



**Basingstoke  
and Deane**

# A claim form for Housing Benefit and Council Tax Benefit

There is an additional form for people who are self-employed.

**PRIVATE AND CONFIDENTIAL**

Name and address
Postcode

Message (office use only)	
REF:	DATE:
FPOC:	OFFICER:

**Housing Benefit and Council Tax Benefit are benefits that can help people on low incomes to pay their rent and council tax. Please read the following notes before you complete the form.**

**Filling in this form**

Please use black ink. Do not use pencil. If you make a mistake, cross it out and put the right answer next to it.

Do not use correction fluid or tape.  
Please answer all questions by putting a tick (✓) in the relevant box.

Do not put a cross in any box.  
If someone else fills in the form for you, they must give their details in Part 14.

Do not delay in sending your form back. It could affect the date that your claim will start.

**If you are a Pensioner**

If you are a Pensioner aged 60 or over please contact The Pension Service by telephoning 0845 60 60 265 Monday to Friday from 8.00am to 8.00pm or visit: [www.thepensionservice.gov.uk](http://www.thepensionservice.gov.uk)

**If you need help filling in the form**

If English is not your first language, and you need help filling in the form, we may be able to help you. Please contact us.

If you are unable to get to the council offices because of age or disability and have no-one to help you, you can request a home visit.

Our phone number is 01256 810680, from 8.30am to 5.30pm Monday to Thursday, and 8.30am to 5pm on Friday.

The council offices are open from 8.30am to 5pm Monday to Thursday and until 4.30pm on Friday.

**You must contact us to make an appointment if you need help with this form.**

This form is also available in large print. Phone us on 01256 810680. Enquiries can also be sent to: **[benefits@basingstoke.gov.uk](mailto:benefits@basingstoke.gov.uk)**

**Local Housing Allowance (LHA)**

Local Housing Allowance is for tenants who rent properties from private landlords. Local Housing Allowance is based on the number of rooms a person is allowed not how much their rent is. The Valuation Office (rent officer) is responsible for calculating the LHA's for different sizes of property. These will be published on a monthly basis. For more information on room allowances please contact the Benefit section or visit [www.basingstoke.gov.uk/housing/benefits/allowance](http://www.basingstoke.gov.uk/housing/benefits/allowance)

If you would like more information on Housing Benefit or Council Tax Benefit please visit [www.basingstoke.gov.uk/housing/benefits/claiming+benefit](http://www.basingstoke.gov.uk/housing/benefits/claiming+benefit)

**Second Adult Rebate**

Second Adult Rebate is Council Tax Benefit for people who may 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 15 and Part 16 of this form.

## What to do next

Send or bring into the Council offices the completed and signed form **with the evidence we need to see** in the envelope provided.

### **Still send us the form even if you don't have all the evidence.**

Just tell us what evidence you will be sending later.

### **You must tell us if you can't get the evidence within one month.**

If you don't return the form straightaway you might lose money. We will normally pay any benefit due from the Monday after we get your form.

If you need to claim for a past period, you must be able to show continuous good cause for not claiming earlier.

If you want to know more about this, please go to **Part 14** or contact the Benefits Section.

## How we collect and use information

We will use the information given in this form and any supporting evidence you send us to process your claim for Housing Benefit and Council Tax Benefit and to recover overpaid Housing Benefit and Council Tax Benefit.

We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and the Inland Revenue, 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; and
- protect public funds.

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.

Basingstoke and Deane Borough Council is 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.

You have a right of access to the information that this Council holds about you. To request this please write to:

**Data Protection Officer**  
**Civic Offices**  
**London Road**  
**Basingstoke**  
**RG21 4AH**

We must protect the public funds we handle, so we may use the information you have provided on this form to prevent and detect fraud and to assist the collection of Council Tax. We may also share this information, for the same purposes, with other organisations.

# Part 1 About you and your partner

Do you have a partner who normally lives with you? Yes  No

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

If your partner has moved out please tell us the date he/she left

## You

Title (Mr/Mrs/Miss/Ms or other)

Last name

Other names

Any other last names you have used

Date of Birth

From January 2012 if you are single and under 35 years old Housing Benefit may be restricted to the rate applicable to a room in a shared house. For more information please contact the Benefits Helpline on (01256) 810680.

National Insurance number

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

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

Address you are claiming for

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

Postcode

When did you move to this address

If you have not moved in yet, tell us when you expect to move in, don't forget to tell us when you have actually moved in.

Daytime phone number

Evening phone number

You do not have to tell us this, but it may help us to deal with your claim more quickly.

