

# Housing Benefit and Council Tax Benefit Application Form

requested by: .....  
date issued: .....  
issued by: .....



Please complete the form in **BLACK** ink

## About this form

This Housing 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 large number of questions to make sure that everyone who claims gets the correct amount of benefit. You may not have to fill in all parts of the form, but you **must** fill in the parts that are relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

**Housing Benefit** can be paid if you are on a low income and pay rent to a private landlord, a housing association, or to the Council (this does not include mortgage payments).

**Council Tax Benefit** can be paid if you are liable for Council Tax and are on a low income.

## Second Adult Rebate

You may not qualify for Council Tax Benefit in your own right but may still be entitled to claim 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 Parts 1, 3, 16 & 17 of this form.

## Filling in the form

Please fill in the form in **black** ink. If you make a mistake, just cross it out and put in the right answer next to it.

Please answer all the questions in the sections that apply to you. Make sure that you tick all relevant boxes. If you do not answer all the questions it will take us longer to work out your benefit as we may need to contact you again.

If you need help filling in this form, please contact us at the address given below. You can either visit the offices (private interview rooms are available) or contact us by telephone on the number given. It may be possible for a member of staff to visit you at home if you cannot come to the offices.

**Benefit Services Opening Hours**  
Monday - Thursday 8.45 - 5.00  
Friday 8.45 - 4.30

**Telephone:** 01962 848 539  
**Fax:** 01962 841 365  
**Email:** [benefits@winchester.gov.uk](mailto:benefits@winchester.gov.uk)  
**Website:** [www.winchester.gov.uk](http://www.winchester.gov.uk)

**Winchester City Council**  
City Offices  
Colebrook Street  
Winchester, Hants  
SO23 9LJ

# A claim form for Housing Benefit and Council Tax Benefit

If you are just claiming Second Adult Rebate, only fill in Part 1, Part 3 & Parts 16 & 17 of this form.

Are you (please tick one box) a council tenant?  a private tenant?  an owner occupier   
an owner/occupier but pay ground rent  a housing association or social landlord tenant?

## Part 1 About you and your partner

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

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

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

	You	Your partner
<b>Surname or family name</b>	<input type="text"/>	<input type="text"/>
<b>Other names</b>	<input type="text"/>	<input type="text"/>
<b>Any other names you have used including maiden name</b>	<input type="text"/>	<input type="text"/>
<b>Title</b> (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>
<b>Address</b> Do not tell us your partner's address if it is the same as 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"/>
	Postcode	Postcode
<b>What date did you move into this address</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>How would you like us to contact you</b>	phone <input type="checkbox"/> email <input type="checkbox"/> letter <input type="checkbox"/>	phone <input type="checkbox"/> email <input type="checkbox"/> letter <input type="checkbox"/>
<b>Your daytime phone number</b>	<input type="text"/> Code <input type="text"/> Number	<input type="text"/> Code <input type="text"/> Number
<b>What is this number?</b> Please tick.	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>
<b>please give us your email address</b>	<input type="text"/> @ <input type="text"/>	<input type="text"/> @ <input type="text"/>
<b>Date of birth</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

**National Insurance (NI) number**

You can find this on payslips or letters from social security or the tax office. We cannot normally decide your claim if we do not have your NI number. We need to see proof of this.

**You**

Letters Numbers Letter

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

No

Yes  Please tell us about it below.

**Your partner**

Letters Numbers Letter

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

No

Yes  Please tell us about it below.

When did you last claim?

/  /

/  /

Which council did you claim from?

What name did you use for the claim?

What address did you claim for?

Postcode

Postcode

If you have moved from this address, have you told the council you claimed from?

No

Yes

No

Yes

If you or your partner have moved home in the last 12 months, tell us your last address if it is different from above.

Postcode

Postcode

Tell us whether you were the homeowner, a private tenant, a council tenant or a lodger at this address.

**We need to see proof of identity for you and any partner or NI numbers. See the checklist at Part 15.**

**You**

**Your partner**

What is your nationality?



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 two years?

No   
 Yes  We will write to you about this.

No   
 Yes  We will write to you about this.

