

Housing Benefit and Council Tax Reduction Application Form

Do not complete this form if you are receiving or in the process of claiming Universal Credit, unless you are only claiming Council Tax Reduction. Please contact Universal Credit Service Centre on 0345 6000 723



If you return this form within 1 month of the issue date we will usually start your claim from the Monday following the issue date.

Please complete the form in BLACK ink

If you need help filling in this form, please contact us at the address given below. You can either visit the offices or contact us by telephone on the number given.

About this form

This Housing Benefit and Council Tax Reduction 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/reduction. 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), and are not receiving Universal Credit.

Council Tax Reduction can be paid if you are liable for Council Tax and are on a low income, including Universal Credit.

Second Adult Rebate

You may not qualify for Council Tax Reduction in your own right but may still be entitled to claim Second Adult Rebate. Second Adult Rebate is Council Tax Reduction 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, 13, 16, 17 & 19 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/reduction as we may need to contact you again.

requested by:

date issued:

issued by:

received date

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

Telephone: 01962 848 539
Email: benefits@winchester.gov.uk
Website: www.winchester.gov.uk
Telephone calls may be recorded

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



A claim form for Housing Benefit and Council Tax Reduction

Start Here

If you are just claiming Second Adult Rebate, only fill in Part 1, Part 3 & Parts 16, 17 & 19 of this form.

Are you (please tick one box) a council tenant? a private tenant? an owner occupier? in a shared ownership property
 an owner/occupier but pay pitch fees: a housing association or social landlord tenant? rent free 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
Surname or family name	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Any other names you have used including maiden name	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>
Address for which you are claiming. 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"/>
	Postcode	Postcode
What date did you move into or intend to move into this address.	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
What date did your tenancy start.	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
How would you like us to contact you.	phone <input type="checkbox"/> email <input type="checkbox"/> letter <input type="checkbox"/>	
Your daytime phone number. This may help us pay your claim more quickly.	Code <input type="text"/> Number <input type="text"/>	Code <input type="text"/> Number <input type="text"/>
What is this number? 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"/>
Please give us your email address.	<input type="text" value=" @"/>	
Date of birth.	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>

Part 1 About you and your partner continued

You

Your partner

National Insurance (NI) number

You can find this on payslips or letters from The Department for Works and Pensions or HM Revenues and Customs. We cannot normally decide your claim if we do not have your NI number. We need to see proof of this.

Letters Numbers Letter

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

Letters Numbers Letter

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

Have you or your partner claimed Housing Benefit or Council Tax Benefit/Reduction or Universal Credit before?

No

Yes Please tell us about it below.

No

Yes Please tell us about it below.

When did you last claim?

/ /

/ /

When did your claim end?

/ /

/ /

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

What was your last address?

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.

Part 1 About you and your partner continued

You

Your partner

What is your nationality?

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

 / / Or from birth
 / / Or from birth

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

Have you or your partner come to live in The UK, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years?

No
 Yes Where from?
 We will write to you about this.

No
 Yes Where from?
 We will write to you about this.

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

Are you or your partner a student?

By *student* we mean anyone who is attending or undertaking 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

When did the course start?

 / /
 / /

When does the course end?

 / /
 / /

Part 1 About you and your partner continued

Please tick if you or your	You	Your partner
• an apprentice	<input type="checkbox"/>	<input type="checkbox"/>
• on youth training	<input type="checkbox"/>	<input type="checkbox"/>
• in legal custody	<input type="checkbox"/>	<input type="checkbox"/>
• Have you recently come out of legal custody	<input type="checkbox"/> We need to see proof of this	<input type="checkbox"/> We need to see proof of this
• Are you on early release	<input type="checkbox"/>	<input type="checkbox"/>
• severely mentally impaired	<input type="checkbox"/>	<input type="checkbox"/>
• registered blind	<input type="checkbox"/>	<input type="checkbox"/>
• long-term sick or disabled	<input type="checkbox"/>	<input type="checkbox"/>
• part time firefighter	<input type="checkbox"/>	<input type="checkbox"/>
• auxiliary coastguard	<input type="checkbox"/>	<input type="checkbox"/>
• part time lifeboat worker	<input type="checkbox"/>	<input type="checkbox"/>
• members of T.A.	<input type="checkbox"/>	<input type="checkbox"/>
• a care leaver	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a carer who stays with you overnight but who has their main home elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had a bereavement in your household in the last 52 weeks?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
We will contact you if we need any more information		

Part 2 About children

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.

