FOR OFFICE USE ONLY	
Date of first contact	
Date of issue	
Applicants Name	
Issuing officers signature	
Claim reference number	

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Please return this form to:
Benefits Section
Town Hall
Lancaster
LA1 1PJ

Tel: (01524) 582965
Fax: (01524) 582260
Minicom: (01524) 582175
E-mail: benefits@lancaster.gov.uk
Website: www.lancaster.gov.uk

A claim form for Housing Benefit, Council Tax Benefit and Second Adult Rebate

Any delay in returning this form could mean you lose benefit

APPLICANT DETAILS

Name of Applicant.....

Address you want to claim for (including your flat or room number if applicable).

.....

.....

.....

Postcode .....Daytime telephone number .....

Home (✓) ☐ Work (✓) ☐ Mobile (✓) ☐

Date received stamp

Filling in this form (It is important that you read the notes provided before you fill in this form)

Please complete this form in pen using **black ink**. If you make a mistake just cross it out and put the right answer next to it.

Do not use correction fluid or tape.

You must answer every question on the form. Where there is a NO/YES box please tick (✓) as appropriate.

If you are just claiming Second Adult Rebate, you need only fill in Parts 1 (but not 1A), 3, 18 & 19 of this form.

If you need help filling in this form

If you have any questions about this form, or any difficulties in completing it, you can telephone the office or call into the Reception area at Lancaster Town Hall or the main Reception area at Morecambe Town Hall. Please see the guidance notes enclosed for our opening times.

If you are housebound and no-one else can help you to fill in this form we can arrange for a member of staff to visit you.

Please tick (✓) the box that applies to you	**(✓)**
Are you renting your home from the Council?	
Are you renting from a private landlord or Housing Association?	
If you are renting from a private landlord are you charged for meals?	
Do you own your home?	
Do you own your own caravan/mobile home and wish to claim for ground rent?	
Do you wish to claim second Adult rebate only?	

CHARTER MARK CUSTOMER SERVICE EXCELLENCE

POSITIVE ABOUT DISABLED PEOPLE

Part 1 *About you and your partner*

If you are married, in a civil partnership or have a partner who you live with, then you must make a joint claim. You must therefore answer all the questions for both of you.

	You	Your partner
Last name		
Other names		
Tell us any other last names you have used		
Title Mr, Mrs, Ms, Other		
Date of birth	/ /	/ /
National Insurance number You can find this on payslips, letters from the Tax Office or on benefit award letters. You must provide proof of National Insurance numbers.	Letters Numbers Letter	Letters Numbers Letter
	If you do not have a National Insurance number, or cannot find it, tick this box. ☐	**If your partner does not have a National Insurance number, or cannot find it, tick this box.** ☐
Do you live at the address you are claiming benefit for?	**No** ☐ **Yes** ☐	**No** ☐ **Yes** ☐
If 'Yes', state the date you moved in.	/ /	/ /
If 'No' tell us now when you expect to move in and then confirm in writing the date after you have moved in.	/ /	/ /
Have you or your partner claimed Housing Benefit or Council Tax Benefit before?	**No** ☐ **Yes** ☐	**No** ☐ **Yes** ☐
If 'Yes', when did you claim	/ /	/ /
What address did you claim for?	Postcode	Postcode
What date did you leave this address?	/ /	/ /

	You	Your partner
Have you come to live in the United Kingdom, the Republic of Ireland, the Channel Islands or the Isle of Man in the last 2 years?	**No** ☐ **Yes** ☐ We will write to you about this.	
What is your nationality?		
What country did you previously live in?		
Do you or your partner help to support a son or daughter at university or college?	**No** ☐ **Yes** ☐ We will write to you about this.	**No** ☐ **Yes** ☐ We will write to you about this.
Are you or your partner a student or student nurse? A student or student nurse is a person who is attending a course of study at an educational establishment, including a sandwich course.	**No** ☐ **Yes** ☐ **Please contact us immediately for an additional form.**	**No** ☐ **Yes** ☐ **Please contact us immediately for an additional form.**
If you are under 22, have you previously been subject to a Care Order or provided with accommodation by a Local Authority under Section 20 of the Children's Act 1989?	**No** ☐ **Yes** ☐ We will write to you about this.	
Has anyone who normally lives with you moved into or out of your home in the last 12 months?	**No** ☐ **Yes** ☐ **If 'Yes' state the name of the person**	
Did they move in? (✔)	☐ **Or move out? (✔)** ☐	
What date did they move in?	/ / **Or move out?**	/ /

PROOF THAT WE NEED

You must provide original documents as proof of your National Insurance Number and the National Insurance Number of your partner, if you have one. We cannot decide your claim without this.

You must also provide all the other proof that we have asked for in this part. Original documents only will be accepted. We cannot work out your benefit without the proof that we need.

