

Name: _____

Address: _____

Postcode: _____

Revenues and Benefits
Council Offices
South Street
Rochford
Essex
SS4 1BW
Phone: 01702 318197 or 01702 318198
Email: revenues&benefits@rochford.gov.uk

Housing Benefit and Council Tax Benefit claim form for private tenants

This form is for you to give us the information we need to work out your benefit. It explains what you and we have to do when you make a claim.

Please do the following.

- Look at the checklist on page 32 (section S) for the types of proof you will have to give us with this form.
- **Read and sign the declaration on page 37** (section T) before you return this form to us.
- Fill in this form in black ink. **Do not use pencil.**
- Answer **all** the questions.
- Tick the 'Yes' or 'No' boxes. **Do not put crosses in or leave boxes blank.**
- Give us original documents only. **We do not accept photocopies.**

If you need help to fill in this form, or you have a question for us, please come to our office at the address shown above, phone us on 01702 318197 or 01702 318198, or email us at revenues&benefits@rochford.gov.uk

Remember

- Return your filled-in, signed form to us straightaway.
- You must give us any proof (that you have not sent with this claim form) within one month of us sending this form to you.

For office use only

Date of contact	/ /	Claim number	
Date of issue	/ /	C/Tax ref	
Date received	/ /		

Notes for filling in this form

About this form

This form may seem long, but every question is important. Each section starts with a question to help you decide if you need to fill in that section.

Proof

We need to see proof of some of the things you tell us about. There is a checklist at the end of this form to help you. If you are not sure whether we need to see proof of something, phone us on 01702 318197 or 01702 318198, or email us at revenues&benefits@rochford.gov.uk

We will tell you what we need to see. We cannot pay benefit until we have seen the proof we have asked for. We can only accept original documents, not photocopies.

Filling in the form

If you are filling in this form by hand, use black ink. Do not use pencil. If you make a mistake, just put a line through it and write the correct 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 one answer from a list of answers, put a tick in the relevant box. Do not put a cross in any boxes. If you answer with a cross, we will have to send the form back to you. This means it will take us longer to process your claim.

If someone else fills in this form for you, they must fill in section U on page 37.

If you need help filling in the form

You can phone us on 01702 318197 or 01702 318198 between 8am and 6pm, Monday to Friday. You can come to our offices between 8.30am and 5.30pm, Monday to Thursday and between 8.30am and 5pm on Friday. We are closed at the weekend. Our address is on the front of this form.

What to do next

When you have filled in this form, sign it and send it to us with the proof we need to see. Do not send valuable items such as bank books or passports in the post. Bring them to our offices, we will get the information we need and give them back to you.

Even if you cannot get the proof straightaway, you should still send this form to us as soon as you have filled it in. If you do not send this form to us straightaway, you might lose money. If you cannot get the proof within two or three weeks, let us know – we may be able to help you.

Notes for filling in this form (continued)

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, subtenants and boarders;
- your income (including benefits) or the income of anyone living with you, changes;
- the amount of your savings or investments (for example, ISAs or shares) changes;
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, starts an apprenticeship, goes into hospital or a nursing home, or goes into prison;
- you or anyone living with you starts work, gets a pay rise or leaves a job;
- your rent changes;
- you move;
- you or your partner are going to be away from home, for any length of time;
- you get any decision from the Home Office about your right to stay in the UK; or
- you have any other changes that you think we should know about.

You must tell us about any changes straightaway. You can tell us by phone, but we may ask you to write to us to confirm the change.

If you do not tell us about these changes, you may lose money you are entitled to or you may get too much benefit.

You must tell Revenues and Benefits about these changes. Telling another council department, or relying on another agency to tell us, is not enough.

It is an offence to not tell us about any change of circumstances that might affect your benefit. We may take court action against you if you keep information from us. If we pay you too much benefit, you will have to pay it back.

How we collect and use your information

We will use the information you give in this form, and any proof you send us, to process your claim for Housing Benefit, Council Tax Benefit, or both.

We may give your information to other organisations such as the Department for Work and Pensions and HM Revenue & Customs, but only if the law allows us to.

Notes for filling in this form (continued)

We may check the information you or someone else provides. We may also exchange information about you with other organisations, to:

- make sure the information you have given is correct; and
- prevent or detect crime.

The other organisations we may exchange information with include government departments, local authorities and, in certain circumstances, 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 the information about you for other purposes, unless the law allows us to, in line with the Data Protection Act 1998.

If you want to know more about the information we have about you, or the way we use that information, please phone us on 01702 318197 or 01702 318198, or email us at revenues&benefits@rochford.gov.uk

Definitions of some of the words we use in this form

Private tenant	– Someone who rents a property from a private landlord or housing association.
Dependant and dependent child	– Someone you get Child Benefit for.
Non-dependant	– An adult other than your partner, subtenant or boarder.
Boarder	– A person who lives in your home and pays you rent, and who you provide meals for.
Subtenant	– A person who lives in your home and who has a written agreement to pay rent.
Gross income	– Your earnings or pension before tax, National Insurance and so on, are taken out.
Net income	– Your earnings or pension after tax, National Insurance and so on have been taken out.
Fair rent	– Rent that has been agreed by the Rent Service. This applies to tenancies that began before January 1989 (in Great Britain).
Backdated benefit	– Benefit paid for a period before you made your claim.