Email address

Do you wish to claim

Housing Benefit  Council Tax Benefit  Both  Second Adult Rebate

Have you or your partner claimed Housing Benefit or Council Tax Benefit before? Yes  No

## Your partner

Title (Mr/Mrs/Miss/Ms or other)

Last name

Other names

Any other last names you have used

Date of Birth

National Insurance number

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

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

Address you are claiming for

Postcode

When did you move to this address

If you have not moved in yet, tell us when you expect to move in, don't forget to tell us when you have actually moved in.

Daytime phone number

Evening phone number

You do not have to tell us this, but it may help us to deal with your claim more quickly.

Email address

# Part 1 About you and your partner - continued

## You

When did you claim  /  /

Which council did you claim from?

What name did you claim in?

What address did you claim for?

Postcode

If you claimed at a different Council, have you told them that you have moved?  
Yes  No

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

Were you the home owner, a private tenant, a council tenant or a boarder at this address?

Have you come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last 2 years?  
We will write to you about this.  
Yes  No

What is your nationality?

If your nationality is not British, on what date did you last enter the UK?  
The UK is England, Northern Ireland, Scotland and Wales.  
 /  /

## Your partner

When did they claim  /  /

Which council did they claim from?

What name did they claim in?

What address did they claim for?

Postcode

If they claimed at a different Council, have they told them that they have moved?  
Yes  No

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

Were they the home owner, a private tenant, a council tenant or a boarder at this address?

Has 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 2 years?  
We will write to you about this.  
Yes  No

What is their nationality?

If their nationality is not British, on what date did they last enter the UK?  
The UK is England, Northern Ireland, Scotland and Wales.  
 /  /

# Part 1 About you and your partner - continued

## You

Are you in hospital at the moment?

Yes  No

When did you go in?

When will you come out?

Do you get Disability Living Allowance?

Yes  No

How much?

Care: £

Mobility: £

Do you or your partner have a vehicle from a Mobility scheme?

Yes  No

Do you get Attendance Allowance?

Yes  No

Are you registered blind?

Yes  No

Does anyone get Carer's Allowance for looking after you?

Yes  No

If yes do they stay overnight and have their own bedroom Yes  No

Have you ever claimed Carer's Allowance?

Yes  No

Tick 'Yes' even if you were not paid any Carer's Allowance. This could have been because you were better off getting another social security benefit.

Are you a student?

Yes  No

Do you study full time or part time?

Full time  Part time

## Your partner

Is your partner in hospital at the moment?

Yes  No

When did they go in?

When will they come out?

Does your partner get Disability Living Allowance?

Yes  No

How much?

Care: £

Mobility: £

Does your partner have a vehicle from a Mobility scheme?

Yes  No

Does your partner get Attendance Allowance?

Yes  No

Is your partner registered blind?

Yes  No

Does anyone get Carer's Allowance for looking after your partner?

Yes  No

If yes do they stay overnight and have their own bedroom Yes  No

Has your partner ever claimed Carer's Allowance?

Yes  No

Tick 'Yes' even if you were not paid any Carer's Allowance. This could have been because you were better off getting another social security benefit.

Is your partner a student?

Yes  No

Do they study full time or part time?

Full time  Part time

# Part 1 About you and your partner - continued

## You

How much of your income is taken into account when working out your grant

£  a year

What is the name and address of your College/ University?

Postcode

What is the name of the course you are studying?

When does/did the course start?

/  /

When does the course end?

/  /

Student term dates:

Autumn

/  /  to  /  /

Spring

/  /  to  /  /

Summer

/  /  to  /  /

Please tick if you are:

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- long-term sick or disabled

We will contact you if we need more information

## Your partner

How much of their income is taken into account when working out your grant

£  a year

What is the name and address of their College/ University?

Postcode

What is the name of the course they are studying?

When does/did the course start?

/  /

When does the course end?

/  /

Student term dates:

Autumn

/  /  to  /  /

Spring

/  /  to  /  /

Summer

/  /  to  /  /

Please tick if your partner is:

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- long-term sick or disabled

We will contact you if we need 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, 17, 18, 19 or 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 3 children, use the space provided at **Part 14** to give all the information we ask for on this page.