	You	Your partner
Are you or your partner registered blind?	No ☐ Yes ☐	No ☐ Yes ☐
Are you or your partner long-term sick or disabled?	No ☐ Yes ☐	No ☐ Yes ☐
Do you or your partner get Disability Living Allowance?	No ☐ Yes ☐ Please send proof	No ☐ Yes ☐ Please send proof
If yes, how much per week?	Care: £ Mobility: £	Care: £ Mobility: £
Do you or your partner get Attendance Allowance?	No ☐ Yes ☐ Please send proof	No ☐ Yes ☐ Please send proof
Do you or your partner have a vehicle from a Motability Scheme?	No ☐ Yes ☐	No ☐ Yes ☐
Are you or your partner in a hospital, residential care home or nursing home?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', when did you go in?	/ /	/ /
When do you expect to come out?	/ /	/ /
Does anyone get Carer's Allowance for looking after you or your partner?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', please state the name and address of that person	Postcode	
Have you or your partner claimed Carer's Allowance but have been refused because you receive another benefit?	No ☐ Yes ☐	No ☐ Yes ☐
Are you or your partner submitting sickness certificates to the Department for Work and Pensions	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes' please tell us the date of the first certificate?	/ /	/ /

PROOF THAT WE NEED

Please make sure that you have provided all the proof we have asked for in this part. Original documents only will be accepted. We cannot work out your benefit without the proof that we need.

Part 2 *About children*

In this part, please tell us about any children who live in your home. You may be entitled to extra benefit for children you get Child Benefit for if they normally live with you and they are:

- under 16;
- aged 16 or 17 and registered for work or youth training;
- aged 16 or over, but still under 19 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

Do you want to claim for any children? **No** ☐ Please go to **Part 3.**

Yes ☐ **How many children do you want to claim for?** ☐

Please tell us about the children you want to claim for below.

Full Name	Child's Sex	Relationship to you	Date of Birth	Please tick (✓) if in Full-time Education
1.			/ /	
2.			/ /	
3.			/ /	
4.			/ /	
5.			/ /	
6.			/ /	

If you wish to claim for more than 6 children, state their name(s) and the details we have asked for above, in **part 12** of this form.

If a child's usual address is different from yours, please state the name of the child and the address of where they are living.

Postcode

If a child has left school or will leave school in the next 12 months, please give their name and leaving date

/ /

Do you or your partner get any money from a council or voluntary agency to help pay for looking after any of the children mentioned in this part? **No** ☐ **Yes** ☐ We will write to you about this.

Are any children registered blind or getting Disability Living Allowance? **No** ☐ **Yes** ☐ Please send proof

If 'Yes', please state which child (children)

Do you pay any childminding costs for any child? **No** ☐ **Yes** ☐ We will write to you about this.

For example, to a registered childminder, nursery or after school club.

PROOF THAT WE NEED

We need to see proof of the Child Benefit you receive for all the children you are claiming for. This can be either your Child Benefit book or award letter. We also need to see proof of disability living allowance paid for any child and proof that a child is registered blind.

Part 3 *About other people who live with you*

In this part please tell us about any adults who usually live with you and your partner except **any boarders, lodgers or subtenants** that you may have. **Boarders** are normally adults who you are not related to, who live in your home and pay you rent. You also provide meals for them. **Subtenants** are normally adults who are also not related to you and who live in your home. They pay you rent but you do not provide any meals for them. You can tell us about these in **part 4.** You must include joint owners and joint tenants in this part. A joint tenant is someone who is named on your tenancy agreement

Do any adults normally live with you and your partner?
By *adults* we mean people over 16 who nobody gets Child Benefit for.

No ☐ Please go to **Part 4.**

Yes ☐ Please tell us about these adults, below.

Full Name	Date of Birth	Relationship to you, or your partner for example aunt, brother, daughter, father, grandmother, stepdaughter	Is this person a joint tenant, or joint owner of the address that you live at?
	/ /		
	/ /		
	/ /		
	/ /		

Are any of the people who normally live with you married to each other, civil partners or living together as if they are married or civil partners? **No** ☐ **Yes** ☐

If 'Yes', tell us their names: _____ is the partner of _____

And _____ is the partner of _____

If any of the person's named above are joint tenants or joint owners, you do not need to answer the following questions about them. Please go straight to **part 4.**

Does anyone who lives with you normally work for 16 hours or more per week? **No** ☐ **Yes** ☐

If 'Yes', state the name of the person(s)	**1.**	**2.**	**3.**
Tell us their earnings before deductions for things like tax and National Insurance	**£**	**£**	**£**

Please send their last 5 pay-slips if paid weekly, the last 3 pay-slips if paid fortnightly, or the last 2 pay-slips if paid monthly.

Does anyone who lives with you receive any benefits/allowances? **No** ☐ **Yes** ☐ Please send proof & complete the boxes below.