Section A

About you and your partner

See the checklist on page 32 to help you fill in this section.

	You	Your partner				
Title (Mr, Mrs, Miss Ms)	<input type="text"/>	<input type="text"/>				
Surname	<input type="text"/>	<input type="text"/>				
Other names	<input type="text"/>	<input type="text"/>				
Age and date of birth	<table border="1"> <tr> <td>Age</td> <td>Date of birth / /</td> </tr> </table>	Age	Date of birth / /	<table border="1"> <tr> <td>Age</td> <td>Date of birth / /</td> </tr> </table>	Age	Date of birth / /
Age	Date of birth / /					
Age	Date of birth / /					
National Insurance number	<input type="text"/>	<input type="text"/>				
Phone number	Home <input type="text"/>	Mobile <input type="text"/>				
Email address	<input type="text"/>					

Are you:

single?
 married or in a civil partnership?
 divorced or separated?
 widowed?
 living together as though you are married or civil partners?

If you have separated from your husband, wife or civil partner, please tell us the date you separated, their new address, and whether the separation is permanent.

Date you separated / /	Is this separation permanent?	Yes		No	
Their new address					

Are you in hospital?	Yes		No		Yes		No	
If yes, when did you go into hospital?	/ /			/ /				
When do you think you will come out of hospital?	/ /			/ /				
Does anyone get Carer's Allowance for looking after you?	Yes		No		Yes		No	
If yes, please give the name of the person who gets it.	<input type="text"/>			<input type="text"/>				
What is your nationality, for example, Irish, Polish or Nigerian?	Nationality			Nationality				

Section A (continued)

About you and your partner

	You				Your partner			
If you came to the UK in the last two years, when did you arrive?	Date you arrived / /				Date you arrived / /			
Are you off work because you are sick?	Yes		No		Yes		No	
If yes, has that sickness stopped you from working for 28 or more weeks in a row?	Yes		No		Yes		No	
If yes, tell us the date you last worked.	/ /				/ /			
Do you get Statutory Sick Pay?	Yes		No		Yes		No	
If yes, when did you start to get it?	/ /				/ /			
Do you get Attendance Allowance or Disability Living Allowance (care component)?	Yes		No		Yes		No	

Section B

About dependent children who live with you

See the checklist on page 33 to help you fill in this section.

Do any dependent children live with you (children who you get Child Benefit for)?	Yes		No					
If no, go to section C. If yes, please tell us about them below.								
	First child			Second child				
Surname								
Other names								
Age								
Date of birth	/ /			/ /				
What is their relationship to you, for example, son or daughter?								
If the child is over 15, what date will you stop getting Child Benefit for them?	/ /			/ /				
Do they get Disability Living Allowance?	Yes		No		Yes		No	
Are they registered blind?	Yes		No		Yes		No	

Section B (continued)

About dependent children who live with you

	Third child	Fourth child
Surname	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Age	<input type="text"/>	<input type="text"/>
Date of birth	/ /	/ /
What is their relationship to you, for example, son or daughter?	<input type="text"/>	<input type="text"/>
If the child is over 15, what date will you stop getting Child Benefit for them?	/ /	/ /
Do they get Disability Living Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are they registered blind?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Fifth child	Sixth child
Surname	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Age	<input type="text"/>	<input type="text"/>
Date of birth	/ /	/ /
What is their relationship to you, for example, son or daughter?	<input type="text"/>	<input type="text"/>
If the child is over 15, what date will you stop getting Child Benefit for them?	/ /	/ /
Do they get Disability Living Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are they registered blind?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have any more children, please go to section R on page 31 and give us the same information you have given about your other children.

Section C

About any other people who live with you

See the checklist on page 33 to help you fill in this section.

Does anyone else live in your home who does not pay you rent as a boarder or as a tenant? This includes children you do not get Child Benefit for.

Yes		No	
-----	--	----	--

If no, go to section D. If yes, please tell us about them below.

