



Housing Benefit and Council Tax Support Claim form

Do not write in this box. It is for office use only.

Version: Sept 2009

Office receipt date stamp

Date of issue:

Please read all of the notes shown on this page and on pages 2 and 29 to 31 of this form before you answer the questions.
 You can use this form to claim Housing Benefit, Council Tax Support or Second Adult Rebate.

- Use black ink.
- Do not use pencil.
- If you make a mistake, just cross it out and put the right answer next to it.
- Do not use correction fluid.
- Do not put a cross in any of the boxes.
- If you answer a question with a cross, we may have to send the form back to you and this will delay your claim.
- If the part of the form applies to you, please answer with the correct details (write **Yes**, **No** or **tick** the box that applies).

Proof
 We need to see proof of some things you tell us about.
 We have put this sign where you need to send us proof. If you cannot send in the proof we need with your claim form, send in your claim form anyway and send the proof to us within one calendar month.



Part 1 Your address and contact details

The address (including postcode) you want to claim benefit for, including your room number if you have one

Are you responsible for paying council tax for this address?

Answer **Yes** or **No**

If **Yes**, please give your council tax number.

If **No**, please give the full name of the person who is responsible for paying the council tax.

Your daytime phone number

Your email address

If you have claimed benefits in Lambeth before, please give your benefit claim number.

Are you: (please tick one box)

- | | | | |
|-------------------------------|--------------------------|--|--------------------------|
| a private tenant? | <input type="checkbox"/> | living in temporary accommodation? | <input type="checkbox"/> |
| an owner-occupier? | <input type="checkbox"/> | living in a hostel? | <input type="checkbox"/> |
| a boarder? | <input type="checkbox"/> | living in a type of accommodation we have not mentioned? | <input type="checkbox"/> |
| a housing-association tenant? | <input type="checkbox"/> | claiming Second Adult Rebate only? | <input type="checkbox"/> |
| a council tenant? | <input type="checkbox"/> | | |

If you live in a type of accommodation we have not mentioned, give details below.

If you are only claiming Second Adult Rebate, only fill in parts 2, 4 and 24.



Notes about benefits and the proof we need to see

Housing Benefit is to help you pay your rent.

Council Tax Support is to help you pay your council tax.

Second Adult Rebate is a type of benefit for people who are of pensionable age and who share their home with someone who is not their partner, is 18 or over and on a low income, and does not pay rent.

Generally, you will not qualify for Second Adult Rebate if you have a partner or a lodger who pays rent and is living with you.

You **cannot** claim both Council Tax Support and Second Adult Rebate.

If you are a council tenant, you can get help from your local housing office.

Do not delay in sending us your claim form because you may lose benefit if you do.

Proof



Details of the types of proof we need to support your claim are on pages 30 and 31. If you are not sure if we need to see proof of something, get in touch with us on **0845 300 0328** and we will tell you what we need to see.

If you do not have the proof we need when you have filled in the form, send us the form anyway. But you must send us the proof we need within **one calendar month** of the date you return the claim form.

You and your partner, if you have one, must sign and date the declaration on page 23 of this form.

If someone else fills in the form for you, there is a space on page 24 for them to give us their details and sign.

If you need help filling in this form, please see the notes on page 32 for details on how to contact us.

If English is not your first language and you need help filling in this Housing Benefit and Council Tax Support claim form, please phone 0845 300 0328.

Arabic

إذا كانت اللغة الإنكليزية ليست لغتك الأولى وتحتاج إلى المساعدة في إكمال هذا النموذج،
الرجاء الاتصال بالرقم : **0845 300 0328**

Bengali

ইংরেজী ভাষা যদি আপনার প্রথম ভাষা না হয়ে থাকে এবং এই ফর্ম পূরণে যদি আপনার সাহায্য-সহায়তার
প্রয়োজন হয়, তাহলে অনুগ্রহ করে **0845 300 0328** নম্বরে টেলিফোন

Cantonese

如果英語不是你的母語，而你又希望有人協助你填寫本表格的話，請致電
0845 300 0328 提出你的要求。

French

Si l'anglais n'est pas votre première langue et que vous souhaitez obtenir de l'aide pour remplir ce
formulaire, veuillez téléphoner au **0845 300 0328**

Hindi

यदि अँग्रेज़ी आपकी प्रथम भाषा नहीं है और इस प्रपत्र को भरने में आपको मदद की
आवश्यकता हो तो कृपया **0845 300 0328** पर संपर्क करें।

Portuguese

Caso Inglês não for a sua língua principal e precisar de ajuda para preencher essa forma, por
favor, ligue para **0845 300 0328**

European Spanish

Si el inglés no es su primer idioma y precisa de ayuda para llenar este impreso, por favor llamar al
teléfono **0845 300 0328**

Twi

Se brɔfo ɛnye wo kasa a edikan na se wo hia mmoa a kyereɔ krataa yi
mu a, frɛ ahomatorofo **0845 300 0328**

Urdu

اگر آپ کی مادری زبان انگریزی نہیں ہے، اور آپ کو یہ فارم بھرنے میں مدد درکار ہو تو براے مہربانی فون نمبر
0845 300 0328 سے رابطہ کیجئے۔

Yoruba

Bí èdè gẹ̀gẹ̀sì kì í bá ẹ̀dè abíníbí rẹ̀ tí o sì nílò ìrànlọ́wọ́ láti kọ àwọn
ohun tó yẹ sínú fọ̀òmù yí, jòwọ̀ pẹ̀ nọmbà yí **0845 300 0328**

**If you would like this information in large print, in Braille, on audio tape or
in another language, please phone 0845 300 0328.**

Part 2 About you and your partner



We must see proof of your and your partner's identity and National Insurance numbers. You will find your National Insurance number on your National Insurance card, ES40, P60, P45 or wage slips. We need to see your most recent entitlement letters from Jobcentre Plus, HM Revenue & Customs, The Pension, Disability and Carers Service or The Department for Work and Pensions. We also need to see proof of your immigration status if you are from abroad. See the help notes on pages 30 to 31 for details of the type of proof we need to see. We must see original documents, not photocopies.

Do you have a partner who normally lives with you?

Answer Yes or No

If Yes, you must answer all the questions below for you and for them.

Title

Mr Mrs Ms Miss Other

Mr Mrs Ms Miss Other

Your last name

Your first names

Any other names you have been known by

Your date of birth

 / /
 / /

National Insurance number

2 letters 6 numbers 1 letter

2 letters 6 numbers 1 letter

Have you ever claimed Housing Benefit or Council Tax Benefit or Council Tax Support before?

Answer Yes or No

Answer Yes or No

If Yes, tell us the date you last claimed.

 / /
 / /

Which council did you claim from?

What name did you claim in?

Please give the address you claimed for, if it was different from your current address.

Date you moved to your current address.

 / /
 / /

Is this an exact date?

Answer Yes or No

Answer Yes or No

If you have moved in the last 12 months, give your previous address.

At this previous address were you the owner-occupier or did you rent or live with friends?