The name of the person(s) receiving the benefit/allowances	**1.**	**2.**	**3.**
The name of the benefit/ allowance			
How much do they receive?	**£**	**£**	**£**
How often?	Every	Every	Every

Is anyone who lives with you registered blind? No ☐ Yes ☐ **If 'Yes', state the name of the person** _____
Please send proof

Is anyone who lives with you a full-time student, a student nurse, a care worker, an apprentice or on youth training? No ☐ Yes ☐ **If 'Yes', state the name of the person** _____
Please send proof

Is anyone who lives with you severely mentally impaired? No ☐ Yes ☐ **If 'Yes', state the name of the person** _____

Is anyone who normally lives with you in legal custody at the moment? No ☐ Yes ☐ **If 'Yes', state the name of the person** _____

When did they go in? / / **When are they expected to come out?** / /

Is anyone who normally lives with you in hospital at the moment? No ☐ Yes ☐ **If 'Yes', state the name of the person** _____

When did they go in? / / **When are they expected to come out?** / /

Does anyone who lives with you have any other income at all? No ☐ Yes ☐
Income means earnings, as well as interest from savings and so on.

If 'Yes', state the name of the person	1.	2.	3.
What is the income they receive?			
How much do they receive? We need to see proof of their income. For proof of earnings, see previous page.	£	£	£
How often?	Every	Every	Every

You must tell us about any change to the income or any other circumstances of anyone you have named in this Part.

PROOF THAT WE NEED

Please make sure that you have provided all the proof that we have asked for in this part. If you do not provide the proof we can still work out your benefit but you may not receive all that you are entitled to.

Part 4 *About boarders, lodgers and subtenants*

In this part, please tell us about any other adults who normally live with you and your partner apart from those mentioned in Part 3. These will be boarders, lodgers or subtenants.
By boarders and lodgers, we mean people who pay rent to live with you and who you provide meals for.
By subtenants, we mean people who pay rent to live in part of your home but who you do not provide any meals for.

Do any other adults normally live with you and your partner?

No ☐ Please go to **Part 5.**

Yes ☐ Please tell us about these below.

Full Name	How much is their rent? **Please forward proof of the rent that you charge.**	How often is it due? (Weekly, fortnightly, 4 weekly, monthly)	Please tick (✓) if the rent includes heating.	Please tick (✓) if the rent includes meals.
	£			
	£			
	£			
	£			

If any of the above are married to each other, civil partners or living together as if they are married or civil partners, please give details here.

Name _____ is the partner of _____

Name _____ is the partner of _____

Part 5 *About Income Support, income-based Jobseeker's Allowance and Pension Credit*

	You	Your partner
Are you or your partner receiving Income Support, income-based Jobseeker's Allowance or Pension Credit at the moment?	**No** ☐ **Yes** ☐	**No** ☐ **Yes** ☐
If 'Yes', when did it start?	/ /	/ /

If you or your partner have answered 'Yes' to the above question please go straight to Part 12

If you have both answered 'No' please answer the following questions:

Have you or your partner applied for or are waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance or Pension Credit?	**No** ☐ **Yes** ☐	**No** ☐ **Yes** ☐
If 'Yes', when did you claim?	/ /	/ /

Part 6 *About your earnings*

In this part, please tell us about earnings that you or your partner get from paid work.
Please tell us about your **main job** and **second job** in this part. Tell us about any other paid work in **part 12** of this form.

	You		Your partner	
Do you or your partner do any full time, part time or self-employed work?	**No** ☐	Please go to **Part 7.**	**No** ☐	Please go to **Part 7.**
	Yes ☐		**Yes** ☐	
Are you or your partner self-employed?	**No** ☐		**No** ☐	
If 'Yes', we will write to you about this.	**Yes** ☐	Please go to **Part 7** unless you work for an employer in addition to your self-employment.	**Yes** ☐	Please go to **Part 7** unless you work for an employer in addition to your self-employment.
How many jobs do you have?	☐		☐	

Main Job

	You	Your partner
What is your employer's name and address?		
	Postcode	Postcode
What is your employer's telephone number?		
If you work at a different address please tell us about it here		
	Postcode	Postcode
What kind of work do you do?		
How many hours a week do you work?		
When did you start this job?	/ /	/ /
Are you employed for a limited period?	**No** ☐ **Yes** ☐	**No** ☐ **Yes** ☐
If 'Yes', when will the job finish?	/ /	/ /
How much do you get paid?	£	£

	You	Your partner
How often do you get paid?	Every	Every
How are your wages paid? (For example, in cash, by cheque, straight into your bank and so on).		
Do you receive any bonuses, commission or tips on top of your normal pay?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', how much?	£	£
How often?	Every	Every
When was your last pay rise?	/ /	/ /
Are you getting Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay 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 ☐	No ☐ Yes ☐
Do you pay into a private or company pension scheme? This includes Free Standing Additional Voluntary Contributions.	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', how much do you pay?	£	£
How often do you pay into the scheme?	Every	Every

Second Job

	You	Your partner
What is your employer's name and address?	Postcode	Postcode
What is your employer's telephone number?		
If you work at a different address please tell us about it here	Postcode	Postcode

	You	Your partner
What kind of work do you do?		
How many hours a week do you work?		
When did you start this job?	/ /	/ /
Are you employed for a limited period?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', when will the job finish?	/ /	/ /
How much do you get paid?	£	£
How often do you get paid?	Every	Every
How are your wages paid? (For example, in cash, by cheque, straight into your bank and so on).		
Do you receive any bonuses, commission or tips on top of your normal pay?	No ☐ Yes ☐	No ☐ Yes ☐
If 'Yes', how much?	£	£
How often?	Every	Every
When was your last pay rise?		
Are you getting Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay 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 ☐	No ☐ Yes ☐

PROOF THAT WE NEED

Please enclose you and your partner's original payslips for each employment. This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month. Do not delay returning this form if you do not have the necessary slips. Please send them as soon as they are available. Your claim will not be worked out until they are received. We may need to write to your employer if you cannot give us the proof that we need.