	First person	Second person
Title (Mr, Mrs, Miss, Ms)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text" value="/"/> <input type="text" value="/"/>
What is their relationship to you?	<input type="text"/>	<input type="text"/>
Are you and this person responsible for paying your rent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they get Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, or Pension Credit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give us their National Insurance number.	<input type="text"/>	<input type="text"/>
Do they work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many hours?	<input type="text"/>	<input type="text"/>
How much do they get paid (before tax, National Insurance and so on)?	£ <input type="text"/>	£ <input type="text"/>
Please say whether they are paid weekly or monthly.	<input type="text"/>	<input type="text"/>
If they have other income, how much is it and how often is it paid to them?	£ <input type="text"/>	£ <input type="text"/>
How much do they have in savings?	£ <input type="text"/>	£ <input type="text"/>
Tell us the names of any other benefits they get and how often they get them.	<input type="text"/>	<input type="text"/>
How much do they get?	£ <input type="text"/>	£ <input type="text"/>

Section C (continued)

About any other people who live with you

	First person			Second person				
Are they a student?	Yes		No		Yes		No	
Are they a Youth Trainee or an apprentice?	Yes		No		Yes		No	
Do they have a severe learning disability, mental illness or form of dementia?	Yes		No		Yes		No	
Do they provide care for you or your partner for more than 35 hours a week?	Yes		No		Yes		No	
Are they in hospital, in prison or on remand?	Yes		No		Yes		No	
If yes, what date did they go into hospital, prison or on remand.	/ /			/ /				
Are any of these people married to each other or living with each other as if they were married?	Yes		No		Yes		No	
If yes, please give us their names								

If there are any more adults living with you, please go to section R on page 31 and give us the same information you have given us about the other adults.

Section D

About people you rent rooms to

See the checklist on page 33 to help you fill in this section.

Do you rent any rooms to a subtenant or boarder?	Yes		No					
If no, go to section E. If yes, please tell us about them below.								
	First person			Second person				
Surname								
Other names								
How much rent do you charge them each week?	£			£				
Does their rent include heating?	Yes		No		Yes		No	
Does their rent include meals?	Yes		No		Yes		No	

Section E

About Income Support, Pension Credit (Guarantee Credit), Employment and Support Allowance or Jobseeker's Allowance

See the checklist on page 33 to help you fill in this section.

	You				Your partner			
Do you get Pension Credit (Guarantee Credit)?	Yes		No		Yes		No	
Do you get Income Support?	Yes		No		Yes		No	
Do you get income-based Jobseeker's Allowance?	Yes		No		Yes		No	
Do you get income-related Employment and Support Allowance?	Yes		No		Yes		No	
If yes, what date was it awarded from?	/ /				/ /			
Are you or your partner waiting to hear about a claim for any of the above benefits?	Yes		No		Yes		No	
If yes, what date did you claim?	/ /				/ /			

If you get Income Support, Pension Credit (Guarantee Credit), income-based Jobseeker's Allowance or income-related Employment and Support Allowance, please go to section N on page 23. If not, please go to section F below.

Section F

About students

See the checklist on page 33 to help you fill in this section.

	You				Your partner			
Are you or your partner a student?	Yes		No		Yes		No	
If no, go to section G. If yes, please tell us about your course below.								
What date did your course start?	/ /				/ /			
What date will your course end?	/ /				/ /			
Do you get a student loan, grant or bursary?	Yes		No		Yes		No	
If yes, how much do you get?	£				£			
How often is it paid, for example, weekly or monthly?								

Section G

About your work and your income

See the checklist on page 34 to help you fill in this section.

Are you or your partner employed or a company director?
If yes, please fill in section G1.

Yes		No	
-----	--	----	--

Are you or your partner self-employed?
If yes, please fill in section G2.

Yes		No	
-----	--	----	--

G1 If you are employed

	You	Your partner
Please give the date you started work.	/ /	/ /
Is your employment for a fixed period?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give the date the employment will end.	/ /	/ /
How often are you paid, for example, every week, fortnight, four weeks or month?		
How much do you get paid?	£	£
How many hours a week do you work?		
Do you get regular pay rises?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how often do you get them? (For example, every year, every six months.)		
Please give your employer's name and address.		
What is your payroll number?		
Please tell us the type of work you do.		

If you have more than one job, please go to section R on page 31 and give us the same information you have given us about your other job.

G2 If you are self-employed

	You	Your partner
What date did you start trading?	/ /	/ /
What is your business?		
Tell us your business address.		
Are you still trading?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, what date did you stop trading?	/ /	/ /
How many hours do you work each week?		
Is your partner on the payroll of the business?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how much are they paid?	£	£
Please say how often they are paid, for example, every week or every month.		
Are there any other people on the payroll of the business?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, please give their full names.

G2 If you are self-employed (continued)

	You				Your partner			
Do you use any part of your home for your business?	Yes		No		Yes		No	

If yes, please tell us about this. For example, you may use a room as an office, or a garage for storage.

Do you have accounts, audited or not audited, for the last financial year?	Yes		No		Yes		No	
--	-----	--	----	--	-----	--	----	--

If no, please tell us when they will be ready.	/ /				/ /			
--	-----	--	--	--	-----	--	--	--

Do you hold an exemption certificate, for National Insurance (for example, an age-exemption certificate)?	Yes		No		Yes		No	
---	-----	--	----	--	-----	--	----	--

Do you get a Government Business Allowance?	Yes		No		Yes		No	
---	-----	--	----	--	-----	--	----	--

Is your business a partnership?	Yes		No		Yes		No	
---------------------------------	-----	--	----	--	-----	--	----	--

If yes, what percentage of the total profit or loss is yours?	%				%			
---	---	--	--	--	---	--	--	--

Section H

About your pension

See the checklist on page 34 to help you fill in this section.

