in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as Hampshire County Council, Department of Work and Pensions, County Court and Sheriffs, HMRC and the Police in carrying out criminal investigations.

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We will normally keep your details in our current database for as long as you are receiving benefits. If your benefit ends we will keep your records for up to 2 years depending on the reason it is ended or for as long as we are required to do so by law, or in accordance with our operational requirements. For further information on our policy for retaining personal information, see our retention guidelines.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right to restrict processing

- The right of access
- The right to data portability
- The right to rectification
- The right to object
- Rights related to automated decision making, including profiling
- The right to erasure

Further details on these rights can be found on our website www.rushmoor.gov.uk/dataprotection

8.Right to complain to the Information Commissioner’s Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner’s Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk> or by phoning their helpline on 0303 123 1113.

9.Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities under Social Security Law. If you do not provide it the Council will not be able to process your benefit claim and you will be ineligible to receive an award. This decision would be made under the Housing Benefit Regulations 2006, the Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018 and the Council’s Council Tax Reduction Scheme, S13A and Schedule 1a of the Local Government Finance Act 1992.