

Claim Reference number:

Form sent:

To be returned by:

Claim form for Housing Benefit and Council Tax Benefit

About this form

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

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

Second Adult Rebate

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

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

If you are claiming Second Adult Rebate, only fill in Part 2, Part 4 and Part 16 of this form. You will then need to provide proof of identification and your National Insurance number and proof of income for the second adult. Read the checklist at Part 1 to see what we can accept as proof.

Proof

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

Filling in the form

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

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

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

If you need help filling in the form

If you need any help, our phone number is 01446 709244. We are open between 8.45am and 4.30pm from Monday to Thursday, and between 8.45am and 4.00pm on Fridays.

Or you can get in touch with an organisation like the Citizens' Advice Bureau. The address and phone number of your nearest bureau is in The Phone Book.

What to do next

When you have filled in the form, sign it and send it to us, with the proof we need to see, in the envelope we have sent you. Or you can bring the form and evidence to us. Do not send valuable items such as bank books or passports in the post. Bring them to our reception and we will get the information we need and give them back to you (Benefits Section, Civic Offices, Holton Road, Barry CF63 4RU).

If you cannot get the proof we need straightaway, do not worry. Send the form to us, but let us know that you will be sending some evidence later. If you do not send the form to us straightaway, you might lose money. If you cannot get the evidence within 2 or 3 weeks, let us know. We may be able to help you.

When we usually pay benefit from and how we will pay benefit

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

If you are a private tenant, we usually pay Housing Benefit every 4 weeks by BACS (for the 4 weeks that have passed).

We pay Council Tax Benefit to your Council Tax account and send you a new bill.

If you are a council tenant, we pay Housing Benefit into your rent account.

Changes you must tell us about

Tell us straightaway if:

- any of your children leave school or leave home;
- anyone moves into or out of your home (including lodgers and subtenants);
- your income or the income of anyone living with you, including 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 for more than a month;
- you receive any decision from the Home Office; or
- anything you have told us about changes.

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

If you don't tell us about these changes within 1 calendar month you may lose money you are entitled to or you may get too much benefit.

You must make sure that you tell us about these changes. Don't rely on someone else to pass the message on.

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

Take the back page off this form using the perforation and keep it safe. You can use it to tell us the next time your circumstances change.

How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for 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 to.

Vale of Glamorgan are the data controller for the purposes of the Data Protection Act.

Part 1 Checklist

For everything that you tell us about on this form you will need to provide proof. Where we require proof you will see a symbol like this * . You should refer to this checklist for what we can accept as proof.

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

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

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

Proof of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We need to see at least 2 of these documents for each person.

Proof of National Insurance number

Such as a National Insurance number card, payslips or letters from social security or the tax office.

Proof of capital, savings and investments

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings. The proof you send must show details for at least the last 2 months.

Proof 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. If you do not have payslips, ask your employer to fill in the certificate of earnings at the end of the form. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than 3 months, we will require predicted profit and loss for the new business. If you cannot provide anything please contact us and we can send you a Self-employed pro-forma form.

Proof of other income

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see proof of any money people pay you for board and lodgings. N.B we need to see 5 weekly, 3 fortnightly or 2 monthly pension slips depending on how often you receive your pension.

Proof of benefits, allowances or pensions

Such as current award notices or letters from social security confirming how much you get. If you do not have proof, let us know straightaway. Please do not send order books through the post.

Proof of private rent and tenancy

Such as a tenancy agreement along with rent receipts or a rent book, or a letter from your landlord, or ask your landlord to fill in the proof of rent form at the end of the application form.

We also require **proof of occupancy**. This can only be provided once you have moved into a property such as a gas or electric bill and needs to be addressed to you at your new address.

We need this for everyone living with you as a member of your household if you move or claim for the first time on or after the 07 April 2008.

Proof of other money paid out

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

A claim form for Housing Benefit and Council Tax Benefit

If you are claiming second adult rebate –
The parts to complete are Part 2, Part 4 and Part 16.



Part 2 About you and your partner

Do you have a partner who normally lives with you?

By partner we mean someone of the opposite sex you are married to or live with as if you were married, or a civil partner or someone you live with as if you were civil partners.