**If the child/children no longer live with you please state their;**

**Name**

**Date of birth**

**Date they left**

### First child

**Last name**

**Other names**

**Date of birth**

**Sex (Male / Female) Please state**

**The child's relationship to you**

**The child's relationship to your partner**

**Usual address if different to yours**

**Postcode**

**Who gets the child benefit for them? We need to see proof of this.**

**If the child is 15 or over, give the date you think they will leave school**

### Second child

**Last name**

**Other names**

**Date of birth**

**Sex (Male / Female) Please state**

**The child's relationship to you**

**The child's relationship to your partner**

**Usual address if different to yours**

**Postcode**

**Who gets the child benefit for them? We need to see proof of this.**

**If the child is 15 or over, give the date you think they will leave school**

### Third child

**Last name**

**Other names**

**Date of birth**

**Sex (Male / Female) Please state**

**The child's relationship to you**

**The child's relationship to your partner**

**Usual address if different to yours**

**Postcode**

**Who gets the child benefit for them? We need to see proof of this.**

**If the child is 15 or over, give the date you think they will leave school**

## First child

### Is the child registered blind?

We need to see evidence of this for each child.

Yes  No

### Does the child get Disability Living Allowance?

Yes  No

How much?

Care: £

Mobility: £

### Do you pay a registered childminder, nursery or after-school club any childminding costs?

Give the name and registration number of the minder.

Yes  No

### Cost per week

We must see evidence of this.

£

### Is the child getting or waiting to hear about any benefit?

Yes  No

The name of the benefit or pension

Waiting to hear

Getting now

### How much?

£

### How often?

every

### Who is it paid to?

## Second child

### Is the child registered blind?

We need to see evidence of this for each child.

Yes  No

### Does the child get Disability Living Allowance?

Yes  No

How much?

Care: £

Mobility: £

### Do you pay a registered childminder, nursery or after-school club any childminding costs?

Give the name and registration number of the minder.

Yes  No

### Cost per week

We must see evidence of this.

£

### Is the child getting or waiting to hear about any benefit?

Yes  No

The name of the benefit or pension

Waiting to hear

Getting now

### How much?

£

### How often?

every

### Who is it paid to?

## Third child

### Is the child registered blind?

We need to see evidence of this for each child.

Yes  No

### Does the child get Disability Living Allowance?

Yes  No

How much?

Care: £

Mobility: £

### Do you pay a registered childminder, nursery or after-school club any childminding costs?

Give the name and registration number of the minder.

Yes  No

### Cost per week

We must see evidence of this.

£

### Is the child getting or waiting to hear about any benefit?

Yes  No

The name of the benefit or pension

Waiting to hear

Getting now

### How much?

£

### How often?

every

### Who is it paid to?

# Part 3 About other people who live with you

Do any adults usually live with you and your partner? No  go to **Part 4** Yes  give details below

## First person

Last name

Other names

Date of birth

## Second person

Last name

Other names

Date of birth

## Third person

Last name

Other names

Date of birth

### Their relationship to you or your partner

Some examples are aunt, uncle, mother, grand parents, grand children, step children, brother, father, joint tenant, joint tenant, joint owner, subtenant, lodger or friend.

What date did they move in?

What date did they move in?

What date did they move in?

Are any of the people who normally live with you married to each other, living together as if they were married or in a civil partnership?

Yes  Tell us there names No

is the partner of

is the partner of

is the partner of

Are they in hospital at the moment?

Yes  No

Are they in hospital at the moment?

Yes  No

Are they in hospital at the moment?

Yes  No

When did they go in?

When did they go in?

When did they go in?

When will they come out?

When will they come out?

When will they come out?

Are they in legal custody at the moment?

Yes  No

Are they in legal custody at the moment?

Yes  No

Are they in legal custody at the moment?

Yes  No

When are they expected to come out?

When are they expected to come out?

When are they expected to come out?

# Part 3 About other people who live with you - continued

## First person

Do they pay rent or money for board and lodgings to you or your partner?

Yes  No

How much?

We must see evidence of how much they pay you.

£  a week

Does this amount include payment for meals?

Yes  No

Does this amount include payment for heating?

Yes  No

Are they severely mentally impaired?

Yes  No

Do they get Income Support, or Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance?

Yes  No

Do they get Disability Living Allowance or Attendance Allowance?

Yes  No

How much?

£  a week

Are they registered blind?

Yes  No

Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?

Yes  No

Tell us which

## Second person

Do they pay rent or money for board and lodgings to you or your partner?

Yes  No

How much?

We must see evidence of how much they pay you.

£  a week

Does this amount include payment for meals?

Yes  No

Does this amount include payment for heating?

Yes  No

Are they severely mentally impaired?

Yes  No

Do they get Income Support, or Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance?

Yes  No

Do they get Disability Living Allowance or Attendance Allowance?

Yes  No

How much?