Have you come to live in the United Kingdom, the Republic of Ireland, the Channel Islands or the Isle of Man in the last five years? (We may write to you to ask you for more information about your circumstances.)

Answer Yes or No

Answer Yes or No

If Yes, what is your nationality?

Part 2 About you and your partner (continued)

About you

Are you registered blind?

Answer **Yes** or **No**

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

Answer **Yes** or **No**

If **Yes**, what is their name?

What is their relationship to you?

Do you get the care component of Disability Living Allowance (DLA)?

Answer **Yes** or **No**

Do you get the mobility component of Disability Living Allowance (DLA)?

Answer **Yes** or **No**

Do you get Attendance Allowance?

Answer **Yes** or **No**

Are you on a New Deal, Welfare to Work or other Department for Work and Pensions scheme?

Answer **Yes** or **No**

If **Yes**, please send proof.

Are you currently in hospital?

Answer **Yes** or **No**

If **Yes**, what date did you go in?

 / /

What date do you expect to come out?

 / /

Are you going to return to your home?

Answer **Yes** or **No**

Have you been unable to work because of sickness for the past 52 weeks or more?

Answer **Yes** or **No**

Are you severely mentally impaired?

Answer **Yes** or **No**

Are you a student nurse?

Answer **Yes** or **No**

Are you an apprentice?

Answer **Yes** or **No**

Are you on youth training?

Answer **Yes** or **No**

Are you in legal custody?

Answer **Yes** or **No**

If **Yes**, are you on remand?

Answer **Yes** or **No**

Have you been sentenced?

Answer **Yes** or **No**

On what date were you remanded?

 / /

On what date were you sentenced?

 / /

What date do you expect to be released?

 / /

Are you away from your home?

Answer **Yes** or **No**

If **Yes**, since what date?

 / /

And for what reason?

About your partner

Answer **Yes** or **No**

Part 3 About children

How many children live with you?

How many children do you receive Child Benefit for?

Write the number in the box opposite, or if there are none, write 'none' in the box opposite and go straight to part 4.

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 to 19 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

If you have more than three children receiving Child Benefit, answer the following questions for the other children on plain paper and attach it to this form.



If you have any children aged 16 to 19 living with you, who are on a full-time course or training, but that you do not receive Child Benefit for, we will need to see proof of any full-time course or training.

If you have any children living with you that you receive Child Benefit for, we must see any recent Child Benefit entitlement letters and proof of any childcare costs you pay.

	Child 1	Child 2	Child 3
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<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"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to you (for example, son, daughter, foster son or daughter and so on)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the child registered blind?	Answer Yes or No <input type="text"/>	Answer Yes or No <input type="text"/>	Answer Yes or No <input type="text"/>
Are they in full-time education?	Answer Yes or No <input type="text"/>	Answer Yes or No <input type="text"/>	Answer Yes or No <input type="text"/>
Are they due to leave school or further education in the next six months?	Answer Yes or No <input type="text"/>	Answer Yes or No <input type="text"/>	Answer Yes or No <input type="text"/>
If Yes , give the leaving date.	<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"/>
Are they receiving Disability Living Allowance?	Answer Yes or No <input type="text"/>	Answer Yes or No <input type="text"/>	Answer Yes or No <input type="text"/>
Tell us how much they receive each week from earnings or income.	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Give the name and the registration number of the childminder. We must see proof of any childcare costs you pay.	<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"/>
Give the amount of any childcare costs you pay each week.	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

If you have used a separate sheet of paper, write 'Part 3' at the top of it, sign and date it and tick this box.

Part 4 Other people who live with you

This part is about other people who live with you and other non-dependants.
(A non-dependant is any adult who is **not** a lodger, boarder, joint tenant or subtenant.)

How many other people live with you?

Write the number in the box opposite or if there are none, write 'none' in the box opposite and go straight to part 5.



You must send us the latest payslips, student certificates, proof of earnings or proof of all income for any non-dependants living with you.
We do not need to know about the income of anyone who lodges or boards with you and pays you rent.
If you do not send us the proof we need, we may reduce your benefit.

You must list everyone who lives in your home, including adult relatives, friends or lodgers.
If you do not have enough room to list all the people, please use extra sheets of paper and attach them to this form.

	Person 1	Person 2	Person 3
Last name	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
First name	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Date of birth	<input style="width: 95%; height: 20px;" type="text" value="/ /"/>	<input style="width: 95%; height: 20px;" type="text" value="/ /"/>	<input style="width: 95%; height: 20px;" type="text" value="/ /"/>
Relationship to you or your partner (for example, son or friend)	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Are they on Income Support, income-related Employment and Support Allowance, Pension Credit or income-based Jobseeker's Allowance (JSA)?	Answer Yes or No <input style="width: 40px; height: 20px;" type="text"/>	Answer Yes or No <input style="width: 40px; height: 20px;" type="text"/>	Answer Yes or No <input style="width: 40px; height: 20px;" type="text"/>
Do they work 16 hours a week or more?	Answer Yes or No <input style="width: 40px; height: 20px;" type="text"/>	Answer Yes or No <input style="width: 40px; height: 20px;" type="text"/>	Answer Yes or No <input style="width: 40px; height: 20px;" type="text"/>
If Yes , please tell us their gross earnings (before tax and National Insurance deductions).	£ <input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 95%; height: 20px;" type="text"/>
How often are they paid? (For example, every week, every two weeks, every four weeks or every month.)	<input style="width: 95%; height: 20px;" type="text" value="every"/>	<input style="width: 95%; height: 20px;" type="text" value="every"/>	<input style="width: 95%; height: 20px;" type="text" value="every"/>
Give details of other gross income (before tax and National Insurance deductions).			
Contribution-based Jobseeker's Allowance	£ <input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 95%; height: 20px;" type="text"/>
Pensions	£ <input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 95%; height: 20px;" type="text"/>
Other	£ <input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 95%; height: 20px;" type="text"/>
Interest on savings each year	£ <input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 95%; height: 20px;" type="text"/>	£ <input style="width: 95%; height: 20px;" type="text"/>
Tell us if any of the people in your household are severely mentally impaired, full-time students, care workers, apprentices or on a youth training scheme. (We must see their student certificates.)	<input style="width: 95%; height: 100px;" type="text"/>	<input style="width: 95%; height: 100px;" type="text"/>	<input style="width: 95%; height: 100px;" type="text"/>

Part 4 Other people who live with you (continued)

Are any of the people in your household married or living together as if they were married?

If **Yes**, please fill in the following.

	Person 1	Person 2	Person 3
Answer Yes or No	<input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
	is the partner of		
	is the partner of		
Answer Yes or No	<input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
Answer Yes or No	<input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
Answer Yes or No	<input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
On what date were they remanded or sentenced?	<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"/>
On what date do they expect to be released?	<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"/>
Answer Yes or No	<input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
Answer Yes or No	<input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
Answer Yes or No	<input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
	is caring for		
	is caring for		

Is anyone in legal custody at the moment?

If **Yes**, are they on remand?

Have they been sentenced?