If yes please answer this question

If yes please answer this question

 /  / 
 /  / 

On what date did you last enter and apply to stay in the UK?

The UK is England, Northern Ireland, Scotland and Wales.

Are you or your partner in hospital at the moment?

No   
 Yes  Please tell us about it below.

No   
 Yes  Please tell us about it below.

When did you go in?

 /  / 
 /  / 

When will you come out, if you know this?

 /  / 
 /  / 

Have you or your partner been in hospital for more than 6 weeks in the last 12 months?

No   
 Yes

No   
 Yes

Do you or your partner get Disability Living Allowance?

No  But have applied for it   
 Yes  How much?

No  But have applied for it   
 Yes  How much?

Care

 £

 £

Mobility

 £

 £

Do you or your partner get Attendance Allowance?

No  But have applied for it   
 Yes

No  But have applied for it   
 Yes

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

No  But have applied for it   
 Yes  We will write to you about this.

No  But have applied for it   
 Yes  We will write to you about this.

Have you or your partner been told that you are entitled to Carer's Allowance even if you do not receive it, because you are getting another benefit instead?

No   
 Yes  We will write to you about this.

No   
 Yes  We will write to you about this.

**Do you or your partner pay towards the upkeep of a student?**

**You**

No   
 Yes  How much do you pay and how often?

£ every

**Your partner**

No   
 Yes  How much do they pay and how often?

£ every

**Are you or your partner a student?**

By *student* we mean anyone who is attending a course of study at an educational establishment.

No   
 Yes  Tell us if this is full or part time.

Full time  Part time

No   
 Yes  Tell us if this is full or part time.

Full time  Part time

**Please tick if you or your partner are:**

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled
- part time firefighter
- auxiliary coastguard
- part time lifeboat worker
- members of T.A.
- a care leaver

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

**Do you or your partner have a vehicle from a Mobility scheme?** No   
 Yes

No   
 Yes

**Have you had a bereavement in your household in the last 52 weeks**

No   
 Yes

**We will contact you if we need any more information.**

We need to know about any children in your household who 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 GCE A-level, SCE Higher level or GNVQ (advanced).

**Are there any children in your household as described above?**

No  Go to Part 3.

Yes  If there are more than four children, use a separate sheet of paper to tell us all the information we ask for on this page and send it with the form.

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

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

We need to see proof of this.

	First child	Second child	Third child	Fourth child
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <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"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
Care	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Mobility	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	We need to see proof of this	We need to see proof of this	We need to see proof of this	We need to see proof of this
Do you or your partner pay any childminding costs for this child to a registered childminder, a nursery or an after-school club?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below.
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"/> a <input type="text"/>	£ <input type="text"/> a <input type="text"/>	£ <input type="text"/> a <input type="text"/>	£ <input type="text"/> a <input type="text"/>
	We need to see proof of this.	We need to see proof of this.	We need to see proof of this.	We need to see proof of this.

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

Do not tell us about people who just share a hall, bathroom or toilet with you. If you want to tell us about more than three people, use a separate sheet of paper. We do not require income details of co-tenants who are not partners or do not form part of your household.

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

**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 4.  
 Yes  Fill in this section.

**Last name**

**Other names**

**Date of birth**

**When did they move in?**

**Their relationship to you or your partner**

Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger, boarder or friend.

**Do they get Income Support, Income-based Jobseeker's Allowance, Employment and Support Allowance or Pension Credit (Guarantee Credit)?**

**Do they get Disability Living Allowance or Attendance Allowance?**

**Are they registered blind?**

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

	<b>First person</b>	<b>Second person</b>	<b>Third person</b>
<b>Last name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other names</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>When did they move in?</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>Their relationship to you or your partner</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>
<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Yes</b> <input type="checkbox"/> How much?	<b>Yes</b> <input type="checkbox"/> How much?	<b>Yes</b> <input type="checkbox"/> How much?
<input type="text" value="£ a week"/>	<input type="text" value="£ a week"/>	<input type="text" value="£ a week"/>

<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/>
<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Yes</b> <input type="checkbox"/> Tell us which.	<b>Yes</b> <input type="checkbox"/> Tell us which.	<b>Yes</b> <input type="checkbox"/> Tell us which.
<input type="text"/>	<input type="text"/>	<input type="text"/>