No

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

You

Your partner

Last name

Other names

Any other last names you have used

Title (Mr, Mrs, Ms and so on)

Address

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

Postcode

Postcode

Date 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.

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

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

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

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

Your daytime phone number

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

Are you charged rent?

No Yes

If 'Yes', is your accommodation rented from:

a private landlord? No Yes

the council? No Yes

Part 2 About you and your partner – continued

You

Your partner

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last 2 years?

No

Yes We will write to you about this.

No

Yes We will write to you about this.

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.

Have you or your partner claimed Housing Benefit or Council Tax Benefit before?

No

Yes When did you claim?

No

Yes When did they claim?

Which council did you claim from?

Which council did they claim from?

What name did you claim in?

What name did they claim in?

What address did you claim for?

What address did they claim for?

Have you told the council that paid your benefit that you have moved?

No

Yes

No

Yes

What date did you vacate your previous address?

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

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

Part 2 About you and your partner – continued

	You	Your partner
Do you or your partner get Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care: £ <input type="text"/> Mobility: £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? Care: £ <input type="text"/> Mobility: £ <input type="text"/>
Do you or your partner have a vehicle from a Mobility scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you or your partner get Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does anyone get Carers Allowance for looking after you or your partner or have you claimed it?	No <input type="checkbox"/> Yes <input type="checkbox"/> If 'yes', who gets this? <input type="text"/> Who is it for? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If 'yes', who gets this? <input type="text"/> Who is it for? <input type="text"/>
Still tick 'Yes' if you were not paid Carer's Allowance. This could have been because you were better off getting another social security benefit.		
Are you or your partner in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will you come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will they come out (if they know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>
Do you or your partner pay towards the upkeep of a student?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do you pay? £ <input type="text"/> How often? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much do they pay? £ <input type="text"/> How often? <input type="text"/>
Are you or your partner a student?	No <input type="checkbox"/> Yes <input type="checkbox"/> Do you study full time or part time? Full time <input type="checkbox"/> Part time <input type="checkbox"/> How much of your income is taken into account when working out your grant? £ <input type="text"/> a year	No <input type="checkbox"/> Yes <input type="checkbox"/> Do they study full time or part time? Full time <input type="checkbox"/> Part time <input type="checkbox"/> How much of their income is taken into account when working out their grant? £ <input type="text"/> a year

Part 2 About you and your partner – continued

Please tick if you or your partner are:

- An apprentice
- On youth training
- Registered blind
- Long-term sick or disabled
- In legal custody

- If you are what date were you Remanded?

What date were you sentenced?

What is your expected release date?

You

Your partner

***We need to see proof of identification and National Insurance number. Please refer to the checklist at Part 1.**

Part 3 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 or 18 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

Are there any children in your household?

No Go to **Part 4**.

Yes If there are more than 4 children, use a separate sheet of paper to tell us all the information we ask for on this page.

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

	First child	Second child	Third child	Fourth child
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>			
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address if different from yours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

We need to see proof of this.

Part 3 About children – continued

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

*Please provide your most recent childminder receipts either 5 weekly or 2 monthly.

Part 4 About other people who live with you

Do any adults usually live with you and your partner?

By adults we mean people over 16 who nobody gets Child Benefit for.

No Go to **Part 5**.

Yes Give details below.

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

If you want to tell us about more than 3 people, use a separate sheet of paper.

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

Part 4 About other people who live with you – continued

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

Part 4 About other people who live with you – continued

	First person	Second person	Third person
Are they in hospital at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When did they go in? / /	Yes <input type="checkbox"/> When did they go in? / /	Yes <input type="checkbox"/> When did they go in? / /
	When will they come out (if you know this)? / /	When will they come out (if you know this)? / /	When will they come out (if you know this)? / /
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us their earnings before any deductions. £	Yes <input type="checkbox"/> Tell us their earnings before any deductions. £	Yes <input type="checkbox"/> Tell us their earnings before any deductions. £
	We need to see proof of their earnings.	We need to see proof of their earnings.	We need to see proof of their earnings.