If you make payments into a private pension scheme other than through your earnings, please provide original evidence of the amount you pay and a letter from the pension scheme provider confirming that it is a private pension contribution. This is so that you can receive extra benefit for half of the contributions that you pay.

Part 7 *About any other work*

In this part, please tell us about any other work that you or your partner do. This could be voluntary work or any other work, even if it is not paid work.

It includes allowances paid to Local Authority Councillors as well as earnings from part-time reserve work such as with the Territorial Army, Fire Service, Lifeguard Service and so on.

It also includes credits obtained from being part of a Local Exchange Trading Scheme (LETS).

Do you or your partner do any other work at all?

No ☐ Please go to **Part 8.**

Yes ☐ Please answer the questions on this page.

	You	**Your partner**
What kind of work do you do?		
What is the name and address of the person or Company you do this work for?	Postcode	Postcode
When did you start this work?	/ /	/ /
Do you get paid? If you only get expenses or tips, still tick **'Yes'**.	**No** ☐ **Yes** ☐	**No** ☐ **Yes** ☐
If 'Yes', how much?	£	£
and how often?	Every	Every

PROOF THAT WE NEED

We must see proof of the payments you receive before we can decide how much benefit you can get. Please send original pay-slips if you or your partner are paid. This means your last 5 pay-slips if you are paid every week, your last 3 pay-slips if you are paid every 2 weeks, or your last 2 pay-slips if you are paid every month.

If you are part of a Local Exchange Trading Scheme, you must send your HM Revenues and Customs or VAT notice of assessment.

Part 8 *About benefits, pensions, allowances and credits*

In this part, please tell us about any benefits, pensions, allowances and credits you or your partner receive. We need to know the amount you are entitled to **before** any deductions such as repayments for overpaid benefits, Social Fund loans, and payments to the Child Support Agency.

Are you or your partner getting any benefits, pensions, allowances or credits or waiting to hear about any that you have claimed?

No ☐ Please go to **Part 9.**

Yes ☐ Please answer all the questions below.

Read the list of benefits, pensions, allowances and credits 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 Jobseekers Allowance
- Maternity Allowance
- Working Tax Credit
- Incapacity Benefit
- Bereavement Allowance
- Retirement Pension
- War Pension
- War Widow/Widower's Pension
- War Disablement Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Carer's Allowance
- Severe Disablement Allowance
- Guardian's Allowance
- Widowed Parent's Allowance
- Armed Forces Compensation Scheme
- Any other benefit not listed

There is room below for details of 3 payments each. If you have more than 3, please give details in part 12.

	You	Your partner
1. The name of the benefit, pension, allowance or credit		
Waiting to hear	(✔) ☐	(✔) ☐
Getting now	(✔) ☐	(✔) ☐
How much?	£	£
How often?	Every	Every
How is this benefit paid? (Cash, straight into your bank account or post office account and so on).		
2. The name of the benefit, pension, allowance or credit		
Waiting to hear	(✔) ☐	(✔) ☐
Getting now	(✔) ☐	(✔) ☐
How much?	£	£
How often?	Every	Every
How is this benefit paid? (Cash, straight into your bank account or post office account and so on).		

	You	Your partner
3. The name of the benefit, pension allowance or credit		
Waiting to hear	(✔) ☐	(✔) ☐
Getting now	(✔) ☐	(✔) ☐
How much?	£	£
How often?	Every	Every
How is this benefit paid? (Cash, straight into bank account or post office account and so on).		

Do you or your partner receive any other benefits, pensions, allowances or credit not already shown?

No	☐	Please give details in Part 12	**No**	☐	Please give details in Part 12
Yes	☐		**Yes**	☐	

If you are waiting to hear about any benefits, pensions, allowances or credits that you have claimed, please tell us:

who made the claim (✓ as appropriate) **You** ☐ **Your partner** ☐

the date the claim was made / /

the benefit, pension, allowance or credit that has been claimed

Does anyone receive any benefits, pension, allowances or credits on your behalf?

No	☐	**Yes**	☐
No	☐	**Yes**	☐

If 'Yes', please state the name and address of that person

Postcode	Postcode

What do they receive on your behalf?

1.	**1.**
2.	**2.**
3.	**3.**

PROOF THAT WE NEED

We must see proof of the benefits, pensions, allowances and credits you receive such as award notices, or letters from Social Security. Only original documents will be accepted.