	First person	Second person	Third person
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? £ _____ a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ _____ a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ _____ a week
Does this include money for heating?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does this include money for food?	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 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? _____/_____/_____	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? _____/_____/_____	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? _____/_____/_____
Are they in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
When did they go in?	_____/_____/_____	_____/_____/_____	_____/_____/_____
When are they due to come out (if you know)?	_____/_____/_____	_____/_____/_____	_____/_____/_____
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ _____ We need to see proof of their earnings.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ _____ We need to see proof of their earnings.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ _____ We need to see proof of their earnings.

**Do they have any other income at all?**  
 Make sure you tell us about all other income they have. This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.

**First person**

No   
 Yes  Tell us about it below.

**Second person**

No   
 Yes  Tell us about it below.

**Third person**

No   
 Yes  Tell us about it below.

1 Where does this income come from?




How much is it before deductions?

£

£

£

2 Where does this income come from?




How much is it before deductions?

£

£

£

3 Where does this income come from?




How much is it before deductions?

£

£

£

We need to see proof of their income.

We need to see proof of their income.

We need to see proof of their income.

**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. We call these people partners.**

No   
 Yes  Tell us their names below.

is the partner of



is the partner of

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

**You**

No

Yes  When did you start getting it?

/  /

Go to Part 11.

No  Go to Part 5.

Yes  When did you claim?

/  /

Are you or your partner still waiting to hear about a claim for Income Support, Income-based Jobseeker's Allowance, Pension Credit or Employment and Support Allowance (income based)?

**Your partner**

No

Yes  When did they start getting it?

/  /

No

Yes  When did they claim?

/  /

Which benefits are you waiting to hear about

Income Support

Income based Job Seekers Allowance

Pension Credit

Employment and Support Allowance (income based)

Which benefits are they waiting to hear about

Income Support

Income based job Seekers Allowance

Pension Credit

Employment and Support Allowance (income based)

We must see proof of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof.

While waiting to hear about your benefit, have you any other income?

No

Yes tell us about this

No

Yes tell us about this

Are you or your partner self-employed?

No  Go to **Part 6**.

Yes  Answer the questions on this page.

You must send us your trading accounts for the last financial year. If you have only recently set up the business and do not have a full year's accounts, we will need to see some other proof of your income. We will write to you about this.

**You**

**Your partner**

What kind of work do you do?



When did the business start?

 /  / 
 /  / 

What is the business address?

  
  
  
 Postcode

  
  
  
 Postcode

Do you have any business partners?

No

Yes  Tell us their name and address.

  
  
  
 Postcode

No

Yes  Tell us their name and address.

  
  
  
 Postcode

How many hours a week do you usually work?



Do you get a Business Start-up Allowance?

No

Yes  How much and how often?

 £  every 

No

Yes  How much and how often?

 £  every 

Do you pay into a private pension scheme?

No

Yes  How much and how often?

 £  every 

No

Yes  How much and 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 15** to see what you can use as evidence.



	You	Your partner
How are you paid, for example, in cash, by cheque or straight into a bank or building society account?	<input type="text"/>	<input type="text"/>
When was your last pay rise?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
When will your next pay rise be?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much and how often?	Yes <input type="checkbox"/> How much and how often?
	<input type="text" value="£ every"/>	<input type="text" value="£ every"/>

We must see proof 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 proof. If you get tips or bonuses, tell us about these in **Part 14**.



**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, how often it is paid and how it is paid to you such as cash, giro or into bank account.