	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="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<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"/>
Does the child live with you Yes <input type="checkbox"/> No <input type="checkbox"/>				
If no please give us their usual address	<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"/>
Who gets the Child Benefit for them? We need to see proof of this (a bank statement is acceptable).	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 2 About children continued

	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/Personal Independence Payment	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/Daily living	£ <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 child care 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 provider.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much do you pay?	£ <input type="text"/> a	£ <input type="text"/> a	£ <input type="text"/> a	£ <input type="text"/> a
	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 only pay during school term time?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

Part 3 About other people who live with you

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 joint 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 18 who nobody gets Child Benefit for.

No Go to Part 4.

Yes Fill in this section.

	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"/>
National Insurance Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
When did they move in?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Their relationship to you or your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>

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, Universal Credit, Employment and Support Allowance or Pension Credit?

No

Yes

No

Yes

No

Yes

Do they get Disability Living Allowance Attendance Allowance or Personal Independence Payment?

No

Yes How much?

£ a week

No

Yes How much?

£ a week

No

Yes How much?

£ a week

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

No

Yes Tell us which.

No

Yes Tell us which.

No

Yes Tell us which.

Part 3 About other people who live with you continued

	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 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. Otherwise we will assume high earnings.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ _____ We need to see proof of their earnings. Otherwise we will assume high earnings.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ _____ We need to see proof of their earnings. Otherwise we will assume high earnings.

Part 3 About other people who live with you continued

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.

We do not require income proof for any lodgers/boarders/subtenant/joint tenants who are not partners or do not form part of your family or household.

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

Part 4 About you and your partners income

Do you or your partner receive Universal Credit? If so, please do not complete this form and contact Universal Credit Service Centre on 0345 6000 723

	You	Your partner
Do you or your partner get Disability Living Allowance/Personal Independence Payment?	No <input type="checkbox"/> But have applied for it <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> But have applied for it <input type="checkbox"/> Yes <input type="checkbox"/>
Care/Daily living	£ <input type="text"/>	£ <input type="text"/>
Mobility or have a vehicle from a mobility scheme	£ <input type="text"/>	£ <input type="text"/>
Do you or your partner get Attendance Allowance?	No <input type="checkbox"/> But have applied for it <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> But have applied for it <input type="checkbox"/> Yes <input type="checkbox"/>
Does anyone get Carer's Allowance for looking after you or your partner?	No <input type="checkbox"/> But have applied for it <input type="checkbox"/> Yes <input type="checkbox"/> Who receives it? <input type="text"/> from what date <input type="text"/>	No <input type="checkbox"/> But have applied for it <input type="checkbox"/> Yes <input type="checkbox"/> Who receives it? <input type="text"/> from what date <input type="text"/>
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 <input type="checkbox"/> Yes <input type="checkbox"/> Who receives it? <input type="text"/> from what date <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Who receives it? <input type="text"/> from what date <input type="text"/>
Are you or your partner getting Income Support, income-based Jobseekers Allowance, income-related Employment and Support Allowance or Pension Credit (Guarantee Credit)?	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, go to part 10 . <input type="checkbox"/> Waiting to hear	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, go to part 10 . <input type="checkbox"/> Waiting to hear
Are you or your partner getting Pension Credit (Savings Credit) only, without Guarentee Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/> tell us about this <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> tell us about this <input type="text"/>
While waiting to hear about your benefit, have you any other income?	No <input type="checkbox"/> Yes <input type="checkbox"/> tell us about this <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> tell us about this <input type="text"/>

We must see **evidence** 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 evidence.

Part 5 About being self-employed

Are you or your partner self-employed or a director of a company?

If you have recently stopped trading,

Please provide the date

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. Please ask for a self employed form for this.

What kind of work do you do?

You

Your partner

When did the business start?

What is the business address?

Do you have any business partners?

No

Yes Tell us their name and address.

No

Yes Tell us their name and address.

Do you or your partner work as a director of a limited company

No

Yes If 'yes' we will contact you about this

No

Yes If 'yes' we will contact you about this

How many hours a week do you usually work?

