



For self-employed people claiming housing benefit and/or council tax support

Only complete this form if you are currently
registered and working as self-employed

Name and address
Postcode

Message (office use only)

Notes for filling out this form - please read carefully, before completing

About this form

This form is required if you are making a new claim for housing benefit and/or council tax support or you are updating an existing claim, and you or someone else in your household is self-employed.

This form should be completed by the person in the household who is self-employed.

Company Directors

If you are a company director you DO NOT need to complete this form. You must, however, provide your latest company accounts, your Certificate of Incorporation and your last five wage slips if paid weekly or last two wage slips if paid monthly.

Subcontractors

If you are a subcontractor please complete the form and supply your invoices and/or payment advice slips for the period declared.

Please write 'None' in any box that does not apply to you.

What to do next

When you have completed the form you must read and sign the declaration. Return the form to us.

Freepost RTGG-URTL-BZLK,
Basingstoke and Deane Borough Council, Civic
Offices, London Road, Basingstoke RG21 4AH

01256 844844

FRAUD HOTLINE

Basingstoke and Deane Borough Council

0800 525927

Stamp out benefit fraud

How we collect and use information

We will use the information given in this form, and in any supporting evidence you send to us, to process your claim for housing benefit and council tax support, and to recover overpaid housing benefit and council tax support.

We may pass the information to other agencies or organisations, such as the Department for Work and Pensions and HM Revenue & Customs, as allowed by law.

We may check the 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 to.

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: Basingstoke and Deane Borough Council, Information Governance Officer, Civic Offices, London Road, Basingstoke RG21 4AH

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

To be completed by the self employed person

First name

Surname

Telephone number

Business name

Business address

Postcode

Where do you consider your main place of work to be?

Taxpayer reference number

(If you do not have a UTR number, or you are unsure what it is please contact HMRC)

About your business

Date business commenced

Type of business

Number of hours that you work on average per week

Give a brief description of your normal working day

Are you a subcontractor Yes No (Please provide payment advice slips / invoices and evidence of any related trade certification, such as Construction Industry Scheme)

Do you have a business partner? Yes No

Please provide your business partner(s) name(s)

If you have a business partner please confirm what percentage of the total profit/loss is yours

Do you have anyone that works for you? Yes No

Please confirm the name(s) of your employee(s)

Does your business require that you rent a separate business premises? Yes No

Please confirm what you rent e.g. office space, chair in salon, workshop

Please confirm the rental address

Do you receive a weekly allowance through the New Enterprise Allowance Scheme? Yes No

(Please provide your award letter)

Have you received a loan through the New Enterprise Allowance Scheme? Yes No

Please confirm the amount of loan £ and date received / /

Do you pay into a private pension? Yes No

Business Income Part 1

Please complete this section if your business has been trading for 12 months or more.

Do you have prepared accounts for your last trading year? Yes No

(If you have prepared accounts please supply these)

We will accept all accounts that have been prepared by an accountant. If you do not use an accountant we will only accept accounts that are in good order, for example a spreadsheet, ledger or cash book that clearly shows your income and a full breakdown of your expenses.

Are your accounts representative of your business at present? Yes No

If there has been a change to your business since your accounts were prepared, please explain what has changed

If there has been a significant change in your business, please also complete Part 2 of this section with details of income and expenditure from the date that your business changed.

If you do not have accounts please explain the reason(s)

Please confirm when your accounts will be available

Business Income Part 2

If you have been working as a self-employed person for less than 4 weeks, please confirm what you expect to earn after expenses in your first three months of trading

£ per week/month.

If you have been working as a self-employed person for **more** than 4 weeks but **less** than 12 months, please complete the remainder of this section with details of your income and expenditure from the date your business commenced to the present time.

If you have been working as a self-employed person for more than 12 months, but there has been a significant change in your business, please complete the remainder of this section with details of your income and expenditure from the date your business changed to the present time.

Dates from / / to / /

Gross Income

Income before expenditure has been deducted £

Please do not include New Enterprise Allowance payments or loan.

Expenditure

If you are a child minder details of your expenditure are not required. Two thirds of your total income received will be deducted in lieu of expenditure.