***We need to see proof of their earnings otherwise we will have to assume maximum income for them, which could reduce you entitlement.**

Do they have any other income at all? This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Name of first other income /	Yes <input type="checkbox"/> Name of first other income /	Yes <input type="checkbox"/> Name of first other income /
	How much is it before deductions? £ a week	How much is it before deductions? £ a week	How much is it before deductions? £ a week
	Name of second other income /	Name of second other income /	Name of second other income /
	How much is it before deductions? £ a week	How much is it before deductions? £ a week	How much is it before deductions? £ a week
	Name of third other income /	Name of third other income /	Name of third other income /
	How much is it before deductions? £ a week	How much is it before deductions? £ a week	How much is it before deductions? £ a week
	We need to see proof of other incomes.	We need to see proof of other incomes.	We need to see proof of other incomes.

Part 4 About other people who live with you – continued

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

No

Yes Tell us their names.

is the partner of

And

is the partner of

***We need to see proof of any income and capital you have declared for other people who live with you.**

Part 5 About rent

Are you charged rent for your home?

Tick 'Yes' if you would pay rent but you already get Housing Benefit.

No Go to **Part 7**.

Yes Answer the next question.

Are you charged rent by the council?

No

Yes

When did you start renting your homes?

/ /

What date did you move to this address?

/ /

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.

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

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

If you are a council tenant now go to **Part 7**.

Part 5 About rent – continued

What is your landlord's full 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, civil partnership, even if the marriage or civil partnership has ended. Some examples are ex-wife, ex-husband, ex-civil partner, Aunt, brother, father, grandson, grandmother, son-in-law or stepdaughter.

No

Yes What is the relationship?

	is my landlord's or agent's	
--	-----------------------------	--

Have you or your partner ever owned the property you now rent?

No

Yes

Do you pay rent to a trustee of a trust of which either your or your partner's child is a beneficiary?

No

Yes

Do you pay rent to a company or trustee of which anyone in your household is director, trustee or beneficiary?

No

Yes

Do you occupy your home as a condition of your employment?

No

Yes

Have you applied for a pre-tenancy determination on the property?

No

Yes

What sort of tenancy do you have?

For example, shorthold, assured tied rent or something like this.

--

How long is the tenancy for?

/ /	to	/ /
-----	----	-----

Part 5 About rent – continued

Please tick to show if the property is let as:

- furnished
- partly furnished
- minimally furnished
- unfurnished

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 and your partner?

No

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

How much of the rent do you pay?

£ every

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

Has your rent changed in the last 12 months?

No

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

When is the next rent increase due?

Is this increase part of your original tenancy agreement?

No

Yes Please provide proof

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

No

Yes Please send us the notice of registration (RO5).

Do you have any weeks when you do not have to pay rent?

No

Yes How many in a year?

If you live in a Caravan Park and have to leave the site please confirm the dates you leave.

from to the

Are you behind with your rent?

No

Yes By how many weeks?

Who receives the Council Tax bill for your home?

You or your partner

Your landlord

Someone else Tell us who receives the Council Tax bill.

Part 5 About rent – continued

Does your rent include money for the following?

Meals	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
		Which meals are included?	<input type="text"/>
Water authority charges	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Heating	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Lighting	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Hot water	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Fuel for cooking	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Laundry	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Cleaning rooms or windows	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Gardening	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Garage or parking space	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
		Do you have to rent the garage as part of your tenancy agreement?	No <input type="checkbox"/> Yes <input type="checkbox"/>
Personal care and support	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Do you pay any service charges separate from your rent?	No <input type="checkbox"/>		
For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
		What for?	<input type="text"/>

***We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 1 to see when you can use as proof.**

Part 6 About where you live

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

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

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

Who is responsible for the decoration of the property? You and/or partner

Your landlord

How many floors are in the building?

Which floors do you live on? Basement Ground First Second Third

Other please specify

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

On the left On the right

Part 6 About where you live – continued

How many rooms are there in the building?

In the whole building?

Just for you and your household?

That you share with other people?

Living rooms

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Toilets

Kitchens

Other rooms

Do you use your home for business?

No

Yes

Do you have a main home somewhere else?

No

Yes What is the address?

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

Postcode

How much do you pay for this home?

£

Part 7 About Income Support, income-based Jobseeker's Allowance and Guaranteed Pension Credit.

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

No Go to **Part 8**.

Yes When did you claim?

/ /

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

No Go to **Part 11**.

Yes When did you start getting it?