On what date were they remanded or sentenced?

On what date do they expect to be released?

Is anyone in hospital at the moment?

If **Yes**, on what date do you expect them to come out?

Is anyone providing care for someone in your home for more than 35 hours a week?

If **Yes**, who is caring for who?

If you have used a separate sheet of paper, write 'Part 4' at the top of it, sign and date it and tick this box.

Part 5 Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance and Guarantee Pension Credit



This part is about Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance and Guarantee Pension Credit you and your partner receive. We must see proof of any benefits you get, such as a recent benefit entitlement letter or letter from The Pension, Disability and Carers Service.

Are you getting Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance or Guarantee Pension Credit?

If **Yes**, when did you start receiving it.

About you	About your partner
Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Go to part 13 if you or your partner have answered **Yes** to the question above.

Are you waiting to hear about a claim for Income Support, income-based Jobseekers' Allowance, income-related Employment and Support Allowance or Guarantee Pension Credit?

If **Yes**, when did you make the claim?

Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Part 6 Students

About you

About your partner

Are you a student?

Answer Yes or No

Answer Yes or No

If No, go to part 7.
If Yes, please give us the following information.

Is your course full-time or part-time?

What is the name and the type of your course? (For example, English Literature BA Hons.)

What are the term dates for this year's course?

Autumn term

from	to
/ /	/ /

from	to
/ /	/ /

Spring term

from	to
/ /	/ /

from	to
/ /	/ /

Summer term

from	to
/ /	/ /

from	to
/ /	/ /

How long is your course?

 years

 years

Which year of study are you in now?
(For example, 1 of 1, 1 of 3 or 2 of 3.)

 of

 of

Do you receive a student loan, bursary or grant?

Answer Yes or No

Answer Yes or No

If Yes, how much do you get?

 £

 £


We must see a letter from your college giving details of your course dates and hours of study. If you receive a student loan, bursary or grant, we must see proof of your entire loan assessment, bursary letter or grant letter and your student exemption certificate.

Part 7 Self-employment

About you

About your partner

Are you self-employed?

Answer Yes or No

Answer Yes or No

If No, please go to part 8.
If Yes, please give us the following information.

Are you the director of the company?

Answer Yes or No

Answer Yes or No

What is the name of the business?

What is the business address?

What is the nature of the business?

What date did you start trading?

 / /
 / /

Part 7 Self-employment (continued)

How many hours do you work each week?

Do you get Business Start-up Allowance?

If Yes, please send proof.

Answer Yes or No

Do you pay into a private pension?

If Yes, please send proof.

Answer Yes or No

Have you been trading for two years or more?

Answer Yes or No

About your partner

Answer Yes or No

Answer Yes or No

Answer Yes or No



If **Yes**, we need to see your latest accounts. If you are sending them with your claim, please tick this box so we can look out for them.

If **No**, and you do not have any prepared accounts, please tick this box. We may have to send you a form to fill in to give us more information

We also need to see your latest tax assessment if you have it. If you are sending this with your claim, please tick this box so we can look out for it.

Part 8 Working for an employer

Are you employed?

Answer Yes or No

Are you retired?

Answer Yes or No

How many jobs do you have? (If you do not have a job, write 'none' in the box.)

About your partner

Answer Yes or No

Answer Yes or No

If both you and your partner have written 'none', go straight to part 9. If you are sending separate sheets, tick the box at the bottom of the next page.

What is your job title?

How many hours do you work each week?

Employer's name and address

When did you start this job?

 / /
 / /

If this job is for a fixed period, when will it end?

 / /
 / /

What is your payroll reference number?

Your usual gross pay (before tax and National Insurance deductions)

£

£

How often are you paid?

every

every

How are you paid? (For example, in cash, by cheque or straight into a bank or building society account.)

Part 8 Working for an employer (continued)

When do you expect your next pay rise?

 / /

If you work term-time only, do you get paid during school holidays?

Answer **Yes** or **No**

If you get a wage top-up from your employer, a casual income or tips, tell us which you get and say how much.

£

Are you on a work training scheme?

Answer **Yes** or **No**

If **Yes**, give the amount of training allowance you get.

£

What is the name of the training agency?

Is your employer paying you Statutory Sick Pay (SSP) at the moment?

Answer **Yes** or **No**

Is your employer paying you:

Statutory Maternity Pay (SMP)?

Answer **Yes** or **No**

Statutory Paternity Pay (SPP)?

Answer **Yes** or **No**

Adoption Pay?

Answer **Yes** or **No**

What date did it start?

 / /

How much do you receive?

£

And how often?

every

Do you make payments to a personal pension scheme, other than a work pension?

Answer **Yes** or **No**

If **Yes**, how much do you pay?

£

And how often? (Please provide proof.)

every

Are you a director of the company that you work for?

Answer **Yes** or **No**

Do you have any other work-related income?

Answer **Yes** or **No**

List here any other single sources of work-related income.

Please give details of what the money was for and the date you received it.

About your partner

 / /

Answer **Yes** or **No**

£

Answer **Yes** or **No**

£

Answer **Yes** or **No**

Answer **Yes** or **No**

Answer **Yes** or **No**

Answer **Yes** or **No**

 / /

£

every

Answer **Yes** or **No**

£

every

Answer **Yes** or **No**

Answer **Yes** or **No**



We need to see proof of the wages you and your partner get.

- If you are paid every week, please send the last five payslips.
- If you are paid every two weeks, please send the last three payslips.
- If you are paid every four weeks or month, please send in the last two payslips.
- If you or your partner do not have payslips or have just started work, please use the certificate of earnings slip on page 27 and 28 of this form.

We also need to see proof of any personal pension scheme that you and your partner are getting, such as recent statements or letters.

If you have used a separate sheet of paper, write 'Part 8' at the top of it, sign and date it and tick this box.

Part 9 State benefits, pensions or allowances



We need to see proof of any state benefits, pensions or allowances you and your partner get, such as a letter from Jobcentre Plus, HM Revenue & Customs, The Pension, Disability and Carers Service or Department for Work and Pensions. If you have applied for any of the benefits or pensions listed below but are not receiving them yet, write 'Applied' in the box with the £ sign. If you are getting any of them, put in the amount and how often you receive it. If you need more space, use an extra sheet of paper and attach it to this form.

Are you getting any pensions or benefits?

Are you waiting to hear about any pensions or benefits?

About you

Answer Yes or No

Answer Yes or No

About your partner

Answer Yes or No

Answer Yes or No

If you have answered No to the questions above for both you and your partner, go straight to part 10.

Please say if you are getting any of the following benefits. We must see proof of any you get.