Do you or your partner get State Retirement Pension, Pension Credit (Savings Credit), Widow's Pension, War Disablement Pension or a private or company pension? If yes, tell us about them below.

You				Your partner			
Yes		No		Yes		No	

If you do not get any of these pensions, go to section I.

	You		Your partner	
	How much do you get?	How often is it paid?	How much do you get?	How often is it paid?
State Retirement Pension	£		£	
Pension Credit (Savings Credit)	£		£	
Widow's Pension	£		£	
War Disablement Pension	£		£	
Private or company pension	£		£	
If you have a company pension, what is the name of the company?				

Please tell us below about any other pensions you receive.

Section I

About your income

See the checklist on page 34 to help you fill in this section.

Do you or your partner get, or has either of you recently applied for, any of the benefits listed below?

Yes		No	
-----	--	----	--

If yes, please fill in the relevant boxes below. If no, go to section J.

	You		Your partner	
	How much do you get?	How often is it paid?	How much do you get?	How often is it paid?
Child Benefit	£		£	
Contribution-based Jobseeker's Allowance	£		£	
Contribution-based Employment and Support Allowance	£		£	
Incapacity Benefit	£		£	
Child Tax Credit	£		£	
Working Tax Credit	£		£	
Disability Living Allowance (care component)	£		£	
Disability Living Allowance (mobility component)	£		£	
Attendance Allowance	£		£	
Bereavement Allowance	£		£	
Severe Disablement Allowance	£		£	
Industrial Injuries Benefit	£		£	

	You		Your partner	
	How much do you get?	How often is it paid?	How much do you get?	How often is it paid?
Maintenance payments for you	£		£	
Maintenance payments for your children	£		£	
Guardian's Allowance, Foster Allowance or Statutory Adoption Pay	£		£	
Maternity Allowance, Paternity Pay or Statutory Maternity Pay	£		£	
Widowed Parent's Allowance	£		£	
Carer's Allowance	£		£	
If you get Carer's Allowance, who do you care for?				

If you have applied for any of the benefits above in the last three months, please tell us which benefits you have applied for below.

Section J

About your money, savings and investments

See the checklist on page 34 to help you fill in this section.

J1 Do you or your partner have any bank accounts?

Yes		No	
-----	--	----	--

If no, go to section J2. If yes, please tell us about them below. Include accounts that are overdrawn.

How many bank accounts do you have?

You

Your partner

Name of the bank	Account number	Balance	Balance
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£

J2 Do you or your partner have any building society accounts?

Yes		No	
-----	--	----	--

If no, go to section J3. If yes, please tell us about them below. Include accounts that are overdrawn.

How many building society accounts do you have?

You

Your partner

Name of the building society	Account number	Balance	Balance
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£
		£	£

If you have any more bank or building society accounts, please go to section R on page 31 and give us the same information you have given us about your other accounts.

J3 Do you or your partner have any of the savings, investments or payments listed below?

Yes		No	
-----	--	----	--

If no, go to section K. If yes, please fill in the relevant boxes.

	You		Your partner	
	Amount	Account number	Amount	Account number
Post Office account	£		£	
Credit union account	£		£	
	How many do you own?	Date of issue	How many do you own?	Date of issue
National Savings Certificates	£		£	
	Number of units	Names of investment companies	Number of units	Names of investment companies
Shares, stocks or unit trusts	£		£	
	Amount	ISA or PEP	Amount	ISA or PEP
ISAs or PEPs	£		£	
Income or Premium Bonds	£		£	
	Amount	What date did you receive it?	Amount	What date did you receive it?
Far East Prisoner of War Payment, or compensation payment to victims of atrocities during World War Two	£	/ /	£	/ /

	Amount	Who paid you the lump sum?	Amount	Who paid you the lump sum?
Any lump sums you have received in the last 52 weeks	£		£	

	Amount	Amount
Cash savings	£	£

If you have any other savings, please tell us about them below.

Section K

About any other income

See the checklist on page 35 to help you fill in this section.

Do you or your partner have any other income?

Yes		No	
-----	--	----	--

If no, go to section L. If yes, please tell us about it below.

You

Your partner

Do you get a regular income from a charity or from a member of your family?

Yes		No	
-----	--	----	--

Yes		No	
-----	--	----	--

If yes, please tell us how much you get, how often you get it and what it is for.

You

Your partner

Do you or your partner get any other income that you have not already told us about? This includes insurance annuities and home income plans.

Yes		No	
-----	--	----	--

Yes		No	
-----	--	----	--

If yes, please tell us how much you get, how often you get it and what it is for.

Section L**About other property****See the checklist on page 35 to help you fill in this section.**

Do you or your partner own or have a share in any other property or land, in this country or abroad?