/ /

Your partner

No Go to **Part 11**.

Yes When did they start getting it?

Part 8 About working for an employer

Do you or your partner work for an employer?

No Go to **Part 9**.

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

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

You

Your partner

What kind of work do you do?

What is your employer's name and address?

 Postcode

 Postcode

When did you start this job?

 / /
 / /

What is your payroll, employee or staff number?

Is your job expected to last 5 weeks or more?

No
 Yes

No
 Yes

Are you employed for a limited period?

No
 Yes When will you finish?

No
 Yes When will they finish?

 / /
 / /

How often do you get paid?

 Every

 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 or commission.

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

No
 Yes

No
 Yes

When did you start receiving it?

 / /
 / /

Part 8 About working for an employer – continued

Do you pay into a private or company pension scheme?

No
 Yes How much?

£

How often?

Every

No
 Yes How much?

£

How often?

Every

***We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at Part 1 to see what we can use as proof. If you get tips or bonuses, tell us about these in Part 17.**

Part 9 About being self-employed

Are you or your partner self-employed?

No Go to **Part 10**.

Yes Answer the questions on this page. You must send us trading accounts for the last financial year. If you have only been trading for 3 months please provide your profit and loss forms for the first 3 months. If you have been trading for less we will require predicted profit and loss for the new business.

You

Your partner

What kind of work do you do?

When did the business start?

 / /
 / /

What is the business address?

 Postcode

 Postcode

Are there any other partners in the business?

No
 Yes Tell us their name and address.

No
 Yes Tell us their name and address.

 Postcode

 Postcode

How many hours a week do you usually work?

Part 9 About being self-employed – continued

Do you get a Business Start-up Allowance?

No
Yes How much?

£

How often?

Every

No
Yes How much?

£

How often?

Every

Do you pay into a private pension scheme?

No
Yes How much?

£

How often?

Every

No
Yes How much?

£

How often?

Every

*We must see proof of your earnings before we can decide how much benefit you can get. Read the checklist at Part 1 to see what we can use as proof.

Part 10 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 11**.
Yes Answer the questions on this page.

You

Your partner

What other work do you do?

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

 Postcode

 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.

No
Yes How much do you get before any deductions?

£

How often?

Every

No
Yes How much do they get before any deductions?

£

How often?

Every

*We must see proof of your earnings before we can decide how much benefit you can get. Read the checklist at Part 1 to see what we can use as proof.

Part 11 About benefits and pensions

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

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

- Bereavement Allowance
- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Guardian's Allowance
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Carer's Allowance
- Contribution-based Jobseeker's Allowance
- Maternity Allowance
- Pension Savings Credit
- Retirement Pension
- Severe Disablement Allowance
- War Disablement Benefit, War Pension or War Widow's Pension
- Widow's or Widower's Benefits
- Working Tax Credit
- Statutory Sick Pay or Statutory Maternity Pay

No Go to **Part 12**.

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

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

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

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

Part 11 About benefits and pensions – continued

The name of the benefit or pension

Waiting to hear

Getting now

How much?

How much?

£

£

How often?

How often?

Every

Every

Do you or your partner receive Pension Savings Credit?

No

No

Yes

Yes

***You need to provide proof of any benefits and pensions you have declared. Read the checklist at Part 1 to see what you can use as proof.**

Part 12 About other money coming in

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

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

No Go to **Part 13**.

Yes Answer the questions on this page.

Other money 1

What is the money for?

Who gets it?

How much do they get?

£

How often?

Every

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?

Every

When did they start getting this income?

/ /

When is the income likely to go up?

/ /

Part 12 About other money coming in – continued

Other money 3

What is the money for?

Who gets it?

How much do they get?

How often?

When did they start getting this income?

When is the income likely to go up?

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

No

Yes What for?

How much?

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

No

Yes What for?

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

How much?

***We must see proof of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 1 to see what you can use as proof.**

Part 13 About capital, savings and investments

Do you or your partner have any capital, savings, property or investments in the UK or abroad even if they are overdrawn?

No Go to Part 14.

Yes Answer all the questions in this part. We must see proof of all the capital, savings and investments. Read the checklist at Part 1 to see what you can use as proof.

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

Do you or your partner have any bank account?