	Start date	Amount	Start date	Amount
Bereavement Allowance	/ /	£	/ /	£
	every		every	
Carer's Allowance	/ /	£	/ /	£
	every		every	
Child Benefit	/ /	£	/ /	£
	every		every	
Child Tax Credit	/ /	£	/ /	£
	every		every	
Contribution-based Employment and Support Allowance	/ /	£	/ /	£
	every		every	
Contribution-based Jobseeker's Allowance	/ /	£	/ /	£
	every		every	
Foster or adoption allowance	/ /	£	/ /	£
	every		every	
Guardian's Allowance	/ /	£	/ /	£
	every		every	
Incapacity Benefit	/ /	£	/ /	£
	every		every	
Industrial Death Benefit	/ /	£	/ /	£
	every		every	
Industrial Injuries Disablement Benefit	/ /	£	/ /	£
	every		every	
Maternity Allowance	/ /	£	/ /	£
	every		every	

Part 9 State benefits, pensions or allowances (continued)

	About you		About your partner	
	Start date	Amount	Start date	Amount
Savings Pension Credit	/ /	£	/ /	£
	every		every	
Severe Disablement Allowance	/ /	£	/ /	£
	every		every	
State Pension	/ /	£	/ /	£
	every		every	
Statutory Paternity, Maternity or Sick Pay	/ /	£	/ /	£
	every		every	
War Widow's Pension or Disablement Pension	/ /	£	/ /	£
	every		every	
Widow's Pension or Industrial Widow's Pension	/ /	£	/ /	£
	every		every	
Working Tax Credit	/ /	£	/ /	£
	every		every	
Widow's or Widower's Benefit	/ /	£	/ /	£
	every		every	
I receive another benefit (please give details)				
	/ /	£	/ /	£
	every		every	
I receive another benefit (please give details)				
	/ /	£	/ /	£
	every		every	
I receive another benefit (please give details)				
	/ /	£	/ /	£
	every		every	
Are you in the Mobility Scheme?	Answer Yes or No <input type="checkbox"/>		Answer Yes or No <input type="checkbox"/>	

If you have used a separate sheet of paper, write 'Part 9' at the top of it, sign and date it and tick this box.

Part 10 Income from boarders, lodgers and subtenants



A boarder or lodger is someone who pays rent which includes meals. A subtenant is someone who rents out part of your home, who is not a member of your family and whose rent does not include any meals. Please send us proof, such as a payment card or letter for any subtenants or boarders or lodgers.

Do you rent out part of your home to any boarders or lodgers?

Answer **Yes** or **No**

If **No**, go to part 11.
If **Yes**, please give us the following information.

How many boarders or lodgers live with you?

Please give the boarders' or lodgers' names and the amount you charge each week.

<input type="text"/>	£ <input type="text"/>	each week
<input type="text"/>	£ <input type="text"/>	each week
<input type="text"/>	£ <input type="text"/>	each week
<input type="text"/>	£ <input type="text"/>	each week

Does this include a charge for heating?

Answer **Yes** or **No**

Do you rent out part of your home to anyone who is a subtenant?

Answer **Yes** or **No**

If **Yes**, how many subtenants?

Please give the subtenants' names and the amount you charge each week.

<input type="text"/>	£ <input type="text"/>	each week
<input type="text"/>	£ <input type="text"/>	each week
<input type="text"/>	£ <input type="text"/>	each week
<input type="text"/>	£ <input type="text"/>	each week

Does this include a charge for heating?

Answer **Yes** or **No**

If you have used a separate sheet of paper, write 'Part 10' at the top of it, sign and date it and tick this box.

Part 11 Other money you or your partner have coming in

You must use this part to tell us about all other sources of income that you have not shown in earlier sections. You should include anything you or your partner receive, for example, a private or work pension, any winnings or other unusual sources of income. This also includes any maintenance or child support for you, your partner or any other children you have told us about in this form, and any other cash payments. Also tell us about any money you receive from the Territorial Army or a charitable trust or because you are a local authority councillor. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the McFarlane Trust.



You must send us proof of any money you have coming in before we can decide how much benefit you can get.

About you

Do you or your partner have any money coming in that you have not already told us about on this form?

Answer **Yes** or **No**

About your partner

Answer **Yes** or **No**

If you have answered **No** to the questions above, for both you and your partner, go to part 12.
If you have answered **Yes** for you or your partner, answer the questions on the following page.

Part 11 Other money you or your partner have coming in (continued)

	About you	About your partner
What is the money for?	<input type="text"/>	<input type="text"/>
How much do you get?	£ <input type="text"/>	£ <input type="text"/>
How often do you get it?	<input type="text"/>	<input type="text"/>
When do you expect this to increase?	<input type="text"/>	<input type="text"/>
Do you receive any payment in kind?	<input type="text"/>	<input type="text"/>

If you do not have enough space here to tell us about any other money you or your partner get, use a separate sheet of paper and attach it to this form.

Does anyone owe you money for work you have done, or work your partner or any of the children you are claiming for have done?	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
If Yes, what do they owe you money for?	<input type="text"/>	<input type="text"/>
How much are you owed?	£ <input type="text"/>	£ <input type="text"/>
Are you expecting to get any money in the next 12 months from, for example, a redundancy payment or a payment instead of notice or holiday?	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
If Yes, how much?	£ <input type="text"/>	£ <input type="text"/>

If you have used a separate sheet of paper, write 'Part 11' at the top of it, sign and date it and tick this box.

Part 12 Capital, savings and investments

You must tell us in this part about all capital, savings and investments you and your partner have. You must tell us about all bank and building society accounts (even empty and overdrawn ones), any property you own (such as a house or land), any holiday home, holiday caravan, holiday timeshare or holiday points club, any money such as cash, bank accounts and savings. If you are not sure if you should tell us about something, tell us anyway and we will decide if it is important or not. If you do not tell us about everything, we may give you the wrong amount of benefit. If you receive too much benefit, you will have to pay it back.



You must send proof of all the things listed in this part. You must send the address of any property, land, holiday home, caravan or timeshare property. We will also need to see your bank statements from the last two months.

Do you or your partner have any of the following?	About you	About your partner
Current accounts	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
Name of bank or building society	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	<input type="text"/>
Balance	£ <input type="text"/>	£ <input type="text"/>
Savings accounts	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
Name of bank or building society	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	<input type="text"/>
Balance	£ <input type="text"/>	£ <input type="text"/>
Deposit accounts	Answer Yes or No <input type="checkbox"/>	Answer Yes or No <input type="checkbox"/>
Name of bank or building society	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	<input type="text"/>
Balance	£ <input type="text"/>	£ <input type="text"/>

Part 12 Capital, savings and investments (continued)

Post office accounts

If **Yes**, what type of account is it?

Balance

National Savings Certificates or Premium Bonds

If **Yes**, how many do you have?

Value

Issue numbers

Stocks, shares, bonds or unit trusts

If **Yes**, how many do you have?

Name of company

TESSAs or ISAs

If **Yes**, give details.

Amount

Have you had any redundancy payments in the last 12 months?

If **Yes**, how much did you receive?

Date you received the payments

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

What type of property is it?
(For example, a holiday home.)

Value

If you partly own the property, what is your share?

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

Does a relative who is disabled or aged 60 or over live in the property?

Does your or your partner's ex-partner live in the property?

Is the property up for sale?

Do you have any other assets?

If **Yes**, give the value.

What is the asset?