Part 9 About *private, occupational, works or service pensions*

In this part, please tell us about any private, occupational, works or service pensions that you or your partner have, including:
- pensions that are paid for previous employment.
- pensions paid in respect of a former partner who has died.
- pensions paid to someone else on behalf of you or your partner.
- state pensions paid from abroad.
- pensions paid as a result of payments you have made in the past as Free Standing Additional Voluntary Contributions.
- lump sum payments instead of a pension.

Do you or your partner get a private pension from a former employer, a private pension fund, have you received a lump sum payment instead of a pension or have you deferred a private pension?

No ☐ Please go to **Part 10.**

Yes ☐ Please answer the questions below.

	You	**Your partner**
Have you or your partner deferred a private pension? (decided to receive the payments at a later date.)	**No** ☐ **Yes** ☐	**No** ☐ **Yes** ☐
If 'Yes', when will you start receiving payments?	/ /	/ /
Please give the name and address of the organisation that will pay the pension	Postcode	Postcode
Does anyone receive a pension on your behalf?	**No** ☐ **Yes** ☐	**No** ☐ **Yes** ☐
If 'Yes', please state the name and address of the person	Postcode	Postcode
Which pension(s) do they receive on your behalf?	**1.** **2.**	**1.** **2.**
Have you received a lump sum payment instead of a private pension?	**No** ☐ **Yes** ☐	**No** ☐ **Yes** ☐
If 'Yes', please state the name of the organisation that made the payment		
How much was the payment?	£	£
When was it paid?	/ /	/ /

	You	Your partner
How many private, occupational, works or service pensions do you receive?		

There is room below for details of 2 pensions each. If you have more than 2 pensions please give details in **part 12.**

PENSION 1

Please give the name and address of the organisation that pays the pension	Postcode	Postcode
How much do you receive?	£	£
How often?	Every	Every
When did the payments start?	/ /	/ /
How is the pension paid? (for example, by cheque, straight into your bank account and so on)		
Date the pension last went up?	/ /	/ /
Date the pension will next go up?	/ /	/ /

PENSION 2

Please give the name and address of the organisation that pays the pension	Postcode	Postcode
How much do you receive?	£	£
How often?	Every	Every
When did the payments start?	/ /	/ /
How is the pension paid? (for example, by cheque, straight into your bank account and so on)		
Date the pension last went up?	/ /	/ /
Date the pension will next go up?	/ /	/ /

PROOF THAT WE NEED

We must see proof of the pensions you receive such as a letter from the organisation that you receive the pension from or the last payment slip sent to you by them. Only original documents will be accepted.
The proof must be for the current year and show the gross amount of the payment and any deductions for tax and so on. You must also send proof of any lump sum payment received instead of a pension.
We may need to write to your pension provider if you cannot give us the information we ask for.

Part 10 *About other money coming in*

This part of the form is for you to tell us about any money coming in that you have not already told us about on this form. For example:

- Training Grants.
- Maintenance or child support for you, your partner or any of the children you have told us about on this form.
- Maintenance paid directly to a mortgage account.
- Income from other properties or land that you own.
- Regular payments to you or anyone in your family towards household bills or other day-to-day living expenses.
- Money you receive from a trust fund, charity, voluntary organisation, or as a gift.

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

Do you or your partner, or any children you are claiming for, receive any maintenance payments or other form of financial assistance?

No ☐

Yes ☐

If 'Yes', how much do you receive? £ **How often?** Every

What is the money for?

When did the payment start? / /

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

No ☐ Please go to **Part 11**

Yes ☐ Please answer the questions below

Where is the money from?

What is the money for?

Who is the money paid to?

How much is paid? £ **How often?** Every

When did the payment start? / /

Is the payment due to change? **No** ☐ **Yes** ☐ **If 'Yes', when?** / /

Does anyone owe money to you, your partner, or to any children you are claiming for? **No** ☐ **Yes** ☐

If 'Yes', what for?

How much? £

PROOF THAT WE NEED

We must see proof of other money you have coming in such as a letter from the court showing how much maintenance you are getting, an award letter from the child support agency, or a letter from whoever pays you the maintenance or other income. Only original documents will be accepted.

Part 11 *About capital, savings and investments*

In this part, please tell us about any capital, savings and investments , including land, that you or your partner have.
If you have more than £16,000 in value, please see the guidance notes enclosed with this form.

You must tell us about **current accounts** and saving accounts with a bank or building society, cash, post office accounts, premium bonds, stocks and shares, redundancy payments and investment accounts such as Individual Saving Accounts (ISAs), Tax Exempt Special Savings Accounts (TESSAs) and National Savings Certificates.

These are only examples. This list does not cover everything. If you think you or your partner own something else that should be treated as savings and investments, please give details.

You should give details of all your accounts including any that you hold jointly with other people.

Even if your account has a nil balance or is overdrawn, you must tell still us about it.

Do you or your partner have any bank accounts? **No** ☐ **Yes** ☐ Please give details below.

Tell us here about bank accounts, including current accounts.

