

For office use only
Reference

Date issued

Date received stamp

# Housing Benefit and Council Tax Support application form

If you want to claim help with paying your rent or Council Tax, please fill in this form and return it within one month.

## PLEASE RETURN THIS FORM WITHOUT DELAY

If you cannot provide proof, you can send it later.

### Before you complete this claim:

You should be aware that the Council will check the information you provide against a range of other government databases including the Department for Work and Pensions and HM Revenue and Customs, as well as other Councils and credit reference agencies. These checks will be carried out by computer when we first assess your claim and regularly during the life of the claim. It is therefore in your interest to answer all necessary questions on this form fully and declare all income, bank accounts and people that live in your property, and notify the council as soon as your circumstances change.

## A Questions about your claim

1 Your title

Mr  Mrs  Ms  Miss

2 First name(s)

Surname

3 Date of birth

4 National Insurance number

5 Contact details:

E-mail address

If we need more information to support your claim we will contact you at this e-mail address.

Mobile number

Telephone number

7 Address and postcode of the property you are claiming benefit for

  
  
  

8 Date you moved in

9 Date you would like your claim to start

If you would like us to consider backdating your claim please tell us why in Section P.

Please tell us why you are making this claim

**B****Questions about your home**

(Please tick any box that applies to you)

1 Do you rent from the council? 2 Do you rent from a private landlord? 3 Do you own your home or have a mortgage? 4 Do you rent from a housing association? 5 Other (please give details) 6 Are you liable for Council Tax? Yes No **C****Questions about your previous home**1 What was your previous address? 

3 Please give the dates you lived there.

From  /  /  to  /  / 

2 At this address were you the (please tick):

4 Did you claim Housing Benefit or Council Tax Support at your old address?

Yes No Tenant? Owner? Lodger? Other? Please Explain: **D****Questions about your partner****We use partner to mean:**

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

1 Do you have a partner? Yes No 5 National Insurance number 2 Your partner's title Mr Mrs Ms Miss 6 What date did your partner move in? 3 Partner's full name 7 What was your partner's previous address? 4 Date of birth

# E

## Questions about children who live with you

Do you have any children who live with you?  If 'Yes' please give details below.

Full name of child	Relationship to you or your partner	Date of birth	Boy or girl?	Do you get child benefit?	If no, who gets child benefit for them?	Do they receive disability living allowance?
<i>Example: John Smith</i>	<i>Son</i>	<i>04/01/01</i>	<i>Boy</i>	<i>Yes</i>	<i>No</i>	<i>No</i>

# F

## Questions about other people in your home

1 Does anybody live with you and your partner? For example grown up son or daughter, friend or lodger?  If 'Yes', please give details below.

Full name	Date of birth	National Insurance	Male or Female?	Relationship to you or your partner	Please provide proof of their income. See page 19 for details of what is needed	Date moved in?
<i>Example: Ian Smith</i>	<i>01/09/69</i>	<i>AB123456C</i>	<i>Male</i>	<i>Son</i>		<i>01/01/02</i>

If anyone listed above (who is not a lodger) is working, we must see their last five weekly or last two monthly wage slips. If you do not provide this, it may lead to us paying you less benefit.

If any of these people are married to each other or living together as if they are married, or civil partners or living as if they are civil partners, please give details in section P.

2 Do any of the above people pay you rent?

3 If 'Yes', give their names and the amount they each pay you

# G

## Application form for Council Tax Single Person Discount

**Please complete this section if you are the only resident aged 18 or over in your household.**

1 Date property became occupied by you as the only person over 18  /  /

2 Have you become the only occupier as someone has moved out?

If 'Yes', please give details:

Full name(s) of person(s) leaving	Forwarding address(es)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**If you do not provide a forwarding address we may not be able to grant a discount.**

3 Are you applying for a discount due to other changes in circumstance?

If 'Yes', please give reasons below.