About you

Answer **Yes** or **No**

£

Answer **Yes** or **No**

£

Answer **Yes** or **No**

Answer **Yes** or **No**

£

Answer **Yes** or **No**

/ /

Answer **Yes** or **No**

£

£

Answer **Yes** or **No**

Answer **Yes** or **No**

Answer **Yes** or **No**

Answer **Yes** or **No**

£

About your partner

Answer **Yes** or **No**

£

Answer **Yes** or **No**

£

Answer **Yes** or **No**

Answer **Yes** or **No**

£

Answer **Yes** or **No**

/ /

Answer **Yes** or **No**

£

£

Answer **Yes** or **No**

Answer **Yes** or **No**

Answer **Yes** or **No**

Answer **Yes** or **No**

£

If you have used a separate sheet of paper, write 'Part 12' at the top of it, sign and date it and tick this box.

Part 13 About payments you make

Do you contribute to a child's student maintenance grant?

If **Yes**, how much do you pay?

Please give the student's or students' names.

About you

Answer **Yes** or **No**

£

About your partner

Answer **Yes** or **No**

£



In certain circumstances, you may be able to get more benefit if you or your partner make formal contributions towards the upkeep of a student. If you or your partner make these payments, you must send us proof.

Part 14 Owner-occupiers

Do you or your partner own or jointly own the property you live in?

About you

Answer **Yes** or **No**

About your partner

Answer **Yes** or **No**

If **No**, go to part 15.
If **Yes**, give us the following information.

Do you use your home for business?

Answer **Yes** or **No**

Answer **Yes** or **No**

Do you own your home with someone else?

Answer **Yes** or **No**

Answer **Yes** or **No**

If **Yes**, give their name.

What is their date of birth?

What is their relationship to you.

Do they live in your home with you?

If **No**, what is their address?

/ /

/ /

Do they own or part-own any other property?

If **Yes**, tell us the address of that property.

Answer **Yes** or **No**

Answer **Yes** or **No**

Part 15 Tenants



Please send us your tenancy agreement, licence to occupy or your rent book so that we can decide how much benefit you can get. If you do not have this proof, please use the landlord tenancy declaration form on page 25. If you cannot supply any of these you must tell us why in writing.

The date your tenancy started

 / /

The date you moved to this address

 / /

If you have not moved in yet, what date do you expect to move in?

 / /

Do you have a joint tenant?

Answer **Yes** or **No**

If **Yes**, tell us the name of the joint tenant or names of the joint tenants.

Do you pay rent to Lambeth Council?

Answer **Yes** or **No**

If you pay rent to Lambeth Council, go to part 19.
If **No**, continue to fill in part 16.

Part 16 Non-council rent

Please give the name of the person or the organisation you pay rent to.

What sort of tenancy do you have?
(For example, shorthold, tied rent, licence to occupy, and so on.)

How long is the tenancy for?

What is the property let as?

Please tick one box.

Furnished

Partly furnished

Barely furnished

Unfurnished

How much rent should you pay?

£ every

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

Answer **Yes** or **No**

If **Yes**, how much rent do they pay?

£ every

Has your rent changed in the last 12 months?

Answer **Yes** or **No**

If **Yes**, what was it before?

£ every

When is the next rent increase due?

 / /

Has the rent been registered as a fair rent by the the Valuation Office Agency?

Answer **Yes** or **No**

Are there any weeks when you do not have to pay rent?

Answer **Yes** or **No**

If **Yes**, how many?

Are you up to date with your rent?

Answer **Yes** or **No**

If **No**, how much do you owe?

£

Part 17 About the charges you pay

Does your home have a garage? Answer Yes or No

Do you have to rent the garage as part of your tenancy agreement? Answer Yes or No

Does your rent include a charge for meals? Answer Yes or No

If No, how much is the garage rent? £ every

If Yes, please say which meals are provided, for example, breakfast only or breakfast and an evening meal.

Does the rent include any of the following? Answer Yes, No or Don't know Tell us the amount and how often you pay for this service.

Water rates £ every

Heating £ every

Lighting £ every

Hot water £ every

Fuel for cooking £ every

Laundry £ every

Gardening £ every

Cleaning your accommodation (for example, rooms or windows) £ every

General counselling or support £ every

Medical, nursing or personal care £ every

Emergency alarm system £ every

Cleaning for shared areas £ every

Lighting for shared areas £ every

Warden or estate staff £ every

Lift maintenance or closed-circuit television (CCTV) £ every

Parking £ every

Satellite or cable television £ every

Please tell us below about any other services included in your rent and what charge is included in your rent for these services.

£ every

£ every

Part 17 About the charges you pay (continued)

Does your landlord live at the same address as you?

Answer **Yes** or **No**

Is the landlord your previous partner?

Answer **Yes** or **No**

Have you ever owned or part-owned your current home?

Answer **Yes** or **No**

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 your landlord has an agent, tell us their full name and address.

(By 'agent', we mean the person or organisation you pay your rent to if it is not the landlord.)

Are you or any member of your household related to your landlord, your landlord's agent or the trustee who you pay rent to?

Answer **Yes** or **No**

If **Yes**, what is the relationship? ('Related' includes related through marriage, even if the marriage has ended.)

Part 18 Where you live

What sort of building do you live in? Please tick the box that best applies to your accommodation.

- | | | |
|---|--|---|
| Bedsit <input type="checkbox"/> | Detached house <input type="checkbox"/> | Hostel with board and lodgings <input type="checkbox"/> |
| Studio flat <input type="checkbox"/> | Semi-detached house <input type="checkbox"/> | Residential care home <input type="checkbox"/> |
| Double bedsit <input type="checkbox"/> | Terraced house <input type="checkbox"/> | Room or rooms <input type="checkbox"/> |
| Flat in a house <input type="checkbox"/> | Bungalow <input type="checkbox"/> | Hostel <input type="checkbox"/> |
| Flat in a block <input type="checkbox"/> | Maisonette <input type="checkbox"/> | Hotel <input type="checkbox"/> |
| Flat over a shop <input type="checkbox"/> | | Other accommodation <input type="checkbox"/> |

If you have ticked 'Other accommodation', please give details below.

If your accommodation is a room or rooms, bedsit, double bedsit or studio flat, please give the room number.

Where is it in the building?

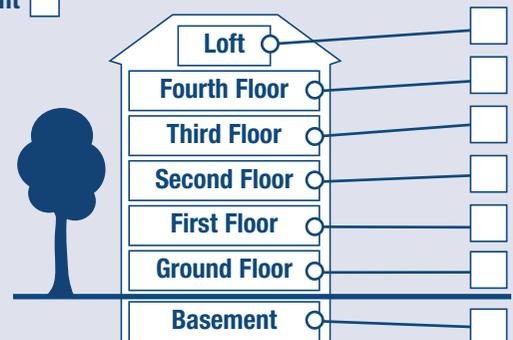
Please tick one box here. **Front** **Middle** **Back**

Please tick one box here. **Left** **Middle** **Right**

How many floors are there in the building, including the ground floor?