Name of Bank	Account Number	Whose name(s) is the account in?	How much is in the account?
			£
			£
			£
			£

Please send proof of these accounts and the money you have in them. You can send either the last 3 months statements (but not mini-statements) or the bank book. However, please try to avoid sending bank books through the post.

Do you or your partner have any building society accounts? **No** ☐ **Yes** ☐ Please give details below.

Tell us here about building society accounts.

Name of Building Society	Account Number	Whose name(s) is the account in?	How much is in the account?
			£
			£
			£
			£

Please send proof of these accounts and the money you have in them. Please try to avoid sending passbooks through the post.

Do you or your partner have any post office accounts? This includes savings accounts and current accounts.

No ☐ **Yes** ☐ Please give details below.

Tell us here about post office accounts.

Type of account	Account Number	Whose name(s) is the account in?	How much is in the account?
			£
			£
			£
			£

Please send proof of these accounts and the money you have in them. Please try to avoid sending passbooks through the post.

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

No ☐ **Yes** ☐ Please give details below.

Tell us here about premium bonds, stocks, shares, bonds and unit trusts

Type e.g. TSB shares, premium bonds	How many?	Who do they belong to?	What is their value?
			£
			£
			£
			£

Please send the certificates.

Do you or your partner have any National Savings Certificates?

No ☐ **Yes** ☐ Please give details below.

Tell us here about National Savings Certificates

What is the issue number?	How many are held?	Who do they belong to?	What is their value?
			£
			£
			£
			£

Please send the certificates.

Do you or your partner have a 'PayPal' account?

No ☐ **Yes** ☐ Please send us proof of this account

How much is the balance in this account? £

Whose account is it?

Do you or your partner own or partly own any property, land or timeshare either in the UK or abroad, other than the home you live in?
Property includes a holiday home or property that you rent out to someone else.

No ☐ Yes ☐

If 'Yes', what is the address?

Postcode

Is the property up for sale? No ☐ Yes ☐

If 'Yes ' from what date? / /

Does anyone else live in the property? No ☐ Yes ☐

If 'Yes', is the tenant a relative? No ☐ Yes ☐

What relationship are they to you and your partner?

Do you or your partner get rent from the property? No ☐ Yes ☐

If 'Yes', how much? £

How often? Every

Please provide proof.

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

Please give details below.

Tell us here about any other capital, savings or investments

Type e.g. TESSAs, ISAs	How many?	Who do they belong to?	What is their value?
			£
			£
			£
			£

Are you or your partner waiting for any payments from a building society or a savings plan such as an endowment policy, or a redundancy or severance payment?

No ☐ Yes ☐ We will write to you about this.

Have you or your partner received a Far Eastern Prisoner of War payment or a compensatory payment from the German Government?

No ☐ Yes ☐ We will write to you about this.

PROOF THAT WE NEED

We must see proof of all the capital, savings and investments you have told us about. We have told you what proof we need to see under each section. The proof must go back to at least 3 months before you make your claim. Only original documents will be accepted however, please try to avoid sending bank or building society passbooks through the post. We cannot accept mini-statements or summary statements.

Part 12 *Anything else you need to tell us*

Use this page to tell us anything else you think we should know about. This includes any income you or your partner have or have applied for that is not already shown on this form. Use a separate piece of paper if there is not enough room and attach it to this form.

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

Please remember to put your name and address on the sheet

Part 13 *About rent and your tenancy*

In this part, please tell us about the rent or board and lodging charge that you pay to a **Private Landlord.** A Private Landlord is a person or organisation other than the Council.
If you do not pay rent or you pay rent to the Council, please go to Part 15.

When did you start renting your home? / /

When did your current tenancy begin? / /

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

How long is the tenancy for? / / to / /

Do you have a tenancy agreement? **No** ☐ **Yes** ☐ Please send the original copy of the agreement.

Has your rent been registered as a fair rent by the Rent Service? **No** ☐ **Yes** ☐ Please send the registration document

How much is the rent for your home? £ every (week/fortnight/ 4 weeks/month)

Please send proof of the rent you pay (rent book, receipts etc).

Do you have any weeks when you do not have to pay rent? **No** ☐ **Yes** ☐ **How many?**

Are you behind with your rent? **No** ☐ **Yes** ☐ **If 'Yes', how many weeks behind are you?**

How much do you owe? £

Does anyone else share the rent with you and your partner? **No** ☐ **Yes** ☐ **What is their share of the rent? (quarter, third, half etc)**

Tell us their name(s)

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? / /

Who receives the Council Tax bill for your home? You or your partner ☐ Your landlord ☐

Who receives the Water Rates bill for your home? You or your partner ☐ Your landlord ☐

Does your rent include money for meals? **No** ☐ **Yes** ☐ **If 'Yes', please tick which meals you have**