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

- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Contribution-based Jobseeker's Allowance
- Employment and Support Allowance (Contribution based)
- Maternity Allowance
- Working Tax Credit
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Carer's Allowance
- Severe Disablement Allowance
- Statutory Sick Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Adoption Pay
- Armed Forces Compensation Scheme (AFCS)
- Bereavement Allowance
- Guardian's Allowance
- Pension Credit (including Savings Credit)
- Retirement Pension
- War Disablement Benefit
- War Pension or War Widow's Pension
- Widowed Parents Allowance
- Any other Social Security Benefit

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
<b>The name of the benefit or pension</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 20%;" type="text"/> £ <input style="width: 20%;" type="text"/> every <input style="width: 20%;" type="text"/> by <input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/> £ <input style="width: 20%;" type="text"/> every <input style="width: 20%;" type="text"/> by <input style="width: 20%;" type="text"/>
<b>The name of the benefit or pension</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 20%;" type="text"/> £ <input style="width: 20%;" type="text"/> every <input style="width: 20%;" type="text"/> by <input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/> £ <input style="width: 20%;" type="text"/> every <input style="width: 20%;" type="text"/> by <input style="width: 20%;" type="text"/>
<b>The name of the benefit or pension</b>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	<input style="width: 20%;" type="text"/> £ <input style="width: 20%;" type="text"/> every <input style="width: 20%;" type="text"/> by <input style="width: 20%;" type="text"/>	<input style="width: 20%;" type="text"/> £ <input style="width: 20%;" type="text"/> every <input style="width: 20%;" type="text"/> by <input style="width: 20%;" type="text"/>

We need to see proof of you and your partners benefits and pensions. see the check list at part 15

Do you or your partner;

- have any money coming in that you have not already told us about
- expect to have some money coming in
- delayed receiving any other money

No  Go to Part 10.

Yes  Answer the questions on this page.

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

This includes occupational pensions, work pensions and private pensions (including those for a partner who has passed away), 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, a student grant or loan, special guardianship payments and any cash payments.

	Other money 1	Other money 2	Other money 3
What is the money for?			
Who pays it			
Who gets it?			
How much do they get paid and how often?	£                      Every	£                      Every	£                      Every
How is this paid?			
When did they start getting this income?	/    /	/    /	/    /
When is the income likely to go up?	/    /	/    /	/    /

Does anyone owe money to you, or your partner?

**Other money 1**

**Other money 2**

**Other money 3**

No

Yes  Tell us about it here.

Tell us about it below.

Tell us about it below.

What for?




How much?

£

£

£

Who is it owed to?




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

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

No  Go to page 10

Yes  Tell us about it here.

Tell us about it below.

Tell us about it below.

What for?




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 15** to see what you can use as proof.

We need to know if you or your partner have any bank accounts, savings, investments or property in the UK or abroad?

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 of the following?

**Bank accounts**

No

Yes  How many accounts?

Total amount

**Building society accounts**

No

Yes  How many accounts?

Total amount

**Post Office® accounts**

No

Yes  How many accounts?

Total amount

**Premium bonds**

No

Yes  How many bonds?

Total amount

**Unit trusts, ISAs, PEPs, TESSAs,  
TOISAs or other investments**

No

Yes  How many?

Total amount

**Income bonds or capital bonds**

No

Yes  How many bonds?

Total amount

**Money or property held in trust**

No

Yes  Give details

Total amount

**Any other savings or investments  
including cash**

No

Yes

Total amount

Give details about types of other savings or investments

**Shares - approximate value**

Name of the company the shares are held in

Number of shares held

**Shares - approximate value**

**Shares - approximate value**

We must see proof of any accounts, savings, investments or property before we can decide how much benefit you can get. Read the checklist at **Part 15** to see what you can use as proof.

Do you or your partner have any National Savings Certificates?

- No   
 Yes  We need to see the **original** certificates as proof.

Do any of your or your partners savings or investments include:

- money from the sale of a house, or
- money from a charity?

- No   
 Yes  We will write to you about it.

Apart from your home, do you, or your partner own any other property or land in this country or abroad?

- No   
 Yes  We will write to you about it.

If it is on a mortgage or a loan, still tick Yes.

Have you or your partner ever received a lump sum payment as a result of putting off your state pension?

- No   
 Yes  Please tell us about it below.

How much was the gross amount you were awarded?

How much was the gross amount your partner was awarded?

Have you or your partner received:

- a Far Eastern Prisoner of War Compensation payment, or
- a compensation payment made to victims of atrocities that happened during the Second World War?

- Yes     You     Your partner   
 Yes     You     Your partner

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

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

- No   
 Yes  We will write to you about it.