£  a week

Are they registered blind?

Yes  No

Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?

Yes  No

Tell us which

## Third person

Do they pay rent or money for board and lodgings to you or your partner?

Yes  No

How much?

We must see evidence of how much they pay you.

£  a week

Does this amount include payment for meals?

Yes  No

Does this amount include payment for heating?

Yes  No

Are they severely mentally impaired?

Yes  No

Do they get Income Support, or Income-based Jobseeker's Allowance or Income-related Employment and Support Allowance?

Yes  No

Do they get Disability Living Allowance or Attendance Allowance?

Yes  No

How much?

£  a week

Are they registered blind?

Yes  No

Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?

Yes  No

Tell us which

# Part 3 About other people who live with you - continued

## First person

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

This doesn't apply for lodgers paying rent or money for board and lodgings.

Yes  No

Tell us their earnings before any deductions.

We must see evidence of how much they pay you.

£

### 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. We must see evidence of any other income.

Yes  No

### Name the first other income

How much is this before deductions?

£  a week

### Name the second other income

How much is this before deductions?

£  a week

### Name the third other income

How much is this before deductions?

£  a week

## Second person

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

This doesn't apply for lodgers paying rent or money for board and lodgings.

Yes  No

Tell us their earnings before any deductions.

We must see evidence of how much they pay you.

£

### 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. We must see evidence of any other income.

Yes  No

### Name the first other income

How much is this before deductions?

£  a week

### Name the second other income

How much is this before deductions?

£  a week

### Name the third other income

How much is this before deductions?

£  a week

## Third person

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

This doesn't apply for lodgers paying rent or money for board and lodgings.

Yes  No

Tell us their earnings before any deductions.

We must see evidence of how much they pay you.

£

### 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. We must see evidence of any other income.

Yes  No

### Name the first other income

How much is this before deductions?

£  a week

### Name the second other income

How much is this before deductions?

£  a week

### Name the third other income

How much is this before deductions?

£  a week

# Part 4 About working for an employer

Do you or your partner work for an employer?

No

Go to **Part 5**.

Yes

Answer the questions on this page. If you work for more than one employer, tell us at **Part 14**

## You

What kind of work do you do?

What is your employer's name and address?

Postcode

What is your payroll, employee or staff number?

When did you start this job?

Are you employed for a limited period?

Yes  No

When will you finish?

How often do you get paid?

Every

How much do you get paid before tax and National Insurance are taken off?

How are you paid?

For example, in cash, by cheque or straight into a bank or building society account.

When was your last pay rise

When will your next pay rise be?

How many hours a week do you usually work?

Give details of any regular overtime, bonuses, tips or commission.

## Your partner

What kind of work do they do?

What is their employer's name and address?

Postcode

What is their payroll, employee or staff number?

When did they start this job?

Are they employed for a limited period?

Yes  No

When will they finish?

How often do they get paid?

Every

How much do they get paid before tax and National Insurance are taken off?

How are they paid?

For example, in cash, by cheque or straight into a bank or building society account.

When was their last pay rise

When will their next pay rise be?

How many hours a week do they usually

work?

Give details of any regular overtime, bonuses, tips or commission.

## Part 4 About working for an employer

### You

Are you getting Statutory Sick Pay (SSP) Statutory Maternity Pay (SMP) or Statutory Paternity Pay (SPP) from your employer at the moment?

Yes  No

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

Yes  No

Do you pay into a private or company pension scheme or superannuation?

Yes  No

How much? £

How often?  Every

### Your partner

Are they getting Statutory Sick Pay (SSP) Statutory Maternity Pay (SMP) or Statutory Paternity Pay (SPP) from their employer at the moment?

Yes  No

Are they getting any other sick pay or maternity pay from their employer at the moment?

Yes  No

Do they pay into a private or company pension scheme or superannuation?

Yes  No

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 15 to see what you can use as evidence.

## Part 5 Self employment

Are you or your partner self employed?

No  Go to Part 7.

Yes  We will send you an additional form to complete and explain what evidence you need to provide.

If yes, please state who?

## Part 6 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 7. Yes  Answer the questions in this section.

## Part 6 About any other work - continued

### You

What other work do you do?

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

Postcode

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.

Yes  No

How much do you get before any deductions?

£  How often?

### Your partner

What other work does your partner do?

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

Postcode

When did they start this work?

How many hours a week do they usually work?

**Do they get paid?**

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

Yes  No

How much do they get before any deductions?

£  How often?