Breakfast ☐ Lunch ☐ Evening Meal ☐

Does your rent include any of the following? (please tick ✔)			**If 'Yes', please state how much**
Heating in your own home	**No** ☐	**Yes** ☐	£
Lighting in your own home	**No** ☐	**Yes** ☐	£
Hot water in your own home	**No** ☐	**Yes** ☐	£
Fuel for cooking	**No** ☐	**Yes** ☐	£
Personal care and support	**No** ☐	**Yes** ☐	£
Medical or nursing care	**No** ☐	**Yes** ☐	£
Laundry facilities for you to use	**No** ☐	**Yes** ☐	£
Personal laundry your landlord does for you	**No** ☐	**Yes** ☐	£
Cleaning the outside windows of your home	**No** ☐	**Yes** ☐	£
Cleaning the inside of your home	**No** ☐	**Yes** ☐	£
T.V. Licence	**No** ☐	**Yes** ☐	£
Satellite T.V.	**No** ☐	**Yes** ☐	£

Part 13 *About rent and your tenancy* – *continued*

Does your rent include any of the following? - continued | **If 'Yes', please state how much**

Gardening — **No** ☐ **Yes** ☐ — £

Garage or parking space or facility or permit — **No** ☐ **Yes** ☐ — £

Do you have to rent the garage as part of your tenancy agreement? — **No** ☐ **Yes** ☐

Are there any other services included in your rent? — **No** ☐ **Yes** ☐ — £

Please state what these other services are

Do you pay any service charges separate from your rent? — **No** ☐ **Yes** ☐ **How much?** £

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, or lift maintenance.

What for?

PROOF OF RENT

We must see proof of the rent that you pay. You must send original documents such as your rent book or rent receipts. You must also send your original tenancy agreement and rent registration document if applicable. Please make sure that your landlord, or his /her Agent, completes the Landlord Declaration form.

Part 14 *About your landlord and where you live*

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.

Postcode

What is your landlord's telephone number?

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

What is the agent's telephone number?

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

- Detached house ☐
- Semi-detached house ☐
- Terraced house ☐
- Maisonette ☐
- Detached bungalow ☐
- Semi-detached bungalow ☐
- Flat in a house ☐
- Flat in a block ☐
- Flat over a shop ☐
- Bedsit or rooms ☐
- Hostel ☐
- Hotel ☐
- Caravan, mobile home or houseboat ☐
- Residential nursing home ☐
- Residential care home ☐
- Other ☐

If **other**, please give details

If you live in a caravan, do you rent the caravan and pay ground rent? No ☐ Yes ☐

If you live in a caravan, do you own the caravan and pay ground rent? No ☐ Yes ☐

How many rooms are there in the building?	**In the whole building?**	**Just for you and your household?**	**That you share with other people?**
Living rooms			
Living room and kitchen combined			
Bedsitting rooms			
Bedrooms			
Bathrooms			
Toilets			
Kitchens			
Other rooms			

Please tick to show if the property is let as:

Furnished ☐ Minimally furnished ☐ Partly furnished ☐ Unfurnished ☐

Is there more than one floor in the building? No ☐ Yes ☐

How many floors are there? ☐

Which floor is your home on?

- 2nd Floor ☐
- 1st Floor ☐
- Ground Floor ☐
- Basement ☐

Other (please specify)

Do you and your household occupy only part of the building? No ☐ Yes ☐

Does your home have central heating? No ☐ Yes ☐

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

Who is responsible for decorating the inside of your home? Your landlord ☐ You ☐ Don't know ☐

Do you have a main home somewhere else?
If your main home is somewhere else in the UK or abroad, tick **'Yes'**, even if you do not pay rent for it. No ☐ Yes ☐

If 'Yes', what is the address?

Postcode

How much do you pay for this home if you rent it? £

We may need to write to you further about this.

If you are renting from a Housing Association please state your rent account number

Are you, your partner or children related to the owner of the property, the landlord, or agent, or to any of their partners?
Related includes related through marriage, even if the marriage has ended.
No ☐ Yes ☐

If **'Yes'**, what is the relationship?

Do you rent your accommodation from a company of which you, your partner, or a member of your household are a director or employee? No ☐ Yes ☐

Do you rent your accommodation from a trust of which you, your partner, your former partners or a member of your household including your children are a trustee or beneficiary? No ☐ Yes ☐

Did you and/or your partner previously own the dwelling which you now rent? No ☐ Yes ☐

Do you occupy the property as a condition of your employment or that of your partner's? No ☐ Yes ☐

Is any part of your home used for business purposes? No ☐ Yes ☐

If you have answered **'Yes'** to any of the above questions, we will need to write to you for further information.

Part 15 *How your Benefit will be paid*

If you are awarded Council Tax Benefit, this will be paid direct to your Council Tax account.
If you are a Council Tenant, any benefit you are awarded will be paid into your rent account.

If you are a Council Tenant or you are claiming Council Tax Benefit only, please go to Part 17.

If you are a Private Tenant, your Housing Benefit will normally be paid to you directly into your bank account. However, you can ask us to consider paying the money direct to your landlord or landlord's agent. We have the discretion to decide whether or not to do this.

Do you want us to consider paying your landlord or landlord's agent direct?

No ☐ Please go to **Part 16.**

Yes ☐

If you want us to pay your benefit straight to your landlord you must sign this declaration.