We must see evidence of any bank accounts, savings, investments or property before we can decide how much benefit you can get. Read the checklist at **Part 15** to see what you can use as evidence.







**What is the property let as?**

Tick the box that applies.

- Furnished
- Partly furnished
- Hardly any furniture
- Unfurnished

**How much rent do you or your partner pay and how often?** For example, every week, every fortnight, every four weeks, monthly.

£  every

**Does anyone else share the rent with you and your partner?**

- No
- Yes  Tell us the details below.

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

**How much of the rent do they pay and how often?**

For example, every week, every fortnight, every four weeks, monthly.

£  every

**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?**

/  /

**We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as proof.**

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

- No
- Yes  Please send us the notice of registration form RO5.

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

- No
- Yes  How many in a year?

**Are you behind with your rent?**

- No
- Yes  By how many weeks?

Who has to pay the Council Tax bill for your home?

Tick the box that applies.

You or your partner

Your landlord

Someone else  Tell us who it is.

What is the 8 digit Council Tax reference number?

       

Does your rent include money for the following?

Meals

No

Yes  How much?

 every 

For which meals?  
Please tick.

Breakfast

Lunch

Evening meal

Water authority charges

No

Yes  How much?

 every 

Heating

No

Yes  How much?

 every 

Lighting

No

Yes  How much?

 every 

Hot water

No

Yes  How much?

 every 

Electricity

No

Yes  How much?

 every 

Fuel for cooking

No

Yes  How much?

 every 

Laundry

No

Yes  How much?

 every 

Cleaning rooms or windows

No

Yes  How much?

 every



- If you are a council tenant, we will pay any Housing Benefit you are awarded into your rent account.
- If you are **not** a council tenant and are awarded Housing Benefit, we will pay your money:
  - straight into a bank, or Building Society Account Unfortunately we cannot make payments into Building Society accounts with roll numbers only.
- If you are awarded Council Tax Benefit, we will pay this into your Council Tax account.

### Direct payment into an account

#### Payment direct into an account

This is the safest way to pay you and lets you choose how and when you get your money. You can use a bank, building society or other account provider.

You may be able to use a cash machine, which will usually mean you can get your money at any time of the day or night. Most of these machines can be used for free, but some of them will charge you to take your money out. If so, you will be warned by a message on the screen. This will give you the opportunity to cancel your transaction without being charged. There are arrangements with some banks and building societies to let you collect cash from many of their accounts over the counter at post offices. Most accounts allow you to make savings on some of your bills by paying them by Direct Debit.

#### Finding out how much is paid into the account

We will send you a letter each time we pay an amount into your account

We will tell you whenever we know there is going to be a change in the amount we pay into your account.

You can check your Housing Benefit payments on your bank account statements. If you think your payment is wrong, get in touch with The Benefits Section.

For more information on opening a bank account either contact The Benefits Section or your local bank.

Or you can get a free copy of the Financial Services Authority consumer leaflet No bank account? – why it could pay you to have one. You can get this by phoning **0845 606 1234**.

You can also get more information on bank accounts at their consumer website at [www.fsa.gov.uk/consumer/banking/index.html](http://www.fsa.gov.uk/consumer/banking/index.html)

If we are unable to pay you direct, please contact The Benefit Section on **01962 848 539** and we will try to help you.

About the account you want to use – continued

Whose name or names is the account in?

Please note:

- 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.
- By ticking the box for an account that includes the name of the person acting on your behalf, you confirm that you will authorise them to use the money in the way you tell them, or you are an appointee acting on behalf of the customer.

What name or names is the account in?

Please write the name or names as they appear on the cheque book, passbook or statement.

Full name of bank or building society

Sort Code –

of the bank, building society or other account provider.  
Please tell us all six numbers, for example: 12-34-56.

Account number.

This is 8 numbers long.

In some cases we may be able to pay your Housing Benefit directly to your landlord. Tick here if you would like us to pay this way.  
Do not forget to fill in the authorisation sheets at the end of this form.  
Then tear it off and give it to your landlord to sign.