Which floor or floors do you live on?

(Please tick the box or boxes next to the diagram that apply to you.)



If the diagram does not show where you live, please say which floor or floors you live on.

Part 18 Where you live (continued)

Fill in the table below to tell us how many of the following rooms are in the whole property, how many just you and your household use, and the number you share with other households. (Please put numbers in the boxes. Do not tick any boxes.)

	Total number in the whole property	Total number used by just your household	Total number you share with other households
Living rooms (including any separate dining rooms)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Separate toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Conservatories	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
If you have put a number in 'Other rooms' what are they?	<input type="text"/>		
Total number of rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does your home have central heating? Answer Yes or No

Part 19 Anything else you need to tell us

Please use the space below to tell us anything else we should know about you or your partner.

If you need more space, use an extra sheet of paper and attach it to this form.

If you have used a separate sheet of paper, write 'Part 19' at the top of it, sign and date it and tick this box.

Part 20 Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit starting from an earlier date. This is called backdating. We can backdate up to six months if you have a good reason for not claiming earlier.



- For a claim to be backdated we must be satisfied that:
- you have a good reason for not claiming earlier; and
 - that good reason applied continuously during the backdating period.

If you need more advice on backdating, please contact us on 0845 300 0328.
You will need to show us proof of income for the period you want your benefit backdated and any other supporting information.

Do you want us to backdate your claim? Answer **Yes** or **No**

If **Yes**, what date do you want us to backdate your benefit claim from?

You must use the space below to tell us why you did not claim benefit earlier.

Large empty rectangular area with horizontal dotted lines for writing.

If you have used a separate sheet of paper, write 'Part 20' at the top of it, sign and date it and tick this box.

Part 21 How you want to be paid

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

If you are a private tenant renting from a housing association, a charity or a hostel, normally you can choose how your benefit is paid - either into your own bank or building society account or to your landlord.

For all other private tenants, your benefit will be paid direct into your bank account.

If you have difficulty managing your money we may be able to pay your landlord direct.

Do you want your Housing Benefit paid into your bank or building society account?

Answer **Yes** or **No**

If **Yes**, please give the following details.

Name of bank or building society

Address

Name of account holder

Account number

Sort code

 - -

Building society roll number

We cannot pay Housing Benefit into the Post Office® Card Account provided by JP Morgan Ltd. (This is an account that can only be used to receive state benefit, state pensions and tax credit payments.)

We cannot pay Housing Benefit by cheque. If you do not have a bank account, and would like information about opening one please phone us on 0845 300 0328.

Do you want your Housing Benefit paid direct to your landlord?

Answer **Yes** or **No**

If **Yes**, please use the space below to tell us why you would like us to pay Housing Benefit direct to your landlord.

Please provide as much information and evidence as possible. We will use this information to decide whether to pay you or your landlord.

Please ask your landlord to fill in **part 26**.

Part 22 Promoting equal opportunities

We want to make sure we are providing everybody in Lambeth with equal opportunities. Please help us to do this by filling in this part. It will not affect your claim in any way if you do not fill in this part, but it will help us if you do.

I do not want to fill in this section.

What is your ethnic group? Please tick one box.

White British Irish Any other white background

If you ticked 'Any other white background', please give details here.

Mixed White and black Caribbean White and Asian
 White and black African Any other mixed background

If you ticked 'Any other mixed background', please give details here.

Asian Indian Bangladeshi
 Pakistani Any other Asian background

If you ticked 'Any other Asian background', please give details here.

Black, black British Caribbean African Any other black background

If you ticked 'Any other black background', please give details here.

Chinese or other ethnic group Chinese Any other ethnic background

If you ticked 'Any other ethnic background', please give details here.

Part 23 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 that normally lives with you, they must also sign this declaration. Please read this declaration carefully before you sign and date it.

I understand the following.

- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Support, or both.
- You will use the information I have provided to assess my liability for council tax.
- You may use any information I have provided in connection with this and any other benefit claim I have made or may make.
- You may check some of the information with other sources within the council, rent officers and other councils. You will also check with the Home Office and other government organisations.
- You may give some information to other government organisations, if the law allows this.
- If you pay me too much housing benefit because I have given you information that is false or inaccurate, I will have to pay this money back. If I do not, you will take action against me to recover the money. This may include taking me to court.
- If you pay me too much Council Tax Support my Council Tax liability will be recalculated and I will be sent a new Council Tax Bill

I know I must let Lambeth Revenues and Benefits know, in writing within one calendar month, about any change in my circumstances.

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

Your signature

Date

 / /

Your partner's signature

Date

 / /


If you cannot send in the proof we need with your claim form, send in your claim form anyway and send the proof within **one calendar month of the date you return the claim form**. We must see original documents.

To be filled in by the person filling in the form if it is not the person claiming

Why are you filling in the form for the person claiming?

Your name and address

Your signature

Date

 / /

What is your relationship to the person claiming?

(For example, a relative, friend, landlord or appointee. An appointee is a legal representative chosen to act on your behalf.)

Part 24 Permission to discuss your claim with another person

Fill in this part to give us permission to discuss your claim with someone else, such as a relative or your landlord. Even if you give us permission to discuss your claim with someone else, we will normally only give that person certain information. For example, we will tell them that you have made a claim and what stage your claim is at. You must tell us in writing if you want us to stop discussing your claim with this person.

The law allows us to share information about you with other organisations such as government departments and other councils. We only do this to help us protect public funds and prevent and detect crime.

If someone else phones us or comes into our office and asks about your benefit claim, we will not normally discuss your case with them. If you are with the person and you give us permission to discuss your case with them, we will normally do this. We will ask you to give us some personal details first to check your identity.

If you would like us to give someone else information about your claim for Housing Benefit and Council Tax Support, please fill in their details below and sign the declaration.

Name of organisation (if it applies)

Name of person

Address

Phone number

What is their relationship to you?

(For example, your landlord, a relative, friend, or appointee. An appointee is a legal representative chosen to act on your behalf.)

Declaration

I give you permission to give information about my claim for Housing Benefit and Council Tax Support to the person or organisation I have named above.

Your signature

Date

 / /

Cut here

Part 25 Landlord's tenancy declaration

If you do not have a tenancy agreement and you want to use this form as proof of the rent you pay to your landlord, please fill in **part A** below. Then tear this out and ask your landlord to fill in **part B**, sign it and send it back to us. Do not delay in returning your claim form. If you want us to pay your landlord direct, you must fill in page 26.

Part A You must fill this in

Your name and phone number

Your home address

Part B Your landlord or agent (if there is one) must fill this in

Landlord's name

Agent's name

Landlord's address and phone number

Agent's address and phone number

Landlord's email address

Agent's email address

When did the tenancy start?

 / /

How much rent do you charge?

£ every

What type of tenancy is it?

What date is the rent paid up to?

 / /

(For example, shorthold.)

Has your tenant missed any rent payments?

Answer **Yes** or **No**

If no rent has been paid yet, write **None paid** in this box.

Is it a joint tenancy?