Yes		No	
-----	--	----	--

If no, go to section M. If yes, please give the address or addresses below.

Is the property up for sale?

Yes		No	
-----	--	----	--

If yes, what date was it put up for sale?

/	/
---	---

Do you or your partner get any rent from other properties or land in this country or abroad?

Yes		No	
-----	--	----	--

If yes, please tell us how much you get and how often it is paid, for example, every week or every month.

£

If you or your partner used to live in this property, please tell us the date that you left.

/	/
---	---

Has the person who lives in your property ever been your partner?

Yes		No	
-----	--	----	--

If yes, are they a lone (single) parent?

Yes		No	
-----	--	----	--

Do their dependent children live with them?

Yes		No	
-----	--	----	--

Does an elderly or disabled person you are related to live in the property?

Yes		No	
-----	--	----	--

If yes, please tell us their date of birth.

/	/
---	---

Section M**About payments you make****See the checklist on page 36 to help you fill in this section.****M1** Do you or your partner pay for childcare for any child under 15 or a disabled child who is under 16?

Yes		No	
-----	--	----	--

If no, go to section M2. If yes, please tell us about the childcare below.

How much do you pay for childcare each week?

£

Please give the name, address and registration number of your registered childminder or the name and addresses of the people who look after your children.

Do you pay for childcare:

school term-time only? school holidays only? school term-time and school holidays? **M2** Do you or your partner pay into a private pension scheme?

Yes		No	
-----	--	----	--

If no, go to section N. If yes, please tell us about it below.

How much do you pay?

£

How often do you pay, for example, every week or every month?

--

Section N

About your home

See the checklist on page 36 to help you fill in this section.

Please give the full address and postcode of the property you are claiming Housing Benefit or Council Tax Benefit, or both, for.

--

If you have lived at the address above for less than 12 months, please give the full address you lived at before.

--

Do you rent from a: Housing association? private landlord or estate agent?

Please give us the name and business address of your landlord.

Name
Address

If an estate agent is acting for your landlord, please give the estate agent's name and business address

Name
Address

What date did your tenancy start?

	/		/	
--	---	--	---	--

What date did you move into your home?

	/		/	
--	---	--	---	--

Are you a boarder or subtenant?

A boarder is a person who lives in someone's home and pays them for rent and meals.

A subtenant is a person who lives in someone's home and has a written agreement to pay rent.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Are you a joint tenant?

Yes		No	
-----	--	----	--

If yes, please give the names of the other joint tenants.

Are you responsible for paying the Council Tax for your home?

Yes		No	
-----	--	----	--

Is it your main or only home?

Yes		No	
-----	--	----	--

If no, please give the full address and postcode of your main home.

Tick one of the boxes below to show the kind of accommodation you live in.

<input type="checkbox"/> Detached house	<input type="checkbox"/> Semi-detached house	<input type="checkbox"/> Terraced house
<input type="checkbox"/> Detached bungalow	<input type="checkbox"/> Semi-detached bungalow	<input type="checkbox"/> Terraced bungalow
<input type="checkbox"/> Purpose-built flat	<input type="checkbox"/> Converted flat	<input type="checkbox"/> Flat over a shop
<input type="checkbox"/> Rooms in a house	<input type="checkbox"/> Maisonette	<input type="checkbox"/> Hostel
<input type="checkbox"/> Other - (Please tell us what kind of accommodation you live in.)		

Does your home have:

central heating?

Yes		No	
-----	--	----	--

a garden?

Yes		No	
-----	--	----	--

a garage?

Yes		No	
-----	--	----	--

parking space for a car?

Yes		No	
-----	--	----	--

How many floors are in your home?

Which floors do you live on, for example, ground, first or second?

Please tell us about the rooms in your home.

	Living rooms	Bedrooms	Bed-sitting rooms	Kitchens	Bathrooms	Toilets	Others
Tell us the number of rooms there are in the whole property?							
Tell us the number of rooms used just by you and your family?							
Tell us the number of rooms you share with other people?							

Who is responsible for furnishing your home?

You	<input type="checkbox"/>
-----	--------------------------

Your landlord	<input type="checkbox"/>
---------------	--------------------------

Is your home

fully furnished?	<input type="checkbox"/>
------------------	--------------------------

partly furnished?	<input type="checkbox"/>
-------------------	--------------------------

unfurnished?	<input type="checkbox"/>
--------------	--------------------------

How much is your rent?

£	<input type="text"/>
---	----------------------

How often do you pay it, for example, weekly, four-weekly, monthly or yearly?

Could you or your partner afford the rent when you signed the tenancy agreement?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Have you or your partner claimed Housing Benefit in the last 52 weeks?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Does your rent include any of the following?