**We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence.**

## Part 7 About Income Support, income-based Jobseeker's Allowance, Pension Guarantee Credit & Income-related Employment & Support Allowance

### You

Are you or your partner actually getting Income Support, income based Jobseeker's Allowance, Pension Guarantee Credit or Income-related Employment and Support Allowance?

Yes  No

When did you start getting it?

Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Pension Guarantee Credit or Income-related Employment and Support Allowance? Yes  No

When did you claim?

### Your partner

Is your partner actually getting Income Support, income based Jobseeker's Allowance, Pension Guarantee Credit or Income-related Employment and Support Allowance?

Yes  No

When did they start getting it?

Is your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Pension Guarantee Credit or Income-related Employment and Support Allowance? Yes  No

When did they claim?

# Part 8 About other benefits and pensions

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

No  Go to **Part 9**. Yes  Tell us about the benefits below. Tell us the full rate of the benefits before any deductions.

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

claimed. (This list is not exhaustive)

- Bereavement Allowance
- Carer's Allowance
- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Guardian's Allowance
- Employment and Support Allowance
- / Incapacity Benefit

- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Jobseeker's Allowance (Contribution-based)
- Maternity Allowance
- Pension credits
- Reduced Earnings Allowance
- Retirement Pension
- Severe Disablement Allowance

- State retirement pension
- Statutory Paternity pay
- Statutory Sick Pay or Statutory Maternity Pay
- War Disablement Benefit, War Pension or War Widow's Pension
- Widow's or Widower's Benefits
- Working Tax Credit

If you are getting or have claimed any benefit that is not listed, tell us about it on **Part 14**.

## You

The name of the benefit or pension

Waiting to hear  Getting now

How much

How often

How is it paid? (Order book, giro cheque, direct to the bank or building society?)

Who is it paid to if it is not paid to or collected by you?

The name of the benefit or pension

Waiting to hear  Getting now

How much

How often

How is it paid? (Order book, giro cheque, direct to the bank or building society?)

Who is it paid to if it is not paid to or collected by you?

## Your partner

The name of the benefit or pension

Waiting to hear  Getting now

How much

How often

How is it paid? (Order book, giro cheque, direct to the bank or building society?)

Who is it paid to if it is not paid to or collected by your partner?

The name of the benefit or pension

Waiting to hear  Getting now

How much

How often

How is it paid? (Order book, giro cheque, direct to the bank or building society?)

Who is it paid to if it is not paid to or collected by your partner?

## Part 9 About other money coming in

Do you or your partner 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 list is not exhaustive)

No  Go to **Part 10**. Yes  Answer the questions on this page.

This includes:

- Annuities
- Income from abroad
- Occupational pensions
- Private 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
- Student grant or Student Loan
- Any Cash payments
- Payments into a bank/building society account
- Child Support Agency payments

You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust, the MacFarlane Trust, the Skipton fund or the Creutzfeldt-Jacob Disease Trust.

### Other money 1

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?

### Other money 2

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?

### 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?

## Part 9 About other money coming in - continued

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

No  Yes  What for?  How much?  £

Are you, your partner or children expecting to get any money in the next 12 months?

For example, a redundancy payment or a payment instead of notice or holiday, maintenance or payment from health insurance.

No  Yes  What for?  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 15 to see what you can use as evidence.

## Part 10 Accounts, money and savings

Answer all the questions in this part. We must see evidence of all your cash, current accounts and savings accounts with a bank or building society, post office accounts, premium bonds, National Savings Certificates, stocks and shares and any other form of capital. This includes anything held in your name or held for you in the UK and abroad. Read the checklist at Part 15 to see what you can use as evidence.

Do you or your partner have any bank accounts in your name or held for you, even if they are empty or overdrawn? No  Yes

Tell us about all your **bank accounts**. If there are more than 2 bank accounts, tell us at **Part 14**.

### Account 1

Name of bank

Whose name is the account in?

Account number

How much is in the account?

 £

### Account 2

Name of bank

Whose name is the account in?

Account number

How much is in the account?

 £

Do you have access to any other accounts or money that you have not told us about? Yes  No

If yes, where?

## Part 10 Accounts, money and savings - continued

Do you or your partner have any building society accounts in your name or held for you, even if they are empty or not used regularly? No  Yes

If you have more than 2 building society accounts, tell us about the others at **Part 14**.

### Account 1

Name of bank

Whose name is the account in?

Account number

How much is in the account?

### Account 2

Name of bank

Whose name is the account in?

Account number

How much is in the account?

Do you have access to any other accounts or money that you have not told us about? Yes  No

If yes, where?