No

Yes Tell us about all your **bank accounts**, even empty or overdrawn ones. If there are more than 2 bank accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Part 13 About capital, savings and investments – continued

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Do you, your partner have any building society accounts?

No

Yes Tell us about **building society accounts**, even if you do not use them regularly. If you have more than 2 building society accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Do you, your partner, have any post office accounts?

This includes savings accounts and Girobank accounts.

No

Yes Tell us about **post office accounts**. If you have more than 2 post office accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Do you, your partner have any premium bonds?

No

Yes Value

£

Part 13 About capital, savings and investments – continued

Do you, your partner have any National Savings Certificates?

No

Yes Issue number

Value

 £

How many?

Issue number

Value

 £

How many?

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

No

Yes Company name

How many?

Company name

How many?

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

No

Yes Tell us about this.

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

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

No

Yes What is the address?

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

 Postcode

How much is it worth?

 £

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

 £

Have you or your partner received a Far Eastern Prisoner of War payment or a compensation payment made to victims of atrocities that happened during the Second World War?

No

Yes

Have you or your partner received a payment from the vCJD (Creutzfeldt-Jakob Disease) trust?

No

Yes

We need to know this to make sure we do not count it as part of your savings.

***We must see proof of capital, savings and investments you have before we can decide how much benefit you can get. Read the checklist at Part 1 to see what we can use as proof.**

Part 14 Payment of Housing Benefit?

If you are Housing Association tenant please go to Part 15

Payment will be sent direct to you, straight into your bank account. If you do not have a bank account you will need to open one. If you have any problems please contact us and we can give you some help.

Please fully complete your bank or building society account details below.
N.B We cannot pay your benefit direct into your Post Office card account.

What name is the account in?

Name of bank or building society?

Sort Code

Account number

Type of account

If you think that having benefit paid directly will cause you difficulties please tick this box or call us on 01446 709244 so that we can send you an application form to ask you further questions about why.

Part 15 Payments to Housing Association Tenants

We can pay your Housing Benefit straight into your bank account or direct to your landlord.

How do you want us to pay your Housing Benefit?

I want my benefit to go straight to my landlord.

Go to **Part 16**.

I want my benefit to go straight into an account

Complete the box below with your account details.

Payment into an account

N.B We cannot pay into a Post Office Card account

What name is the account in?

Name of bank or building society?

Sort Code

Account number

Type of account

Part 16 Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.

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

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law.
- You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.

I know I must let the council know about any change in my circumstances which might affect my claim.

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

Signature of person claiming

Date

Partner's signature

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.

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

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

If you are a housing association tenant and you want us to pay your benefit straight to your landlord you must sign this declaration.

Please pay my Housing Benefit straight to my landlord. I understand that:

- I must always tell you about any change in my circumstances;
- if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I will have to pay back the extra benefit; and
- I may be prosecuted if I do not tell you about any change of circumstances.

Part 16 Declaration – continued

Signature

Date

Now ask your landlord to sign this agreement.

Landlord's name

I agree to accept Housing Benefit payments for the tenant named in this form.

I understand that by law:

- I must tell you straightaway if I find out about any change in the tenant's circumstances;
- you can stop paying benefit to me if I do not tell you about any change of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to; and
- if you pay me too much Housing Benefit for any tenant, I must repay it. 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

Part 17 Sharing Information with your landlord

Sometimes sharing information with your landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. We would only share information with your landlord if you:

- Are a local authority tenant; or
- You sign this authorisation to allow us to
- or unless we are legally obliged to

Under the Data Protection Act we need your permission to share information.

If you give us permission, we would be able to tell your landlord:

- Whether or not you had claimed for Housing Benefit and, if so, whether we have made a decision on your claim or not; and
- If we need further information to make a decision on your claim, and if so what information this is;
- And once in payment if a payment has been made and how much.

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 have to ask your landlord even if you have not given us permission to discuss your claim with them. But unless you have given us permission by signing this form, we will not discuss anything else with your landlord.

We will not give your landlord any information about:

- **Your personal or household circumstances; or**
- **Your financial circumstances**

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim and if you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know. If you want to give us permission to discuss your claim with your landlord, please sign below.