Please note that the Local Authority is under a duty to take reasonable steps to ensure discounts apply to a property before calculating the charge due. The Local Authority carries out a rolling review of any discount awarded at least once a year. This means that we may either visit your property or send you a re-application form that requires you to confirm the number of residents living at your property. If we have reason to believe at any time that there is no longer entitlement to the discount then it can be removed.

### Declaration

THIS MUST BE COMPLETED.

**I declare that I am the only resident\* of the above property at all times.  
I undertake to notify the Council if this changes at any time.  
I understand there are financial penalties for failure to do so.**

\*Resident refers to all persons aged 18 years and over.

Signed

Date  /  /

# H

## Do any of the following apply to you or your partner? (Please write Yes or No in the appropriate boxes.)

	YOU	YOUR PARTNER
1 Have you come to live in the UK in the last two years?		
2 Does your passport say that you do not have recourse to public funds?		
3 What is your nationality?		
4 When did you move to the UK?	/ /	/ /
If this is within the last 2 years have you been working for at least 3 months before making this claim?		
How much were you being paid each week?	£	£
5 Are you a full time student?		
6 If 'Yes', what course and qualification are you studying?		
7 Are you an apprentice?		
8 Are you registered blind?		
9 Have you been unable to work for more than 52 weeks because of illness or disability?		
10 Does anyone get Carers Allowance for looking after you?		
11 Do you have a car provided by Motability or an invalid vehicle?		
12 Are you or your partner in hospital at the moment?		
13 If 'Yes', what date did you go in?	/ /	/ /
14 Are you or your partner in legal custody?		

# Questions about the money you have coming in

(Please write Yes or No in the appropriate boxes.)

## Do you or your partner get any of the following?

	YOU	YOUR PARTNER
Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>
Income Support	<input type="checkbox"/>	<input type="checkbox"/>
Jobseeker's Allowance income-based	<input type="checkbox"/>	<input type="checkbox"/>
Employment and Support Allowance income-related	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Allowance	<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes', how much each week?	£ <input type="text"/>	£ <input type="text"/>
Disability Living Allowance care component/ Personal Independence Payment daily living component	<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes', how much each week?	£ <input type="text"/>	£ <input type="text"/>
Disability Living Allowance/Personal Independence Payment – mobility component	<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes', how much each week?	£ <input type="text"/>	£ <input type="text"/>
Working Tax Credit?	<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes', how much each week?	£ <input type="text"/>	£ <input type="text"/>
Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>
If 'Yes', how much each week?	£ <input type="text"/>	£ <input type="text"/>

## 9 Please list all your and your partner's income below.

You need to include state or work pensions, Pension Credits, contribution-based Jobseeker's Allowance, contribution-based Employment and Support Allowance, Child Benefit, maintenance or child support, rental income, charitable or voluntary payments or any other income you receive on a regular basis.

If you and your partner have no income, write 'none' and explain why and how you are meeting your day to day living costs in section P.

**If you do not declare all your income, you may have to pay back some or all of the benefit later. We may also prosecute you.**

Type of income you receive	Received by who	Amount received	How often?
<i>Example: work pension</i>	<i>partner</i>	<i>£56.86</i>	<i>monthly</i>

## I Questions about the money you have coming in (continued)

	YOU	YOUR PARTNER
10 Is there any income or benefit that you have claimed but are not getting yet?		
11 If you are 55+ do you have a private pension from which you could now apply to draw out money.		
12 Do you do any paid work?		

## J Questions if you are working

	YOU	YOUR PARTNER
1 What is your job title?		
2 When did you start this job?	/ /	/ /
3 How many hours do you work on average each week?		
4 If you work term time only please state how many weeks you work?		
5 How often do you get paid?		
6 How are you paid, for example, cash, cheque or BACS?		
7 When is your next pay review?	/ /	/ /
8 If this is a temporary job, when is it due to end?		
9 What is the name and address of your employer?		
10 Do you pay into a pension plan or occupational pension scheme?		
11 Do you have any other jobs?		