	Yes	No	How much do you pay (if you know)?
Lighting your home			£
Lighting shared areas			£
Hot water			£
Gas or electricity for cooking			£
Heating			£
Cleaning your home			£
Cleaning shared areas			£
Laundry			£
Personal laundry			£
Council Tax			£
Water charges			£
Breakfast			£
Lunch			£
Evening meal			£
Gardening			£

Does your rent include counselling, support (for example, a warden or a personal alarm system), medical nursing or other care services?

Yes		No	
-----	--	----	--

If yes, please tell us below what your rent includes.

Has your rent been registered with the Rent Service as a fair rent?

Yes		No	
-----	--	----	--

If yes, how much is the fair rent?

£	
---	--

What date was it registered?

/	/
---	---

Is there anything else included in your rent, for example, window Cleaning, lift or building maintenance?

Yes		No	
-----	--	----	--

If yes, please tell us below what else is included.

Is your landlord related to you or anyone who lives with you?

Yes		No	
-----	--	----	--

If yes, please say how they are related. Some examples are sister, mother and brother.

Did you, or anyone who lives with you, know your landlord before your tenancy started?

Yes		No	
-----	--	----	--

If yes, how did you or they know your landlord?

Do you have any children from a relationship with your landlord?

Yes		No	
-----	--	----	--

Do you share the property with your landlord?

Yes		No	
-----	--	----	--

If yes, please tell us what rooms in the property you share with your landlord.

Do you pay your rent direct to your landlord?

Yes		No	
-----	--	----	--

If no, who do you pay your rent to?

Please give their name, address and phone number below.

Q1 Payment to you

We pay Housing Benefit by Bacs. This means we pay your Housing Benefit direct to your bank or building society account. This is a safer way of being paid and you do not have to wait for the payment to clear.

Please give us your bank or building society account details. We cannot pay into a post office account or a building society savings account.

What is the name of the bank or building society you want your Housing Benefit paid to?

What is the address and postcode?

Whose name is the account in?

What is the account number?

What is the sort code?

		-			-		
--	--	---	--	--	---	--	--

Please make sure your account number is correct and written clearly, or we may not be able to pay your benefit into your bank account.

If you do not have an account that accepts Bacs payments, we will pay you by cheque.

Q2 Payment to your landlord

If you rent your property from a housing association, or pay rent for a mobile home, we can pay your Housing Benefit to your landlord.

If you want your benefit to be paid direct to your housing association or mobile-home park, you and your landlord must sign this section.

I agree to accept direct payment of Housing Benefit for

Tenant's name

I agree to tell you as soon as the tenant moves out of the property, or if I believe that they are no longer entitled to the amount of Housing Benefit they receive. I will pay you any benefit I receive which the tenant is not entitled to.

If you pay me Housing Benefit after the date the tenant moved out, I will repay the money or allow it to be taken from any payments you make to me in the future, whether or not the tenant has any rent arrears.

I understand that you can ask me for rent statements, which show that payments of Housing Benefit have been paid to the tenant's rent account. I understand that I must keep records of rent accounts and that you cannot get involved in disputes between me and the tenant.

Signed (Landlord) Date

Your name (in CAPITALS)

Signed (Tenant) Date

Your name (in CAPITALS)

If you rent your property from a private landlord, we have to pay the benefit to you, not them. In certain circumstances where you find it hard to deal with your money, we may be able to pay your landlord.

Do you want us to pay your landlord?

Yes		No	
-----	--	----	--

If yes, we will send you a form to fill in. This will help us decide whether we can pay your landlord.

Section P

Sharing information with your landlord

Under the Data Protection Act 1998 we must have your permission before we can share information about you.

If you give us permission we can tell your landlord:

- whether or not you have claimed for Housing Benefit;
- whether we have decided to pay you Housing Benefit; and
- that we need more information from you before we can decide whether to pay you Housing Benefit.

There may be other information about your claim that we need to check with your landlord (such as the date your tenancy started), before we can pay you Housing Benefit. We can ask your landlord for this information even if you have not given us permission.

We can also talk to your landlord about any Housing Benefit we have overpaid them. We will not discuss anything else with your landlord without your permission. We will not give your landlord any information about your personal circumstances.

If you do not give us permission to share information about your claim with your landlord, it will not affect your claim.

If you give us permission but then change your mind, phone us on 01702 318197 or 01702 318198 or email us at revenues&benefits@rochford.gov.uk

If you want to give us permission to discuss your claim with your landlord, please sign below.

I give Rochford District Council permission to share information about my Housing Benefit claim with my landlord or their estate agent.

Signed

Date

Section Q

Take-on-period and backdating benefit

We usually pay your benefit from the Monday after we get your claim form.

Q1 Take-on-period

If you are over 60 and you are entitled to Housing Benefit, Council Tax Benefit or both, we can consider awarding benefit for a period of three months before you applied. This is known as 'take-on-period'.

Would you like claim 'take-on-period'?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

You will need to give us proof of your income, savings and rent for the three months before you claimed.