Do you get any government related assistance for self employed businesses?

No

Yes How much and how often?

No

Yes How much and how often?

Do you pay into a private pension scheme?

No

Yes How much and how often?

No

Yes How much and how often?

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.

Part 6 About working for an employer

You

Your partner

Do you or your partner work for an employer?

No When did you last work?

No When did you last work?

/ / go to part 7.

/ / go to part 7.

Yes Answer the questions below

Yes Answer the questions below

Do you or your partner have more than one job?

No

No

Yes If 'yes' how many?

Yes If 'yes' how many?

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. Please tick this box if you are sending a separate sheet of paper.

What kind of work do you do?

What is your employer's name and address?

Postcode

Postcode

Where is your normal place of work?

When did you start this job?

/ /

/ /

What is your payroll, employee or staff number?

Are you employed for a limited period?

No

No

Yes When will you finish?

Yes When will you finish?

/ /

/ /

How often do you get paid?

every

every

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

£

£

Part 6 About working for an employer continued

You

Your partner

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?

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
Yes

No
Yes

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

No
Yes please give details

No
Yes please give details

Do you or your partner receive any tips, bonus or other additions?

No
Yes please give details

No
Yes please give details

£

£

Do you pay into a private or company pension scheme?

No
Yes How much and how often?

No
Yes How much and how often?

£ every

£ 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.

Part 7 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 8.

Yes Answer the questions on this page.

What other work do you do?

You

Your partner

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

[Empty text box]

[Empty text box]

[Empty text box]

[Empty text box]

[Empty text box]

[Empty text box]

[Empty text box]

[Empty text box]

Postcode

Postcode

Where is your normal place of work?

[Empty text box]

[Empty text box]

When did you start this work?

/ /

/ /

How many hours a week do you usually work?

[Empty text box]

[Empty text box]

Do you get paid?

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

No

Yes Tell us about it below.

No

Yes Tell us about it below.

How much do you get before any deductions?

£ [Empty text box]

£ [Empty text box]

How often are you paid?

every [Empty text box]

every [Empty text box]

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

Part 8 About benefits and pensions

If you or your partner are currently receiving any of the benefits listed below, or waiting to hear about a claim you have made for any of the benefits listed below, please tick the "Yes" box next to each benefit that you or your partner are getting. Tick the "No" box for each benefit that you or your partner are neither getting nor waiting to hear about.

	You				Your partner			
	No	Yes	Waiting to hear	Amount	No	Yes	Waiting to hear	Amount
Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Child Tax Credit and/or Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Jobseekers Allowance (contribution based)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Employment and Support Allowance (contribution based)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
State Retirement Pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Carers Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Maternity Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Bereavement Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Widowed Parent's/Mother Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Widows Pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Industrial Injuries Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Severe Disablement Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
War Disablement Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Armed Forces Compensation Scheme Pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Armed Forces Independence Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Other	<input type="text"/>				<input type="text"/>			
	<input type="text"/>				<input type="text"/>			

Benefits received by other people who provide you or your partner with care.

We must see proof of all benefits, e.g. award letter(s) or payments into your account.

Part 9 About other money coming in

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 Page 17.

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.

Do you owe money to anyone that you expect to have to repay

No

Yes We will write to you about this

Are you entitled to receive a pension but have chosen to not receive this

No

Yes We will write to you about this

	Other money 1	Other money 2	Other money 3
What is the money for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who pays it	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets it?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is paid and how often?	£ Every	£ Every	£ Every
How is this paid?	<input type="text"/>	<input type="text"/>	<input type="text"/>
When did you or your partner start getting this income?	/ /	/ /	/ /
When is the income likely to go up?	/ /	/ /	/ /

Part 9 About other money coming in continued

	Other money 1	Other money 2	Other money 3
Does anyone owe money to you, or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it here.	Tell us about it below.	Tell us about it below.
What for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Who is it owed to?	<input type="text"/>	<input type="text"/>	<input type="text"/>
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 <input type="checkbox"/> Go to page 10 Yes <input type="checkbox"/> Tell us about it here.	Tell us about it below.	Tell us about it below.
What for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

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.

Part 10 About all capital, bank accounts, savings, investments and property in the UK or any other country page 18

Please read this before you answer the question below.