**If 'Yes' please give full details in section P.**

12 Are you receiving statutory sick pay, or statutory maternity pay at the moment?	
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# K

## Questions if you or your partner are self-employed (If you are not self-employed, go to section L.)

	YOU	YOUR PARTNER
1 What is the name of your business?		
2 What is the business address?		
3 How many hours do you work on average each week?		
4 What type of work do you do?		
5 What date did you start?	/ /	/ /
6 Who else is involved in the business?		
7 Do you pay into a pension plan?		

**Note:** If you are self-employed, you must give us proof of your income by providing detailed audited accounts for the last year, if available. If audited accounts are not available, return this form straight away and ask for a Self-Employed Earnings form. This form can be downloaded from the website. Please note we do not accept self assessment tax returns as proof. If you do not have any income, please tell us in Section P what you are living on.

# L

## Questions about childcare

1 Do you, or your partner, pay childcare costs to a registered childminder or pay for an after-school club or play scheme?

Yes

No

2 If 'Yes', please give the name and address of the childminder or play scheme or club together with their OFSTED or Social Services registration number

  
  


3 Date child care started?

 /  / 

4 How much do you pay, net of vouchers?

£

How often?

5 Names of children who attend.

  
  
  


Please provide receipts for payments made or ask us for a child care certificate



# M

## Questions about accounts and investments

**If you get Income Support, income-based Jobseekers Allowance, income-related Employment and Support Allowance or Pension Guarantee Credit go to section O.**

1 Do you or your partner have any bank, building society or post office accounts?

**If 'Yes', please give details below.**

Type of account or savings	Account number	Amount	Held by
<i>Example: Natwest current account</i>	<i>12345678</i>	<i>0.01</i>	<i>Partner</i>

2 Do you or your partner have any stocks or shares?

**If 'Yes', please give details below.**

Name of company	Number of shares	Held by
<i>Example: BT</i>	<i>225</i>	<i>me</i>

3 Do you or your partner have any National Savings Certificates or Premium Bonds?

**If 'Yes', please give details below.**

Name	Issue type	Amount invested	Date of issue	Held by
<i>Example: Premium</i>	<i>12345678</i>	<i>£100</i>	<i>19 July 1978</i>	<i>Partner</i>

4 Do you have any other form of capital?

**If 'Yes', please give details and amounts in section P.**

5 Do you have any savings that are held in cash?

**If 'Yes', please give details and amounts in section P.**

6 Does anyone owe you any money?

**If 'Yes', please give details and amounts in section P.**

# N

## Questions about property and land

- 1 Do you, your partner or your children own any property (other than the home you live in), land or holiday homes, in the UK or abroad? This includes properties and land on which there is a mortgage or loan, held in trust or jointly held with another person.

**If 'Yes', please give the address of each property in section P.**

# O

## Questions for people who pay rent

- 1 What date did your tenancy start?
- 2 What date did you move in?
- 3 Do you have a tenancy agreement?
- 4 If you have a joint tenancy, list the names of the other tenants
- 5 What is the name and address of your landlord or housing association?
- 6 Do they own the property?
- 7 If not, please say who owns the property and give their address
- 8 Have you or your partner ever owned the property you are renting?
- 9 Are you, your partner or your children related to the owner of the property, or their partner?
- 10 If 'Yes', please say how you are related.

Yes  No

If you have a tenancy agreement, please send it in as proof of rent. If you do not have a tenancy agreement or cannot find it, please ask your landlord to write a letter.

- 11 How much is the full rent? £
- 12 How often is the rent charged, for example, every week, every four weeks or every month?
- 13 Are you behind with your rent?  How much do you owe?
- 14 Do you have any non-collection weeks?  If 'Yes', how many?
- 15 What was the date of the last rent increase?  /  /

- 16 Does your rent include money for the following. **Please write 'Yes' or 'No' in each box.**

Garage



Do you have a choice to rent the garage?