Please tick one box

- In your name
- In the name of your partner
- In both the names of you and your partner
- In the name of the person acting on your behalf
- In both the names of you and the person acting on your behalf

 -  - 

Go to **Part 14**

Please use this space to tell us anything else you think we should know about.  
Use a separate sheet of paper and attach it this form if you need to.

If you are sending any separate sheets of paper with this form, tell us how many.

Please tick to say 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 straight away. 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.**

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 National Insurance number**

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

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• **Proof of identity**

If you cannot provide proof of your national insurance number you must provide proof of your identity. Such as birth certificate, marriage or a civil partnership certificate, passport, medical card, driving licence, UK resident's permit, EEC identity card or recently paid gas or electric bill. We will need to see at least 2 of these documents for you and your partner. You do not need to provide this if you have provided proof of your national insurance number.

---

• **Proof of capital, bank accounts, 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 two months.

**How do I get my claim in the fast lane?** Complete the claim form and answer ALL the questions. Bring it to the City Offices, with ALL information including original documents and proof of identity. A decision on your claim will be made within 3 working days.

• **Proof of earnings**

*We also need this for any other adults living in your household other than sub tenants, lodgers or co-tenants who are not partners.*

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. 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 six months, a summary of your trading records so far.

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• **Proof of other income**

*We also need this for any other adults living in your home apart from co-tenants who are not partners or do not form part of your household.*

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.

---

• **Proof of benefits, allowances or pensions**

*We also need this for any other adults living in your home.*

Such as current award notices or letters from Job Centre Plus, Job Centre, Social Security Office or Pension Centre confirming how much you get. If you do not have evidence, let us know straight away.

---

• **Proof of private rent and tenancy**

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord. If you are unable to provide any of these please ask us for a Private Tenant Rent Proof Form.

---

• **Proof of other money paid out**

Such as

- letters about student grants or maintenance,
- agreements or receipts from registered child minders.

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

For this earlier period, were your circumstances the same as on this form?

No

Yes  please tell us about it below

Tell us why you have not claimed before.  
(Giving as much detail as possible)

## Part 17 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, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

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

- I declare that the information I have given on this form is correct and complete.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I agree that 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.

- I understand that 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 that I must let you know in writing about any change in my circumstances which might affect my claim.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see [www.winchester.gov.uk](http://www.winchester.gov.uk) or contact the Benefits section.

Signature of person claiming

Partner's signature

Date

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 declare** that 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**

**Relationship to the person claiming**

**Date**

**Sharing Information**

I give Winchester City Council permission to share Information about the progress of my Housing Benefit or Council Tax Benefit or both with:

Full Name

Address

**Signature**

**Part 18 What to do next**

**You should now have:**

- filled in the claim form for Housing Benefit or Council Tax Benefit or both
- collected any proof to support your claim – but remember not to send valuable items.

**If you want independent advice you can contact the Citizens Advice Bureau as detailed below:**

- Winchester Citizens Advice Bureau  
The Winchester Centre  
68 St Georges Street  
Winchester  
Hants  
SO23 8AH  
Tel: 01962 848 000
- Bishops Waltham Citizens Advice Bureau  
Well House  
2 Brook Street  
Bishops Waltham  
Hants  
SO32 1AX  
Tel: 01489 896 376

**For example:**

- 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 or saving changes
- 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 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 or anyone living with you starts work
- you receive any decision from the Home Office, or anything you have told us about changes.

**This is not a full list. If you are not sure contact The Benefits Section at Winchester City Council.**

**If you do not tell the Benefits Section at Winchester City Council about any changes, you may lose money you are entitled to or you may get too much benefit.**

**You must make sure that you tell the Benefits Section at Winchester City Council about any changes.**

**Do not rely on someone else to pass the message on.**

**It is an offence not to tell the Benefits Section at Winchester City Council about any changes that may affect 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.**

# What is your Ethnic Group?

Under the Race Relations Act we have a responsibility to gather details of our clients' backgrounds. This information is used to help us with our equal opportunities policies. This information is confidential and will be used only to improve access to our services and help provide equal opportunities for everyone. The completion of this survey is voluntary.

Choose ONE section from **A** to **E**, then tick the appropriate box to indicate your cultural background.