Please pay my Housing Benefit straight to my landlord.

I understand that:

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

Signature _____ **Date** ___ / ___ / ___

Sharing Information with your landlord

Sometimes, sharing information with your landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. We would only share information with your landlord if you have agreed that your Housing Benefit can be paid directly to them. However, under the Data Protection Act, we need your permission to share information.

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

- Whether or not you had claimed Housing Benefit and, if so, whether or not we have made a decision on your claim; and
- Whether or not we need further information to make a decision on your claim.

There may be other information about your claim that we need to check with your landlord, such as the date your tenancy started. If this is the case, we have to ask your landlord even if you have not given us permission to discuss your claim with them. But unless you have given us permission by signing this form, we will not discuss anything else with your landlord.

We will not give your landlord any information about:

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

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

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

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

Signature _____ **Date** ___ / ___ / ___

Part 16 *Paying your Housing Benefit directly to you*

Paying direct into an account is the safest way to pay you, and lets you choose how and when you get your money. Please give the details of the account you wish your Housing Benefit to be paid into below:-

You can use a bank, building society or other account provider.

Name of bank or building society

Postcode

What name is the account in?

Building Society reference/ roll number

Bank/Building Society account number

Sort code

If you do not have a bank or building society account for your Housing Benefit to be paid into, please contact the Benefits Section on 01524 582965 for further advice

Part 17 *Backdating*

We can usually award benefit from the Monday after the day we receive your claim. Sometimes, we can pay benefit from an earlier date if you have a good reason for not claiming sooner. 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 in good time.

Date you want to claim benefit from / /

Tell us why you have not claimed earlier.
Continue on a separate sheet if necessary. Please remember to put your name and address on the sheet.

During this earlier period, were your circumstances different to those you have told us about on this form?

No

Yes Please tell us about it below

What has changed?
We need proof of the change of your circumstances for this period.

Part 18 *Checklist*

This checklist is to help you make sure that you are sending us a complete claim. Your claim will be processed more quickly if you send all the information and proof that we have asked for at the same time as you send your form in.

If you cannot send the proof that we need at the moment, send the form back to us now and send the proof as soon as possible and within 1 calendar month. We can start to process your claim, but we will not be able to pay you any benefit until we have all the proof we have asked for. Remember, we must see **original** documents, not copies.

Please do not send valuable items through the post. If you can, bring them into either Lancaster or Morecambe Town Halls. We will take the details we need and give you the documents back straight away. If you cannot call in, please telephone us for more advice.

Please use the following checklist to indicate what documents you are sending with your claim and which are to follow.

Part No.	Proof needed	Please tick (✓)	
		Enclosed	To follow
1.	At least 2 documents to prove identity & National Insurance Number, for example a birth certificate, passport, medical card, driving licence or recent gas or electricity bill		
2.	Child Benefit book or award letter.		
3.	Payslips, benefit award notices for other people living with you.		
4.	Money paid to you for board and lodgings.		
6.	Payslips, proof of private pension contributions.		
8.	Current benefit award notices, letters from Job Centre Plus, Pension centre or Social Security office confirming how much you get or Tax Credit award letters		
9.	Last private pension payment slip, letter from pension provider		
10.	Letter from the court or Child Support Agency showing how much maintenance you are getting, or proof of income from other properties that you own.		
11.	Bank, Building Society or Post Office books. Premium bond certificates and National Savings certificates. Proof of ISA's, stocks, shares & unit trusts. We cannot accept mini-statements or summary statements. Proof must go back to **3** months before you make your claim.		
12.	Proof of any income not shown anywhere else on the form.		
13.	Rent book, rent receipts, tenancy agreement, or rent registration certificate.		

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

Part 19 *Declaration*

All persons claiming Housing Benefit, Council Tax Benefit and Second Adult Rebate must read this declaration carefully before signing and dating it.

If you have a partner, it would be helpful if they sign below to confirm that all the details about them are correct.

If someone else has filled in this form for you, you must sign this declaration if you can.

- This is my claim for Housing Benefit, Council Tax Benefit or Second Adult Rebate.
- You will use the information I have provided to process my claim for Housing Benefit, Council Tax Benefit, Second Adult Rebate, or all three. You may check some of the information with other sources as allowed by law.
- If I make an application for a Discretionary Housing Payment the Council may also use the information on this form to help them make a decision on that application.
- 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 give you permission to check the information I have provided. This could include contacting my employer or my pension provider directly, if I do not give you sufficient evidence of my earnings, or my pension. You may also contact other organisations or people, where appropriate.

I know that I must let the Council know about any changes in my circumstances, or the circumstances of anyone who lives with me, which might affect my claim. I know that is a criminal offence not to do so.

I know that I must **write** to you within **one calendar month** of any change.

I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

I declare that the information I have given on this form is correct and complete as far as I know and understand.

Signature of person claiming

Date / /

Signature of your partner

Date / /

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.

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.

Name of the person who filled in the form

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.

Signature of the person

Relationship to the person claiming

Date / /