### Do you or your partner have any post office accounts?

This includes savings accounts in your name or held for you, even if they are empty or not used regularly. No  Yes

If you have more than 2 post office accounts, tell us about the others at **Part 14**.

### Account 1

Name of bank

Whose name is the account in?

Account number

How much is in the account?

### Account 2

Name of bank

Whose name is the account in?

Account number

How much is in the account?

## Part 10 Accounts, money and savings - 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

Value

How many?

Issue Number

Value

How many?

Do you or your partner have any stocks, shares, bonds or unit trusts? No  Yes

Company name  How many?

Company name  How many?

Do you or your partner have any other capital, savings or investments? No  Yes

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

Tell us about this.

Have you or your partner received a Far Eastern Prisoner of War payment? No  Yes

Do you or your partner own or partly own any property or home owned in the past 5 years, land or timeshare, either in the UK or abroad? No  Yes

Tick 'Yes' even if you have a mortgage or loan for the property, land or timeshare.

Postcode

How much is / was it worth?

£

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

£

If you own another property is it occupied by a relative or ex husband or ex wife or partner you are separated from?

If yes please state relationship.

## Part 11 About rent

**Do you pay rent for your home?** No  Go to **Part 12**. Yes  Answer the questions below.  
Tick 'Yes' if you would pay rent but you already get Housing Benefit.

**Who charges you rent for your home?**

**Does your landlord live in your home?** No  Yes

**What is your landlord's name and address?** By landlord we mean the person or organisation who owns the property you live in.

**Postcode**

**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.

**Postcode**

**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 or civil partnership even if it has ended. Some examples are ex-wife, ex-husband, ex-civil partner, aunt, uncle, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

No  Yes

**What is the relationship?**

is my landlord's or agents

**When did you move in?**

**What date did your tenancy start?**

**What sort of tenancy do you have?** For example, shorthold, assured, tied rent or something like this.

**How long is the tenancy for?**

to

**Do you have a written or verbal tenancy agreement?**

written  verbal

Whose name(s) are shown on the tenancy agreement?

**Please tick to show if the property is let as:**

furnished  partly furnished  minimally furnished  unfurnished

## Part 11 About rent - continued

Are you responsible for the internal decoration of your home? No  Yes

Is the landlord responsible for the internal decoration of your home? No  Yes

How much is the rent for your home?

£  every

(For example, every week/fortnight/4 weeks/month.)

Does anyone else share the rent with you or your partner? No  Yes

Who do you pay the rent to?

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.

Do you have any weeks when you do not have to pay rent? How many in a year?

Are you behind with your rent? By how many weeks?

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

TV rental/Satellite/Cable TV No  Yes  How much each week? £

Personal care and support No  Yes  How much each week? £

General care and support No  Yes  How much each week? £

## Part 11 About rent - continued

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?

**Who receives the Council Tax bill for your home?**

You or your partner

Your landlord

Someone else

Tell us who

**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.

# Part 12 About where you live

**What sort of building do you live in?** Tick one box only.

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

**Does your home have central heating?** No  Yes

**Does your home have a garden?** No  Yes

**Has your home been built or adapted for people with disabilities?** No  Yes

**How many floors are there in the whole building?**

**Which floors do you live on?**

**Do you and your household occupy only part of the building you have ticked?** No  Yes

**Where in the building do you live?** At the front  In the middle  At the back

**How many rooms are there in the building?**

**In the whole building?**

- Living rooms
- Bedsitting rooms
- Bedrooms
- Bathrooms or shower rooms
- Toilets
- Kitchens
- Other rooms

**Just for you and your household?**

- Living rooms
- Bedsitting rooms
- Bedrooms
- Bathrooms or shower rooms
- Toilets
- Kitchens
- Other rooms

**That you share with other people?**

- Living rooms
- Bedsitting rooms
- Bedrooms
- Bathrooms or shower rooms
- Toilets
- Kitchens
- Other rooms

**Do you use your home for business?** No  Yes

**Do you have a main home somewhere else?**

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

No  Yes

**Postcode**

How much do you pay for this home? £  every

Is this payment: Rent  Mortgage

## Part 13 How you want your Housing Benefit to be paid

Go to **Part 14** if you are only claiming Council tax benefit or Second Adult Rebate.

### How do you want to be paid?

If you are a Private Tenant and your claim is assessed under the Local Housing Allowance regulations, your benefit will be paid to you. It is recognised that some people are unable to manage their rent payments. If you think this applies to you then you should contact this office immediately.