I give the Vale of Glamorgan permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Signature

Address

Date

Part 18 Anything else you need to tell us

Use the box below to tell us anything else you think we should know about. Use a separate sheet of paper and attach it to this form if you need to. This may include telling us why you are submitting a new application form if your benefit is already in payment. If you are sending us a separate sheet of paper with this form, tell us how many.

Part 19 Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

Tell us why you have not claimed before.

We may write to you for further information about this.

Vale of Glamorgan

Certificate of earned income

To be filled in by employer



Employee details

Employee's name

Employee number

Address

Occupation

Employer's
authorisation
stamp (or attach
letterheaded stationery)

Income details

Please help your employee by filling in this form and returning it to me.

Wage or salary details

How often do you pay the employee?

Every week

Every fortnight

Every four weeks

Every calendar month

Other (please give details)

How do you pay them?

By cash

By cheque

Into a bank account

Other (please give details)

Normal basic pay

Normal hours

Date they started

Your details

Name

Job title

Business name and address

Postcode

Phone number

Income details

Please give details for the last:

5 weeks;
3 fortnights;
2 4-week periods; or
2 months.

Show how much bonus, overtime, Statutory Sick Pay, Statutory Maternity Pay and so on is included.

Pay period ending	Number of hours	Gross pay	Gross pay to date	National Insurance Pay period	National Insurance Year to date	Pension contributions	Tax paid Pay period	Tax paid Year to date	Child Tax Credit	New Tax Credit
		£	£	£	£	£	£	£	£	£
		£	£	£	£	£	£	£	£	£
		£	£	£	£	£	£	£	£	£
		£	£	£	£	£	£	£	£	£
		£	£	£	£	£	£	£	£	£

Please tick this box if Working Tax Credit is included in the gross pay figures you have provided.

Declaration

The information I have given is true and complete.

Signature

Date

What to do now

Please post this form to:
Vale of Glamorgan
Benefits Section
Civic Offices
Holton Road
Barry
CF63 4RU.

Vale of Glamorgan

Proof of rent form



Tenant's details

Please help your tenant by filling in this form and returning it to the Benefits Section.

Tenant's name

Address

Postcode

Landlord and tenancy details

Landlord's name

Address

Postcode

Agent's details

Please tell us about your agent (if you have one).

Agent's name

Address

Postcode

Tenancy details

Are you related to the tenant, their partner or their children? **No** **Yes**

Relationship

Date the tenant moved in / /

Date the tenancy started / /

How long is the tenancy for?

Is there a joint tenancy? **No** **Yes**

If 'Yes', how many tenants are there?

What type of tenancy do you have?

How much rent do you charge? £

How often is the rent due?

Has the Rent Officer registered a fair rent? **No** **Yes**

Is the tenant behind with their rent? **No** **Yes**

If 'Yes', by how much?

How many weeks?

Services

Does your rent include money for:

meals? **Yes** **No** Council Tax? **Yes** **No**

heating? **Yes** **No** water rates? **Yes** **No**

lighting? **Yes** **No** fuel for cooking? **Yes** **No**

laundry? **Yes** **No**

emergency alarm? **Yes** **No**

general counselling and support? **Yes** **No**

other? **Yes** **No** If 'Yes', please give details.

Declaration

As far as I know and believe, the information I have given is correct. I will write to tell you immediately if I know that my tenant's circumstances have changed.

Signature

Date

Declaration of direct payments

I will accept Housing Benefit for this tenant. If you pay me too much, I understand you may ask me to pay it back and take me to court if I don't. I will write to tell you immediately if I know that my tenant's circumstances have changed.

Signature

Date

What to do now

Please post or bring this form to:
Vale of Glamorgan Council
Benefits Section
Civic Offices
Holton Road
Barry
CF63 4RU.

Housing Benefit and Council Tax Benefit

Remove this page by tearing along the perforation.



Keep it in a safe place and use it to tell us if your circumstances change.

- Give as much information about the change as you can.
- Enclose any proof or evidence of the change if you can.
- Send it to us as soon as you can – you may lose benefit if you don't.

Name:

Address:

My circumstances have changed as follows (give as much detail as you can and include the date of each change to your circumstances).

Signature:

Date:

Return this page to:
Benefits Section, Civic Offices, Holton Road, Barry CF63 4RU.