Water rates

Cleaning of shared areas

Council Tax

Personal care or support

Heating

Heating or lighting or shared areas

Hot water

Cleaning and laundry

Lighting

Breakfast

Fuel for cooking

Lunch

Evening meal

- 17 Any other services included?

If 'Yes', please say which.

If you are aged 25 to 35, your local housing allowance may be restricted unless you have spent at least 3 months in a hostel for homeless people. If this applies to you please tick here.  (You will need to provide proof of your stay or hostel contact details to allow us to check.)

If you are under 22 years old, are you, or have you been, under a care order or looked after under the Childrens Act? Please tick here if this applies to you.

If yes, you may be entitled to more housing benefit so you must provide proof of your care order or the fact that you were looked after under the Childrens Act (or both).

18 What type of accommodation do you rent? Please tick **one** of the following.

Bedsit	<input type="checkbox"/>	Semi detached	<input type="checkbox"/>	Caravan	<input type="checkbox"/>
Room	<input type="checkbox"/>	Detached	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Flat	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
House	<input type="checkbox"/>	Maisonette		Residential Care Home	<input type="checkbox"/>
Terraced	<input type="checkbox"/>	Other (please give details)	<input type="text"/>		

19 If you rent a room, please tick a box to show where in the property it is.

Front	<input type="checkbox"/>	Centre	<input type="checkbox"/>	Back	<input type="checkbox"/>
Front left	<input type="checkbox"/>	Front right	<input type="checkbox"/>	Back left	<input type="checkbox"/>
				Back right	<input type="checkbox"/>

20	On which floor is your flat or room?	<input type="text"/>	<input type="text"/>	
21	What is your room or flat number?	<input type="text"/>	<input type="text"/>	
22	How many floors are there in the property?	<input type="text"/>	<input type="text"/>	
23	Does the accommodation have central heating?	<input type="text"/>	<input type="text"/>	
24	Do you have a car space?	<input type="text"/>	<input type="text"/>	
25	Is the accommodation rented:			
	Fully furnished?	<input type="checkbox"/>	Partly furnished?	<input type="checkbox"/>
	With hardly any furniture?	<input type="checkbox"/>	Unfurnished?	<input type="checkbox"/>
26	Who is responsible for decoration inside, for example, landlord, tenant or do not know?	<input type="text"/>	<input type="text"/>	

27 Please tell us below the number of rooms in the property, the number of rooms you use and the number of rooms you share.

Type of room	Number of rooms in property	Number of rooms used just by you and your household	Number of rooms you share with other people
<i>Living rooms</i>			
<i>Bedrooms</i>			
<i>Bedsitting rooms</i>			
<i>Kitchens</i>			
<i>Bathroom with toilet</i>			
<i>Bathroom without toilet</i>			
<i>Separate toilets</i>			
<i>Dining rooms</i>			
<i>Other rooms (please specify)</i>			
<i>Total number</i>			

28 If you have a Bedsitting room, do you have cooking facilities and an area in which to cook in the room? Yes  No

29 Do you have a bedroom that is used by a carer who does not live with you permanently? Yes  No

If you, or your partner are **not** receiving Attendance Allowance or Disability Living Allowance [Care] at the middle or higher rate or Personal Independence Payment-daily living component, please provide evidence from your GP or social worker confirming why you require an overnight carer.

30 Do you need a separate bedroom for a disabled child who cannot share a bedroom with another child? Yes  No   
Please provide a letter from a doctor or a social worker supporting this need.

## **P** Other information

If you want to give any more information that would help us work out your benefit, please give details in the box below. If there is not enough room, please add a separate sheet of paper.

Please remember to sign page 18



## Paying Housing Benefit

If you are a tenant of a registered provider (housing association) then you can still have your Housing Benefit paid directly to your landlord. To do so tick this box

If you are a tenant of a private landlord we will usually pay housing benefit directly into your bank account. If you want us to pay your landlord please read the safeguard policy below.

**Please note that we only make payments by BACS.**

Please provide details of your Bank or Building Society account.