Answer **Yes** or **No**

If **Yes**, name the joint tenants.

If **Yes**, how much do they owe?

£

For how many weeks or months?

How many rooms are there in the property?

Which rooms are shared with other tenants?

How many are used only by the tenant's household?

Does the rent include any of the following?

Answer **Yes**, **No** or **Don't know**

Tell us the amount and how often this service is due to be paid.

Water rates

£ every

Heating

£ every

Lighting

£ every

Hot water

£ every

Cooking facilities

£ every

Meals

£ every

Council tax

£ every

Other (give details)

£ every

Landlord's declaration. Please read the declaration before you sign this form. As far as I know, the information I have given on this form is accurate. You can check the information on this form. I will tell you straight away if any of the information on this form changes. I know that you may prosecute me if I make a false statement. I understand that you cannot give me details of my tenant's claim without their permission.

Landlord's or agent's signature

Date

 / /

Part 26 Payments direct to your landlord

If you want us to pay your Housing Benefit direct to your landlord or agent, please fill in part A below. Then tear this page out and ask your landlord to fill in part B, sign it and send it back to us.

Part A You must fill this in

Your name

Your address

Your phone number

Housing Benefit reference number (if you know it)

Part B Your landlord or agent (if there is one) must fill this in

Landlord's name

Address

Phone number

Agent's name (if there is one)

Address

Phone number

I am the landlord or agent named above or I have permission to sign on their behalf. I would like the Housing Benefit for the tenant to be paid direct to our bank account. The details are as follows.

Name of bank or building society

Bank or building society's address

Name of account holder

Account number

Sort code - -

Building society roll number

Landlord's declaration

Please read the declaration before you sign this form.

I am the owner or the agent of the property the tenant is living in.
 I agree to accept Housing Benefit payments for the tenant named above.
 I understand that I must tell Lambeth Revenues & Benefits if I know about any change in circumstances that may affect this tenant's benefit.
 I understand that if I am overpaid benefit for this tenant, it can be recovered from me as allowed by the Social Security Administration Act 1992 and the Housing Benefit (General) Regulations 2006.
 I have read and understood this declaration.

Landlord's or agent's signature Date / /

Please return this form to: Lambeth Revenues and Benefits, Olive Morris House, 18 Brixton Hill, London, SW2 1RD. Phone: 0845 300 0328

Cut here

Part 27 Certificate of earnings or estimated earnings for the person claiming

Use this form if you do not have payslips to send us as proof of your earnings.
Fill in this part and ask your employer to fill in the back. Do not delay making your claim.
If you need to, send this certificate later but return the claim form straight away.
You must send this certificate within one calendar month of returning the claim form.
If you need extra copies of the certificate of earnings form, please call our call centre on 0845 300 0328.

Your full name

Address and postcode

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

**When you have filled in this document, you should return it to:
Lambeth Revenues and Benefits, Olive Morris House, 18 Brixton Hill, London, SW2 1RD.**

Certificate of earnings or estimated earnings for the person claiming (continued)

Your employer should fill in this part.

Please give details of the employee's pay, including any overtime, bonus and other payments.

- If they are paid every week, we need details of the last **five weeks' pay**.
- If they are paid every two weeks, we need details of the last **three payslips which cover six weeks' pay**.
- If they are paid every four weeks or every month, we need details of the last **eight weeks' or last two months' pay**.
- If you need to, please give an estimate of their earnings.

Payroll number

National Insurance number

<input type="text"/>							
2 letters		6 numbers				1 letter	

Amount of any redundancy payment

£

If they no longer work for you, what date did their employment end?

/ /

You must stamp the form with your official stamp here.
If you do not have an official stamp, send us a signed sheet of your company's headed paper.

How often are they paid?

(Please tick.)

Every week

Every two weeks

Every four weeks

Every month

How are they paid?

(Please tick.)

By cash

By cheque

By transfer

Other

Period covered	Date of pay	Gross pay (before tax and National Insurance deductions)	Tax	Pension contribution	National Insurance contribution	Statutory Sick Pay	Hours worked
Month 1, fortnight 1 or week 1	/ /	£	£	£	£	£	
Month 2, fortnight 2 or week 2	/ /	£	£	£	£	£	
Fortnight 3 or week 3	/ /	£	£	£	£	£	
Week 4	/ /	£	£	£	£	£	
Week 5	/ /	£	£	£	£	£	

Gross pay to date

£

Date of next pay rise

/ /

Is this a rough date of the next pay rise?

Answer Yes or No

Declaration

I declare that the information I have given is true and complete, and know that I may be prosecuted if I give false information.

Employer's signature

Position

Print name

Date

/ /

Help notes

Please tear this sheet out and keep it safe in case you need to refer to it in the future.

What you need to do

- Get a claim form from any of the offices listed on page 32 or by phoning **0845 300 0328**.
- Read the notes carefully before filling in the claim form.
- Fill in the form, sign and date it. Return it, with all the proof we need to:

**Lambeth Revenues and Benefits
Olive Morris House
18 Brixton Hill
London
SW2 1RD.**

You must fill in the form accurately, giving all the information we need for each question. If you cannot get all the proof straight away, return the form to us and tell us what proof you will be sending later.

You must send the proof within one calendar month of the date you return the claim form.

Once we get all the proof we need, we aim to work out your benefit in 14 days.

We will write to you to tell you how much benefit you will get. This letter is called a decision notice.

The decision we make about your claim has to be in line with Housing Benefit regulations laid down by the government and the Lambeth Council Tax Support Scheme. If you are not happy with our decision, you may ask us to explain how we worked it out. You may also appeal against the decision. There are details on how to appeal on the back of the decision notice, or you can phone **0845 300 0328**.

How we use the information you give us

Your claim is confidential. We will not use any information you give us for any other purpose, unless the law allows us to. We will use the information you give us in this form, and any evidence or proof you send us, to process your claim for Housing Benefit or Council Tax Support (or both). We may pass the information to other agencies or organisations such as the Department for Work and Pensions (DWP), Jobcentre Plus and HM Revenue & Customs, as allowed by law.

We may check the information you have provided against the information we already have. We may also ask other agencies, organisations, local authorities or government departments to give us the information they have about you

to:

- make sure the information is accurate;
- prevent or detect fraud; and
- protect public funds.

We, Lambeth Council, are the 'data controller' for the purposes of the Data Protection Act 1998. If you want to know what information we have about you, or the way we use that information, please write to us.

How we work out your benefit

When we work out your benefit, we take account of:

- how much money you have coming in;
- how much you have in savings and investments;
- your personal circumstances (for example, your age, how many people live with you and so on);
- the amount of rent you pay; and
- the amount of council tax you pay.

How we pay benefit

Housing Benefit

Council tenants

- We will pay your benefit into your rent account so you will have less rent to pay.

Housing-association tenants

- We usually pay the housing association so you pay less rent.

Private tenants

- We will normally pay your benefit into the account you have told us about in part 22.

Council Tax Support

- All Council Tax Support is taken off your council tax bill so you have less to pay.