By "savings" we mean all bank, building society or post office accounts etc.

All bank, building society and post office accounts etc even if it is empty, overdrawn, or in another country.

If you and your partner have more than four accounts, use **part 14** to tell us about the others.

Name of bank etc:	<input type="text"/>	Type of Account:	<input type="text"/>
Name of account holder:	<input type="text"/>	Account number:	<input type="text"/>
Balance	<input type="text"/>		

Name of bank etc:	<input type="text"/>	Type of Account:	<input type="text"/>
Name of account holder:	<input type="text"/>	Account number:	<input type="text"/>
Balance	<input type="text"/>		

Name of bank etc:	<input type="text"/>	Type of Account:	<input type="text"/>
Name of account holder:	<input type="text"/>	Account number:	<input type="text"/>
Balance	<input type="text"/>		

Do you or your partner have Premium Bonds? No Yes Value: £

Do you or your partner have any National Savings Certificates? No Yes Details:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Issue Number held	Issue Number held	Issue Number held

Do you or your partner own any land or property, apart from the home you are claiming for, within the U.K. or any other country? No Yes We will write to you. Please give us the address

Address

Part 10 About all bank accounts, savings, investments and property in the UK or any other country continued **page 19**

Do you or your partner have any ISAs, PEPs or TESSAs?

No Yes Give the details below:

Name / Type:
Approximate value £

Name / Type:
Approximate value £

Do you or your partner have any other bonds, gilts or cash savings of any kind?

No Yes Give the details below:

Name / Type:
Approximate value £

Name / Type:
Approximate value £

Do you or your partner have any stocks & shares?

No Yes Give the details below:

Name of company:
Approximate value £

Name of company:
Approximate value £

Do you or your partner's savings and investments include money that came from any of the following sources?

Money from the sale of a house or flat? No Yes

An insurance policy? No Yes

An improvement or repair loan? No Yes

A charitable donation? No Yes

Compensation for a personal injury? No Yes

Compensation for atrocities committed by Germany in World War II? No Yes

The vCJD (Creutzfeldt-Jacob Disease) Trust? No Yes

Compensation from the Far Eastern Prisoners of war scheme? No Yes

Arrears of benefits listed below? No Yes

Housing Benefit, Council Tax Benefit/Reduction, Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Child Tax Credit, Working Tax Credit, Pension Credit, Disability Living Allowance, Personal Independence Payment, Attendance Allowance, Attendance/Mobility Supplement.

Have you or your partner ever received a lump sum payment, as a result of putting off your state pension? No Yes

We must see evidence of 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.

Part 11 About where you live

Do you own your home or have a mortgage?

No

No

Yes If yes do you own the property with anyone else?

Yes

Name and Address(es) of joint owner

Postcode

What percentage of the property do you own?

Is your home part of a shared ownership scheme?

No

Yes

Have you taken equity release on your property
If yes, how much £and
date of release/...../.....

No

Yes

Have you ever owned this property?

No

Yes What date did you sell the property / /

Has an ex partner ever owned this property

No

Yes

When did you move to this address?
If you have not moved in yet, tell us when
you do actually move in.

/ /

Are you liable to pay rent for your home?

No Go to Page 25.

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

Yes Answer the next question.

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

Detached house

Semi-detached Bungalow

Bedsit or rooms or a
studio flat

Hotel

Semi-detached house

Flat in a house

Hostel

Residential nursing home

Terraced house

Flat in a block

Caravan, mobile home or
houseboat

Residential care home

Maisonette

Flat over a shop

Board and lodgings

Detached Bungalow

Other – give details

How many floors are there?

Do you and your household occupy only
part of the building you have ticked?

No

Yes As you look at the building from the street, where in the building do you live?

At the left

At the right

At the front

In the middle

At the back

Part 11 About where you live continued

Which floors do you live on?
For example, ground floor, first floor.

How many rooms are there in the property?
By this we mean the whole flat, house etc'.
Please insert the number of each.

	In the whole property you occupy	Just for you and your household	That you share with other people
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms with or without toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional separate toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms (please specify what these are)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you use your home for business?

No
Yes

Do you or your partner have a main home somewhere else?
If your main home is somewhere else in the UK or abroad, tick **Yes**, even if you do not pay rent for it.