## **A White**

British

Irish

Any other White background, please write in box

## **B Mixed**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in box

## **C Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background, please write in box

## **D Black or Black British**

Caribbean

African

Any other Black background, please write in box

## **E Chinese or other ethnic group**

Chinese

Any other, please write in box

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

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

We may check information you have provided with other information they hold. We may also get information about you from certain third parties, or give information to them to:

- make sure the information is accurate
- prevent or detect crime, and
- protect public funds

These third parties include government departments, other local authorities and private sector organisations 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 this.

Winchester City 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.



## Sharing information with your landlord

Sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy.

The law requires that we inform your landlord of certain decisions we make on your claim, for example when a decision is made to pay your benefit to your landlord.

Under the Data Protection Act 1998 we need your permission to discuss anything else.

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

- you have claimed Housing Benefit,
- we have made a decision on your claim, or
- we need more information to make a decision on your claim, and what that information may be.

**We will not give your landlord any information about:**

- **your personal or household circumstances, or**
- **your financial circumstances.**

You can withdraw your permission at any time.

**It will not affect your claim if you do not give us permission to discuss your claim with your landlord.**

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

**I give Winchester City Council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.**

Signature

Full name  
(in CAPITAL  
LETTERS)

Date

Address

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

Postcode

If you want us to pay your benefit straight to your social housing or Housing Association landlord only, you must sign this declaration.

## Your declaration

Please pay my Housing Benefit straight to my landlord.

- I understand that I must always tell the Benefits Section at Winchester City Council about any change in my circumstances.
- **I understand** that if I do not tell the Benefits Section at Winchester City Council about any change of circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- **I understand** that I may be prosecuted if I do not tell the Benefits Section at Winchester City Council about any change of circumstances.

Tenant  
Signature

Date

Full name  
(in CAPITAL  
LETTERS)

---

## Your landlord's declaration

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

**I understand that by law:**

- I must tell the Benefits Section at Winchester City Council straight away 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 may have to 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.

Landlord  
Signature

Date

Full name  
(in CAPITAL  
LETTERS)

## Change in your Circumstances

If your circumstances change at any time **you must** notify the Benefits Section at Winchester City Council immediately you know about the change. Below is a list of examples to help you know what a change of circumstances is that affects your benefits. However, this list does not cover every change that could affect your benefits, so you **must inform the Benefits Section at Winchester City Council of every change that happens to you or anyone in your household.**

### Some of the changes that could affect your benefit are:-

- you move house
- someone else moves into or out of your house
- you change jobs
- you stop or start working
- you stop receiving Income Support/JSA/Pension Credit/ESA (you must not assume that the Department of Work and Pension will tell us)
- your rent increases or decreases
- you start or stop receiving a new allowance such as Attendance Allowance/DLA
- you start receiving a private pension
- you start or stop receiving Child/Working Tax Credit
- someone in your household becomes a student or gets a job
- you have a baby
- there is a death in your household
- you are away from your house for longer than 13 weeks
- you stay in hospital for over 6 weeks

### **thebigword On-call Language Service**

Winchester City Council has subscribed to  
The Big Word Telephone Interpretation Service  
as part of our drive to improve equal opportunities within services  
enabling us to provide a better service.  
If you would like to use this service please advise a member of staff  
when you phone or call into the office.

# Receipt

Name  
Address

Date stamp

Claim Ref: \_\_\_\_\_



City Offices  
Colebrook Street  
Winchester  
Hampshire  
SO23 9JJ

tel 01962 848 539  
fax 01962 841 365

telephone calls may be recorded

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

website [www.winchester.gov.uk](http://www.winchester.gov.uk)

### Benefit Services

opening hours

Monday - Thursday 8.45 - 5.00

Friday 8.45 - 4.30

## Important Customer Information

Please complete your name and address in the box above if it is not already showing.  
When we receive your form we will date stamp this page and return it to you to acknowledge that we have received your application.

This is confirmation that we have received your Benefit claim form.  
Your claim reached us on the date stamped above.

Large empty rectangular box for the claimant's name and address.

Please keep this receipt in a safe place as proof that we have received your form.