**Please note that there are some accounts that we are unable to make payments into, such as Individual Savings Accounts (ISAs) and Post Office® Card Accounts.**

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

30 Name and full address of Bank or Building Society

  

31 Names on the account

  

32 Branch sort code

 -  - 

33 Account number

34 Roll number  
(Building Society accounts)

### Safeguard Policy

**We have a Safeguard Policy to protect vulnerable tenants. Each case is considered individually. The landlord may receive direct payments, if:**

- The tenant is in rent arrears of eight weeks or more.
- The tenant is having difficulty in managing their money.
- It is unlikely that the tenant will pay their rent.

### Examples of where the safeguard policy may apply

#### The tenant:

- has a medical condition which affects them dealing with their finances
- has a learning disability
- has language difficulties
- is dealing with an addiction
- has severe debt problems

### Alerting the Council

The tenant, person representing them, or the landlord may ask the Council to pay the Housing Benefit directly to the landlord. Please ask us for an application form.

To pay by Direct Debit please complete this page.

**Direct Debit Instruction**

Name(s) of Account Holder(s)


Bank/Building Society account number:

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

Bank Sort code

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

To the manager of _____ Bank/Building Society
Address   _____ Postcode
Council Tax Account Reference  _____

**Instruction to your Bank or Building society to pay by Direct Debit**

Originators Identification Number

9	9	7	6	1	1
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Information to the council - not part of the DD instruction

Please tick the date you wish to pay each month:

7<sup>th</sup>                       27<sup>th</sup>

How many months would you like to pay over:

10 Months                       12 months

**Instruction for your Bank/Building Society**

Please pay Maidstone Borough Council Direct Debits from my account detailed in this instruction, subject to the safeguards assured by the direct debit guarantee. I understand that this instruction may remain with Maidstone Borough Council and, if so, details will be passed electronically to my Bank/building society.

Signature(s)
Date

# S

## Sharing Information with your Landlord or Agent

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

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

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

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

Your name

Your address

Signature

Date



## Please read this declaration carefully.

- I declare that the information I have given is correct.
- I understand that if I give information that is false, I may be prosecuted.
- I understand that if I supply or allow to be supplied any documents that I know to be false, I may be prosecuted.
- I authorise you to make any necessary enquiries to check the information on this form. This includes contacting my bank, building society, employer, pension provider, Her Majesty's Revenue and Customs, D.W.P and other local authorities.
- I authorise you to check the information I have given with other sections within the council and the Valuation Office Agency.
- I understand that information disclosed on this form may be supplied to Experian, a Credit Reference Agency, and any investigations could possibly include checks on undeclared cohabiters.
- I live at the address given on the form, and have no income other than that I have declared.
- I am not claiming Housing Benefit or Council Tax Support elsewhere.
- I must tell the Benefit Section quickly about any changes.

## Examples of changes include if:

- Your rent changes;
- Tax Credit changes;
- Pension Credit changes;
- You or your partner start working or change employer;
- You or your partner have a baby;
- You or your partner go into hospital;
- Anyone leaves or joins the household;
- The income of anyone in your household goes up or down;

- A child leaves school or Child Benefit stops;
- You or your partner's investments or savings go up or down; or
- You or your partner come off Income Support, Jobseeker's Allowance, Employment and Support Allowance or Pension Credit.

## Remember if you change address, you must fill in a new form.

**I understand that if I knowingly continue to get Housing Benefit or Council Tax Support that I am not entitled to I may be prosecuted.**

We will pass the information you give on this form to our Anti-Fraud Team as part of our commitment to reduce crime. We use the information to check against other local and national government services, to detect and prevent crime only. This includes the D.W.P, Housing Benefits Matching Service and the Audit Commission's National Anti-Fraud Initiative.

We may use this information to tell you about changes to the service.

We may also share information with other departments within the Council and partner organisations that are involved in the planning and delivery of local services.