No
Yes Tell us about it below.

What is the address?

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

Do you pay rent on this home?

No
Yes How much? £

We will write to you about this.

Part 12 About rent

When did you start renting your home?

When did you move to this address?

If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.

What is your landlord's full name and business address?

By *landlord** we mean the person or organisation who owns the property you live in.

* If you are a Winchester City Council tenant please go to page 25.

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

Is your landlord or landlord's partner, agent or agent's partner

- the former partner of, or related to you or your partner? or
- related to you or your partner?
- related to your children?
- related to your partner's children?

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

No

Yes What is the relationship?

is my landlord's or agent's

is my landlord's partner or agent's partner

What sort of tenancy do you have?

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

How long is the tenancy for?

to

if applicable

Part 12 About rent continued

What is the property let as?

Tick the box that applies.

- Furnished
- Partly furnished
- Hardly any furniture
- Unfurnished

How much rent are you or your partner liable to 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 or are there joint tenants?

- 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?

/ /

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?

Part 12 About rent continued

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

Gardening

No

Yes How much?

£ every

Garage or parking space

No

Yes How much?

£ every

Do you have to rent the garage as part of your tenancy agreement?

No

Yes

Personal care and support

No

Yes How much?

£ every

Part 12 About rent continued

Do you pay any service charges separate from your total rent on page 23, for example, cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance?

No

Yes How much?

£ every

What for?

Are you living away from home at the moment?

No

Yes Tell us about it below.

Why are you not living at home?

When did you last live at home?

/ /

When do you expect to go back home?

/ /

Where are you living at the moment?

Postcode

Have you sublet your home?

No

Yes Who lives there now?

If you are a Private, Housing Association or social landlord tenant, we must see proof 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.

Part 13 How you will be paid and the choices you have

- If you are a council tenant, we will pay any Housing Benefit you are awarded to your rent account.
- If you are **not** a council tenant, social housing or Housing Association Tenant and are awarded Housing Benefit, we will pay you the money straight into a bank or building society account. Unfortunately we cannot make payments into building society account with roll numbers.
- Your payments will be paid every 4 weeks in arrears.
- If you are awarded Council Tax Reduction, we will pay this into your Council Tax Account.

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?

5							
---	--	--	--	--	--	--	--

Direct payment into a bank or building society account

Payment direct into a bank or building society 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 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.

If you do not wish to be paid direct, please contact the Benefit Section on **01962 848 539** and we will try to help you.

Part 13 How you will be paid and the choices you have continued

If you are a Winchester City Council tenant please go to part 14

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.

Part 14 Anything else you need to tell us

Please use this space 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.

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

Part 15 Checklist

Please tick to say what proof you are sending with this form. We must see **original documents**, not copies. If you have electronic documents they can be sent to us via email with your name and address in the subject line.

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 may not be able to pay you any benefit/reduction until we have all the proof.**

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.

• Proof of National Insurance number

This needs to be provided for both you and your partner, such as a National Insurance number card, payslips or letters from The Department for Work and Pensions or HM Revenue and Customs.

• 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.

• 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.

• Proof of earnings

We also need this for any other adults living in your household other than sub tenants, lodgers or joint tenants who are not partners, or do not form part of your household.

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.

• Proof of other income

We also need this for any other adults living in your household other than sub tenants, lodgers or joint 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 household other than sub tenants, lodgers or joint tenants who are not partners, or do not form part of your household.

Such as current award notices or letters from The Department for Works and Pensions confirming how much you get. If you do not have evidence, let us know straight away.

• Proof of private rent and tenancy

This does not apply to Council Tenants

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.

Part 16 Backdating

We can usually award benefit from the Monday following the day we issued your claim form, provided it is returned within 1 month of this date. Sometimes we can pay benefit from an earlier date if you have good reasons for the delay. If you want us to consider backdating your benefit/reduction, tell us when you want benefit/reduction from and why you did not claim earlier.

Date you want to claim benefit/reduction 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). Use a separate sheet of paper and attach it to this form if you need to.

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

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/Reduction, 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 The Department for Work and Pensions and H M Revenue and Customs 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, and companies that assist us in fraud detection and prevention such as credit reference agencies.
- I know that I must let you know 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 or contact the Benefits section.