Section Q**Take-on-period and backdating benefit****Q2 Backdating benefit**

If you are under 60, or a man aged 60 to 64 claiming Income Support, Jobseeker's Allowance or Employment and Support Allowance, you can claim backdated benefit for a period of up to six months. You must show you have a good reason for not claiming until now.

Would you like us to backdate your claim?

Yes		No	
-----	--	----	--

If yes, what date would you like to claim from?

/	/
---	---

You will need to give us proof of your rent and your household's income and savings for the backdated period you have claimed for.

Please tell us below why you have not claimed before now. We may ask for more information later.

Section R**Further information**

Please use this space to give us any other information. If you need more space, please use a separate sheet of paper.

Please tick the relevant box to tell us what proof you are sending with this form. We must see **original** documents, not copies.

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

If you cannot send the proof we need, send the form back to us **now** and send the proof to us within **one month**. We can start to work on your claim, but we will not be able to pay you any benefit until we have all the proof we need.

Section A – About you and your partner

Proof of your identity – we need to see one of the following documents for each adult you are claiming for. Please tick the box to show which documents you are sending with this form.

- | | |
|----------------------------|--------------------------|
| Birth certificate | <input type="checkbox"/> |
| Marriage certificate | <input type="checkbox"/> |
| Civil partnership schedule | <input type="checkbox"/> |
| NHS medical card | <input type="checkbox"/> |
| Driving licence | <input type="checkbox"/> |
| Passport | <input type="checkbox"/> |

Proof of your National Insurance number – we need to see one of the following documents for each adult you are claiming for. Please tick the box below to show which documents you are sending with this form.

- | | |
|-------------------------|--------------------------|
| National Insurance card | <input type="checkbox"/> |
| P45 | <input type="checkbox"/> |
| P60 | <input type="checkbox"/> |
| A benefit award letter | <input type="checkbox"/> |
| A private-pension slip | <input type="checkbox"/> |
| A pay slip | <input type="checkbox"/> |

Proof of where you live – we need to see one of the following documents for each adult you are claiming for. Please tick the box to show which documents you are sending with this form. The document must be for the address you are claiming for.

- | | |
|---|--------------------------|
| A utility bill from a gas, electricity or water company | <input type="checkbox"/> |
| A telephone bill (we cannot accept a mobile-phone bill) | <input type="checkbox"/> |
| A bank statement | <input type="checkbox"/> |

We need to see **one** original document from **each** of the above three lists for every person. **One** to prove your identity, **one** to prove your National Insurance number and **one** to prove you are living at the property.

Section B – About dependent children who live with you

We need to see proof of Child Benefit for each child (for example, a Child Benefit award letter).

Section C – About any other people who live with you

We need to see proof of their income. Tick the relevant box to show which documents you are sending with this form.

Five payslips, if they are paid weekly

Three payslips, if they are paid every two weeks

Two payslips, if they are paid monthly

Accounts for 12 months, if they are self-employed

Their latest benefit award letter

A letter from the student loans company, showing the amount of their student loan

Proof of their savings and investments

Please say below what proof of savings and investments you are sending with this form.

Section D – About people you rent rooms to

We need to see proof of the rent you are charging them every week or month. For example, a rent book or an up-to-date rent statement.

Section E – About Income Support, Pension Credit (Guarantee Credit), Employment and Support Allowance, or Jobseeker's Allowance

We need to see all the pages of your latest benefit award letter. Please tick the box if you are sending this letter.

Section F – About students

We need to see proof of your student loan, bursary or grant. Please tick the box below to show which documents you are sending.

Student loan

Bursary

Grant

Section G – About your work and your income

We need to see proof of what you and your partner earn. Please tick the relevant box to show which documents you are sending with this form.

Your last five payslips, if you are paid weekly

Your last three payslips, if you are paid every two weeks

Your last two payslips, if you are paid monthly

If you do not get payslips, please phone us on 01702 318197 or 01702 318198, or email us at **revenues&benefits@rochford.gov.uk** for a certificate of earnings. Your employer must fill it in and return it to us.

Your latest accounts, if you are self-employed

If you are self-employed and you do not have accounts, please contact us for the form 'Housing and Council Tax Benefit for self-employed people'.

Sections H and I – About your pensions and your income

We need to see proof of your income. Please tick the relevant box to show which documents you are sending with this form.

All pages of your benefit award letter.

A bank statement which you have received in the last four weeks and which shows your pension or benefit being paid in.

A private or company pension advice slip or letter, which shows the current pension amount that you get.

All pages of your Child Tax Credit and Working Tax Credit award letters.

A letter from the Child Support Agency which shows maintenance payments you get.

A letter from the person who pays maintenance to you, or a court order notice to show that somebody pays maintenance to you.

Section J – About your money, savings and investments

Please tick the box to show which documents you are sending with this form.

Bank statements, for at least the eight weeks before you made this claim

Building society book

Post Office book

Premium Bond Certificates

National Savings Certificates

ISA statements

Shares certificates

Unit-trust certificates

We need to see the advice slip that shows the amount of any interest or dividends you get on savings and investments.