The information in this form is personal and will be held by the authority. As a result, it is covered by the Data Protection Act 1984, amended by the Data Protection Act 1998.

## Data Protection declaration

There are now government rules that affect people who are from a country other than the United Kingdom and are claiming Housing Benefit or Council Tax Support.

Because of these changes, we have now registered the Housing Benefit and Council Tax database for access by the Home Office.

**I have read and understand the declaration on page 16.**

Your signature

Date

Your partner's signature

Date

**If someone has filled in the claim form for you, please ask them to complete this section. This includes an agent, appointee, relative or friend.**

I have filled in this form on behalf of

As they cannot fill in the form because

I am (block capitals)

Relationship to person claiming

**I have read each question and recorded the answers given. As far as I know they are true and complete.**

Your signature

Date

**Remember, unless you are the appointee or have Power of Attorney, the person claiming must also sign the form.**

Fraud costs you many thousands of pounds each year. If you believe you know of anyone taking money from us to which they are not entitled, please phone

**0800 854 440**

**This is a free 24-hour fraud hotline. We will treat all calls in the strictest confidence.**

- 1 Your fully completed and signed claim form. You must answer every question.
- 2 Proof of identity for you and your partner if you have a partner. Please note that two separate items for each of you are required.
- 3 Proof of national Insurance number for you and your partner if you have a partner.
- 4 Proof of income for you and your partner if you have a partner.
- 5 Proof of all income for you and anyone else who lives with you (including your children or a grown up son or daughter or other relative living with you).
- 6 Proof of any savings, investments, stocks, shares, property or any other capital held by you, your partner or your children including any bank or building society current accounts.
- 7 Proof of your rent.

Send us your claim form as soon as possible, but within one calendar month, even if you do not have all the proof now.

### **Proof of identity can be any of the following:**

- Birth certificate, marriage certificate or divorce, separation or annulment papers (in your current name).
- Passport (current and valid) or National Identity Card.
- Medical Card.
- Gas, electricity, phone or water rates bill, but not a mobile phone bill, in your name at your current address.
- Driving licence (photocard or paper) – full or provisional.
- Home Office standard acknowledgement letter (SAL1 or 2).
- Original documents are required to prove identity.

### **Proof of your National Insurance number (NINo) can be one of these:**

- P45 or P60.
- Letter from the Inland Revenue about tax.
- Letter that the Job Centre or Pension Service has sent to you (not hand-written).
- NINo card (not hand-written).

### **Proof of Income and capital can be any of the following:**

- Pay slips (the last five weeks or the last two months pay slips – no gaps) or
- Certificate of earnings completed in full and stamped by your employer.
- Trading accounts for the last financial year if you are self-employed. If you have been trading for less than a year please ask for a self employment form.
- State benefit.
- Bank or Building Society or Post Office account pass books or statements showing the last two months' transactions.

### **Proof of rent can be any of the following:**

- Signed tenancy agreement
- Rent book
- Letter from landlord or agent

### **The evidence for proof of rent must provide the following information:**

- The full name and business or home address of the owner of the property.
- The full name and business address of any agent.
- The date the agreement started.
- The amount of rent payable.
- The payment period or frequency for example, weekly, monthly, four weekly.

**These are examples, not a full list.  
Please provide proof of ALL your household's income and capital.**

Maidstone residents should return their forms by post to:

**Maidstone Borough Council  
Revenues & Benefits Section  
Maidstone House  
Maidstone  
Kent ME15 6JQ**



For further advice and information:

Visit our website at [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

e-mail: [benefits@maidstone.gov.uk](mailto:benefits@maidstone.gov.uk)

Telephone **01622 602557** The lines are open: 9am to 5pm Monday to Thursday  
9am to 4.30pm Friday

Fraud costs you many thousands of pounds each year. If you believe you know of anyone taking money from us to which they are not entitled, please phone

**0800 854 440**

**This is a free 24-hour fraud hotline. We will treat all calls in the strictest confidence.**