If Local Housing Allowance does not apply to you – eg. Housing Association tenants – then you can decide whether to receive your benefit or to have it sent to your Landlord.

### Payment method

We pay by BACS, straight into your bank account or straight into your landlord's bank account.

Any Council Tax Benefit or Second Adult Rebate will be passed directly to your Council Tax account.

---

## Local Housing Allowance tenants only

### Directly into my bank account- BACS transfer

This is our preferred method of payment; it is the quickest and the most convenient way for you to receive your benefit.

Please enter details of your bank or building society you want payment to be paid into.

<b>Name of bank or building Society</b>	<input type="text"/>
<b>Account number</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
<b>Sort code</b>	<input type="text"/>
<b>Roll number</b> - if applicable	<input type="text"/>
<b>Whose name is the account in?</b>	<input type="text"/>

In making this request, I understand that it is my responsibility to check this bank account on a regular basis. I undertake to repay any payment made by Basingstoke and Deane Borough Council into this account if I am not entitled to it.

### Claimant's signature

Date

## Part 13

# How you want your Housing Benefit to be paid

- continued

### I do not have a Bank account.

Please send me information to assist me in opening an account.

---

### I want my Landlord to be paid direct.

Further details will be required, so we will write to you about this, however please use the space below to tell us why.

---

## Housing Association tenants only

### Directly into my Bank account - BACS transfer

Name of bank or building Society

Account number

Address

Postcode

Sort code

Roll number - if applicable

Whose name is the account in?

### I want my Housing Benefit paid to the Housing Association.

Name of Housing Association:

## Part 14 Anything else you need to tell us

Use the space below to tell us anything else you think we should know about. You may use this space if there is not enough space on the form for your details e.g. if you have more than 3 children etc. You may also use this space if you are making a request for your benefit to be backdated. Please state the period that you would like your benefit paid for and the reasons why you did not claim earlier.

Please note that your claim cannot be backdated more than six months for working age claimants and three months for pensionable age claimants. Backdating is only awarded when good and continuous cause has been shown for failing to make a claim at the correct time.

### If 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.

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

Address

Postcode

Telephone number  Date  /  /

## Part 15 Checklist

If you are unable to provide any of the information required to support this application, please contact the Benefits Helpline on 01256 810680 to discuss your options with a benefits officer.

Please tick to tell us what evidence you are sending with this form. We must see original documents, not copies.

**If you do not provide all the evidence we need we might not be able to pay you any benefit. We also need the same evidence for your partner, if you have one and for any other adult non dependants living in your home. Examples of non dependants are relatives, friends, grown up children or your parents.**

If you have tenants or boarders living in your home we will need to see evidence of the rent they pay you. Tenants and boarders are people who have a formal agreement with you to rent part of your home, subject to terms and conditions. A tenant receives no cooked or prepared meals. A boarder receives some cooked or prepared meals.

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

**Evidence of identity**

Birth certificate, marriage certificate, passport, medical card, driving licence, UK residence permit, EEA identity card, Home Office letter or recent paid gas or electricity bill. We will need to see at least 2 of these documents for you and your partner. If you are unable to provide any of this information, please contact the Benefits Helpline on 01256 810680 to discuss your options with a Benefits Officer.

**Evidence of National Insurance number**

National Insurance number card, payslips, letters from Department for Work and Pensions, or Tax office.

**Evidence of capital, savings and investments**

All your bank, building society or post office books, full bank statements, certificates for premium bonds, National Savings Certificates, TOISAs, ISAs, stocks, shares, bonds 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 2 months.**

**Evidence of rent and tenancy**

Rent book, rent receipts, tenancy agreement, or a letter from your landlord. If you do not have a written agreement, receipts or rent book please ask your landlord to complete part 17.

**Evidence of earnings**

This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month, these must be the most recent and consecutive. If you are unable to obtain wage slips we may contact your employer to confirm the details.

**Evidence of all 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**

Current award notices or letters from Department for Work and Pensions or Tax office confirming how much you get. If you do not have evidence, let us know straight away.

**Evidence of other money paid out**

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

## 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, they will also need to sign the declaration.**

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

(Please delete as appropriate).

- This is my/our claim for Housing Benefit and/or Council Tax Benefit.
- I/we declare that the information I/we have given on this form is correct and complete.
- I/we authorise the Council to make any necessary enquiries to verify the information on or provided with this form.
- I/we authorise the Council to cross check the information I/we have given with any other sections within the Council, The Rent Officer, other Councils, Benefit Authorities, Department for Work & Pensions and other Government agencies.
- I/we understand that if I/we give incorrect or incomplete information or fail to report in writing any changes that might affect my/our benefit, I/we may be prosecuted.