Section K – About your other income

We need to see proof of any other income you receive. Please tick the box to show which documents you are sending with this form.

A certificate or a letter on headed paper from a charity, voluntary organisation or a family member which shows how much you receive.

A certificate that shows how much the annuity or home income plan pays you.

Proof of any other income. Please tell us below what proof of any other income you are sending with this form.

Section L – About other property

We need to see proof of any other property you own. Please tick the box to show which documents you are sending with this form.

We need proof of:

- who owns the property and what percentage of it you own;
- how much the property is worth (please provide a recent valuation from an estate agent);
- how much you owe (the outstanding mortgage) on the property;
- the current tenancy agreement (the original, not a copy);
- the rent book or rent statement showing the rent you receive every month for the property; and
- if appropriate, the property being up for sale.

Section M – About payment you make

Please tick the box to show which documents you are sending with this form.

The registration certificate for the childminder.

A letter or invoice that shows the payments you make.

Section N – About your home

Please tick the box to show which documents you are sending with this form.

If this is the first claim you have made since you moved address, we **must** see the following.

Your tenancy agreement (the original, not a copy) or proof of your last rent increase.

The notice of registration form (RO5) if you have a protected or regulated tenancy (that is, your rent has been agreed by the Rent Service), or a letter from your landlord or their agent, that shows:

- how much rent you pay;
- how often you pay your rent;
- when the tenancy started; and
- which services, if any, are included in your rent.

Data protection

We will keep the information you have given us confidential. We will store it on a computer and use it to deal with your benefit claim. We will only give your details to someone else if we are asked to by law. This is in line with the Data Protection Act 1998.

Preventing fraud

We must protect the funds we manage. We may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations that manage public funds, to prevent and detect fraud.

If there is any other information you think we may need to be able to deal with your claim, please tell us in section R on page 31.

Section T

Declaration

Please read this declaration carefully

- This is my claim for Housing Benefit, Council Tax Benefit or both.
- The information I have given on this form is true, and I have given as much information as I can.
- You can check the information I have given.
- I will write to you to tell you straightaway about any changes to my financial or family circumstances, or a change of address.
- I can be prosecuted if any of the information I give is untrue, or if I do not give you any information that I have and that is relevant to my claim.

When you have filled in this form, please read the form again and check that you have sent us all the proof we have asked for.

Finally, before you send the form to us, please read this declaration again and sign it and fill in the boxes below.

You

Your partner

Your signature

Your signature

Your full name
(in CAPITALS)

Your full name
(in CAPITALS)

Date

Date

Section U

If you have filled in this form for someone else

You must fill this section in if you have filled in this form for someone else.

Your name

Your address

Your signature

Your phone number

Your relationship to the person claiming Housing Benefit or Council Tax Benefit, or both. Examples include 'friend' and agent'.

Date

If you want somebody to deal with your claim for you, you must fill in part 1 of section V. The person who will deal with your claim for you must fill in part 2 of section V.

Part 1 (you must fill in this part)

I want to act for me (Write the name of the person who will act for you).

Please tick the relevant boxes to show what this person will do.

- Receive phone calls about my claim for Housing Benefit, Council Tax Benefit or both and my Council Tax account.
- Receive all post and emails about my Housing Benefit, Council Tax Benefit or both and my Council Tax account.

You can discuss my personal information with the person named above.

Signed Date / /

Part 2 (the person who will act for you must fill in this part)

I will act for
(write the name of the person who you will act for)

and I must tell you about anything that may affect their claim for Housing Benefit, Council Tax Benefit or both.

Please explain below why you are acting for the person making the claim.

Your name		
Your address and postcode		
Phone number	Home	Mobile
Email address		

Signed

Date

If you do not hold power of attorney for (that is, you are not legally entitled to act for) the person making the claim, we cannot accept your signature on this application form. The person making the claim must sign the form.

If you need free and independent advice you can contact the following citizens advice bureaus.

Rayleigh

Rayleigh Civic Suite, Hockley Road, Rayleigh

Open Monday 10am–2pm
Tuesday Closed
Wednesday Pre-booked appointments
Thursday 10am–2pm
Friday 10am–2pm
Phone: 0844 4770808

Rochford

Back Lane, Rochford

Open Monday Closed
Tuesday 10am–2pm
Wednesday Closed
Thursday 10am–2pm
Friday Closed
Phone: 0844 4770808

Southend

1 Church Road, Southend

Open Monday to Friday 10am–4pm
Phone: 0844 4770808

If you need help filling in the form

You can phone us on 01702 318197 or 01702 318198 between 8am and 6pm, Monday to Friday. You can come to our offices between 8.30am and 5.30pm, Monday to Thursday and between 8.30am and 5pm on Friday. We are closed at the weekend. Our address is on the front of this form.

If you would like this information in large print, Braille or another language, please phone 01702 318111.



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Rochford Essex SS4 1BW
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Website: www.rochford.gov.uk



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