Signature of person claiming

Partner's signature

Date

Date

Part 17 Declaration continued

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 permission for Benefit Services to share information on this form with other Winchester City Council departments such as Council Tax and Housing Services

Yes

No

Signature

Full Name

Address

Part 18 What to do next

You should now have:

- filled in the claim form for Housing Benefit or Council Tax Benefit/Reduction 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 Winchester District Citizens Advice Bureau as detailed below:

- Winchester Office
The Winchester Centre, 68 St Georges Street
Winchester, Hants. SO23 8AH
Tel: 0844 111 306 from landline
0300 330 0650 from mobiles

- Bishops Waltham Office
Well House, 2 Brook Street
Bishops Waltham, Hants. SO32 1AX
Tel: 0844 111 306

www.winchesterdistrictcab.org.uk

You must tell the Benefits Section at Winchester City Council about any changes in circumstances

For example:

- any of your children leave school or leave home
- anyone moves into or out of your home, including lodgers and subtenants
- your household income changes
- your household capital or savings 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 changes or leaves a job
- your rent changes
- you move
- you or any member of your household are going to be away from home for more than 13 weeks
- you or anyone living with you starts work
- you receive any decision from the Home Office
- anything you have told us about changes.

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. We will endeavour to make a decision on your claim within 3 working days.

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/reduction. We may take court action against you and if we pay you too much benefit, you may have to pay it back.

Part 19 Questionnaire

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

Part 20 How we collect and use information

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

We may pass the information to other agencies or organisations such as the Department for Work and Pensions, HMRC and Experian, a Credit Reference Agency.

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, including checks on undeclared cohabiting couples
- protect public funds

These third parties include government departments, local authorities, private sector organisations such as banks and organisations that may lend you money, and companies that assist us in fraud detection and prevention such as Credit Reference Agencies.

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.

Privacy notice - data sharing with Credit Reference Agencies

Housing Benefit and Council Tax Benefit/Reduction are administered by Local Authorities. The law allows DWP to share information about its customers with Local Authorities for Housing Benefit or Council Tax Benefit/Reduction purposes so that they can calculate the correct amount of benefit to pay. Local Authority staff with responsibility for administering Housing Benefit and Council Tax Benefit/Reduction has electronic access to the DWP information they need for this purpose.

The law also allows DWP to data match Housing Benefit and Council Tax Benefit/Reduction with information held by Credit Reference Agencies.

Data matching is where information held on one computer system is compared electronically with information from one or more other computer systems. DWP may compare the information from the Housing Benefit/Council Tax system with that on systems used by the Credit Reference Agencies to identify possible fraud or error.

DWP currently has a contract with the Credit Reference Agency Experian to carry out data matching for each Local Authority to identify undeclared Living Together benefit fraud.

The contract stipulates that no electronic 'footprint' will be left on individual customer's credit accounts. This means that the data matching will not affect people's credit ratings. The contract also specifies that Experian must not use the DWP data for any other purposes.

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

Address

Postcode

Full name
(in CAPITAL LETTERS)

Date

Paying benefit to your landlord

Claim number

tear-off **2**

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

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

Landlord Bank Sort Code –

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

-

-

Landlord Bank Account Number

This is 8 numbers long.

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

Full name
(in CAPITAL
LETTERS)

Date

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

Full name
(in CAPITAL
LETTERS)

Date

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.**

You still have to tell us about any changes even if you have already told someone else such as the Department for Work and Pensions or another Council Department.

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

- you move house
- someone else moves into or out of your house
- you change jobs or your earnings change
- you stop or start working
- you stop receiving Income Support/JSA/Pension Credit/ESA (you must not assume that the Department for Work and Pension will tell us)
- your rent increases or decreases
- you start or stop receiving a new allowance such as Attendance Allowance/DLA/PIP
- 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 or someone in your household are expecting to be away from your house for longer than 13 weeks
- you stay in hospital for over 6 weeks
- you start to receive Universal Credit

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 9LJ

tel 01962 848 539

fax 01962 848 200

telephone calls may be recorded

e-mail benefits@winchester.gov.uk

website 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/Reduction claim form. Your claim reached us on the date stamped above. The following documents are required and must be supplied within 1 month of the date stamped above.

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