**You must tell the Benefits Section at Basingstoke and Deane Borough Council about changes in your circumstances. DO NOT rely on the Department for Work and Pensions, other council offices, other council departments or other agencies to tell us.**

### **Changes you must tell us about Tell us straightaway if:**

- any of your children leave school or leave home;
- anyone moves in or out of your home (including lodgers and subtenants);
- your income or the income of anyone living with you, including benefits, 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;
- you receive any decision from the Home Office; or
- there are any other changes.

### **YOU must tell us about these changes in writing – a phone call is not enough.**

- If you don't tell us you may lose money you are entitled to or you may get too much benefit.
- It is an offence under the Social Security Administration Act 1992 not to tell us about any change that affects your benefit.
- We may take court action against you and if we have paid you too much benefit, you will have to pay it back.

**Claimant's declaration.** (Please delete as appropriate).

- I confirm I have read the above.
- I/we know that I/we may be committing an offence if I/we do not inform this council of any changes in my/our circumstances.
- I/we know that I/we may be committing an offence if any information I/we provide is false.
- I/we have signed to state that I/we understand what has been said.

**Signature of person claiming**

**Date**

**Partner's signature**

**Date**

### Sharing Information

Sometimes, sharing information with your landlord helps us to deal with your claim more quickly and reduces the risk of you falling behind with your rent. Such information could include whether you are working or unemployed, whether your claim has all the relevant documentation with it or what further information we have requested.

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 make a decision on your claim. If this is the case we will discuss this with you before contacting them.

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim. If you give us permission but then change your mind, just contact us and let us know.

You must be advised that even if you do not give your permission, we will discuss your claim with your landlord if we have a legal duty to do so.

If you want to give us permission to discuss your claim with your landlord, tick the box below.

**I give Basingstoke and Deane Borough Council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative. Please tick**



# Part 17 Landlord Declaration For your Landlord to Complete

Tenant's name

Address

Postcode

Rent Reference

**Are you, your partner, or any of you or your partner's children related to your tenant or to your tenant's partner.** No  Yes

Related includes related through marriage or civil partnership even if it has ended. Some examples are ex-wife, ex-husband, ex-civil partner, aunt, uncle, brother, daughter, father, grandson, grandmother, grandfather, son in law or step daughter.

What is the relationship?

What date did the tenant move in?

What date did the tenancy start?

How much is the rent? £  every

(For example every week/fortnight/4weeks/month)

When is the next rent increase due?

Does the tenant have a written tenancy agreement? No  Yes

Does the tenant have a verbal tenancy agreement? No  Yes

Do you also live in the property? No  Yes

Please name any other joint tenants at the property No  Yes

**Are any of the following items included in the rent which you charge?**

Use of garage/parking spaces	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Gardening	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Laundry	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Heating	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Hot water	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Cleaning of room(s) or windows	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Cleaning of communal areas	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Fuel for cooking	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Use of telephone	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Satellite/Cable TV/TV rental	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Water charges	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Care & support	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£
Alarm system	No <input type="checkbox"/>	Yes <input type="checkbox"/>	If Yes, how much?	£

## Part 17 Landlord Declaration - Continued

Rent Reference

**Do you provide meals for your tenant?**

Please tick boxes    Breakfast     Lunch     Evening Meal     None

Your name

Address

Postcode

Phone number

### Landlord's Declaration

I declare that the information I have given is true. I understand that to provide false information or to contrive a tenancy with a tenant in order to obtain Housing Benefit is a criminal offence. To do so could result in prosecution and recovery of any benefit granted.

### Data Protection

The information declared on this form will be used to assess entitlement to Housing and Council Tax Benefit for the applicant and in the recovery of overpaid Housing and Council Tax Benefit.

You have a right of access to the information that this Council holds about you. To request this please write to Data Protection Officer, Civic Offices, London Road, Basingstoke, RG21 4AH.

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

### I understand that:

- I can be prosecuted if I accept benefit I know I am not entitled to,
- I must tell the Housing Benefit Section of any change in the rent,
- I must notify any changes in circumstances of my tenant that I know,
- the Council may recover any overpayment direct from the landlord or the tenant,
- I have read and understood the instructions given on this page,
- if I am receiving Housing Benefit payments on behalf of my tenant, I undertake to repay, on request, any overpaid Housing Benefit to Basingstoke and Deane Borough Council. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Signature

Date

Name

Address

Postcode