Purchases	Expense	% For personal use
Stock	£ <input type="text"/>	<input type="text"/>
Goods and Materials	£ <input type="text"/>	<input type="text"/>
Tools and Equipment	£ <input type="text"/>	<input type="text"/>
Stationery, Printing, Postage	£ <input type="text"/>	<input type="text"/>

General	Expense	% For personal use
Staff Wages	£ <input type="text"/>	<input type="text"/>
Equipment Maintenance	£ <input type="text"/>	<input type="text"/>
Accountancy	£ <input type="text"/>	<input type="text"/>
Insurance	£ <input type="text"/>	<input type="text"/>
Business Bank Charges	£ <input type="text"/>	<input type="text"/>
Rent for business premises	£ <input type="text"/>	<input type="text"/>
Utility bills	£ <input type="text"/>	<input type="text"/>
Mobile	£ <input type="text"/>	<input type="text"/>
Telephone and Broadband	£ <input type="text"/>	<input type="text"/>
Other (please give details)	£ <input type="text"/>	<input type="text"/>
Other (please give details)	£ <input type="text"/>	<input type="text"/>

General	Expense	% For personal use
Loan repayments of replacement items	£	
Interest repayment on loans taken out for business start-up costs	£	

Please supply your loan agreement/contract. If this is not provided we will be unable to consider this expenditure.

General	Expense	% For personal use
Vehicle Lease	£	
Road Tax	£	
Fuel	£	
Repairs	£	
Insurance	£	

Please supply your vehicle lease contract. If this is not provided we will be unable to consider this expenditure.

In your accounts, do you intend to calculate vehicle costs based on mileage? Yes No

If yes, please give details of the mileage you have done whilst undertaking work duties and the formula you have applied. If not, please give your actual costs below and give % for personal use.

Is the vehicle used to travel to more than one place of work or location on a daily basis Yes No

Who owns the vehicle? Work Self Do you use the vehicle for personal use? Yes No

If no, please confirm what transport is used for personal use

Please do not supply invoices and receipts at this stage. If required, you will be asked to provide them at a later date.

Please note that only reasonable expenses incurred in the day to day running of the business are allowable for benefit purposes. For example: subsistence (food, drink), your commute and entertainment are not allowable.

Claimant's declaration

By submitting this claim you are agreeing to the following declaration. I understand the following:

- You will use the information I have provided to process my claim for housing benefit, council tax support, or both.
- You may check some of the information with other sources within the council, the rent service, other councils and government departments, eg the Department for Work and Pensions (DWP), HM Revenue and Customs (HMRC) and the Home Office.
- You may also get information about me from certain other organisations, or give information about me to them to: make sure the information is accurate; prevent or detect crime; and protect public funds. These other organisations include government departments, other local authorities and private sector organisations such as banks and organisations that may lend me money.
- I/we declare that the information I/we have given on the form is correct and complete.
- 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.
- I/we know that I/we may be committing an offence if I/we do not inform this council of any changes to my/our circumstances.
- I/we know that I/we may be committing an offence if any information I/we provide is false.
- I have read and understood the declaration and I confirm that all of the details I have provided are correct.

Signature of person claiming

Signed Date

Partner's signature

Signed Date

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 are correct.

Name of the person completing the form

Signature of person Date

Relationship to you

Contact telephone number

How we collect and use information

Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to customer.service@basingstoke.gov.uk or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at dpo@basingstoke.gov.uk

Your information will be used to enable us to assess your entitlement to Housing Benefit and/or Council Tax support and in the recovery of overpaid Housing Benefit. Data protection law describes this legal basis as **necessary for compliance with a legal obligation**.

If you do not provide the information we ask for we may not be able to process your entitlement to housing benefit/council tax support.

Your personal data may be shared with other teams within the council in order to detect and prevent fraud or otherwise where we are required to do so. Data may be shared with the Department for Work and Pensions (DWP) and HM Revenue and Customs (HMRC) for the purpose of ensuring the accuracy of your claim and for the prevention and detection of fraud, or for purposes of overpayment recovery. We may also share it with other local authorities. We may share the data with third parties if we are required by law to do so. This may include the Police or Government Agencies.

Your data will be held on computer and may be stored in a country outside of the UK. We will ensure that personal data will only be held within the European Economic Area or in a country with sufficient data protection legislation in place.

We will keep your details on our Housing Benefit/Council Tax support database for seven years after you cease to have a live claim. You can view our retention schedule on our website <https://www.basingstoke.gov.uk/dataprotection>

Your rights under the General Data Protection Regulations (GDPR)

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website <https://www.basingstoke.gov.uk/GDPR>

- The right to be informed.
- The right of access.
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights related to automated decision making, including profiling

Your rights to lodge a complaint with the ICO

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner. Further details can be found on the ICO website www.ico.org.uk