Telling us about changes in your circumstances

If any of the details you give us change, you must let us know immediately.

Tell us if:

- you stop getting Income Support, income-related Employment and Support Allowance or income-based Jobseeker's Allowance;
- you stop getting any other benefit or tax credit;
- any of your children leave school, further education or home;
- anyone moves into or out of your home;
- you move;
- your rent changes;
- you or your partner are going to be away from home for more than a month;
- your income changes;
- the income of anyone living with you changes;
- your capital, savings or investments change by more than £250; or
- you receive any decision from the Home Office.

We may prosecute you if you deliberately give us incorrect or incomplete information, or do not tell us when your circumstances change. If we pay you too much benefit, you will have to pay it back.

Help notes (continued)

About proof you need to send in

You must provide all the proof we need or we will not be able to pay your benefit.

We need proof of your circumstances for both you and your partner, if you have one.

If you have any adults living with you in your property who are not boarders, lodgers, joint tenants or subtenants, you must provide proof of their income and savings.

If you cannot send in the proof we need with your claim, send in your claim form anyway and send the proof later. You must send us any missing proof within **one calendar month** of returning the claim form. We can start processing your claim but we will not be able to pay you until you send proof.

You can get your original documents photocopied at Olive Morris House or Gracefield Gardens. If you are a council tenant, you can take your claim form and proof to your local housing office.

If you find it difficult to leave your home and cannot get to our offices, phone us on **0845 300 0328**.

Proof of National Insurance (NI) numbers

You must write your and your partner's National Insurance number, on the claim form on page 3.

We need proof of your and your partner's National Insurance number and identity, unless you have already given us this before.

If you or your partner do not have an National Insurance number, please write 'not known' on the claim form and tell us why in writing. We will check your details with the Department for Work and Pensions (DWP).

We need to see at least **two** documents for you and at least **two** for your partner. At least one of each person's documents must show their National Insurance number.

Your National Insurance number can normally be found on the following documents.

- P45
- P60
- National Insurance card
- Notice letter from the DWP
- Tax letter from HM Revenue & Customs
- Contribution forms from HM Revenue & Customs
- Wage slip or payslip
- Current benefit book (not a Child Benefit book)

Proof of identity (List A)

You will need to provide two documents from list A below for you and your partner.

- Valid passport (from any country)
- Residence permit
- Alien registration certificate
- Immigration and Nationality Directorate travel documents
- Identity card
- Full driving licence (paper or photocard)
- Certificate of employment from HM Forces

- Birth, adoption or marriage certificate
- Divorce, annulment or separation papers
- Home Office Standard Acknowledgement Letter (SAL 1 or SAL 2)

Proof of identity (List B)

- Rent book, card or tenancy agreement
- Credit, debit or cheque cards
- Household bills including council tax, gas, electricity, phone or water bills that you received within the last six months, preferably for your current address
- The last two to three months of bank or building society statements or passbook
- Life assurance policy

Rent (for private or housing-association tenancies)

- Your current tenancy or licence agreement
- A signed letter from your landlord or agent showing the following.
 - Names of tenants
 - The property address
 - The name and business address of the landlord or agent
 - The rent you pay and how often you pay it
 - The tenancy start date and the length of the tenancy
 - Any service charges included in your rent
 - A rent declaration form filled in by your landlord

If you cannot show us any of the above documents, you must tell us why in writing.

Earnings

Please send us one of the following.

- Your last five payslips (if you are paid every week)
- Your last two payslips (if you are paid every month)
- Your last three payslips (if you are paid every two weeks)
- A certificate of earnings or estimated earnings form, filled in by your employer

State benefits, pensions, allowances or tax credits

Please send us one of the following.

- A recent award letter from the Department of Work and Pensions, the Pension, Disability and Carers Service, Jobcentre Plus or HM Revenue & Customs
- A bank statement which shows the amount of benefit, pension, allowance or tax credit and date it went into your account
- The first four pages of your benefit book with current uncashed orders

Personal, private or company pensions

Please send us one of the following.

- Your most recent payment advice slip
- A letter from your company pension provider

Remember that any documents you show us should be the originals.

Cut here

Help notes (continued)

Please tear this sheet out and keep it safe in case you need to refer to it in the future.

Any savings, capital and investments you and your partner have

- Please send us the following.
- Your bank or building society statements or pass book for the last two months
 - Post office account book for the last two months
 - Proof of Premium Bonds, stocks and shares
 - National Savings Certificates

Any other income people pay to you or your partner

- Please send evidence of other income, such as:
- maintenance paid to you by a former partner;
 - rent received from any property you let; or
 - rent received from a subtenant, boarder or lodger.

Income and savings for any non-dependant living with you who is not a lodger, boarder or sub tenant

- Please send details of the following.
- Earnings
 - Benefits
 - Allowances
 - Savings

Self-employment

- If you have been self-employed for two years or more, we must see the following.
- Your audited accounts for the last financial year
 - A self-assessment letter
 - Your own profit and loss accounts

- If you have been self-employed for less than two years, we must see the following.
- A filled-in SE1 form

If you need an SE1 form, please phone us on 0845 300 0328.

Student status

- Please send us the following.
- A letter from your college giving the term dates and total hours of study each week
 - Your student grant, loan or bursary award and proof of any income and benefits

Outgoings

- This is for childcare costs and payments you make towards the upkeep of a student.
We will need to see the following (if they apply).
- An official letter from the childminder or nursery showing:
 - how much you pay
 - how often you pay it, and
 - the childminder's registration number
 - An official letter confirming that you pay towards the upkeep of a student

Sending proof later

If you are not sending us the proof with your claim form, please remember that you must send us the proof we need within **one calendar month of the date you return your claim form.**

Today's date is:

Please use the list below to remind yourself of what you still need to send us.

- Proof of your National Insurance number
- Proof of identity
- Proof of rent paid to a housing association or private landlord
- Proof of earnings
- Proof of any state benefits, allowances or pensions
- Proof of personal, private or company pensions
- Proof of savings or shares
- Proof of any other income
- Proof of income for other adults living with you who are not boarders or lodgers
- Proof of self-employment
- Proof of student grant, loan or bursary
- Proof of money you pay for childcare, or towards the upkeep of a student

Some people try to commit benefit fraud, taking money that should go to those who really need it. We want to stop this and we would welcome any help you can give us. Please phone the **Fraud Hot Line** on 020 7926 1111 or write to **LBIT (Lambeth Benefit Fraud Investigation Team), Olive Morris House, 18 Brixton Hill, London, SW2 1RD**. We will treat any information you give us as confidential, and you do not have to give your name and address if you do not want to. If you know someone who is committing benefit fraud, please let us know. We promise to investigate fully.

How to contact us for help and advice

By phone

0845 300 0328

The lines are open at the following times.

Monday to Friday: 9am to 5pm

You can also tell us about changes in your circumstances by phoning this number.

By email

benefitsinfo@lambeth.gov.uk

In person

Lambeth Revenues and Benefits Service

Olive Morris House

18 Brixton Hill

London

SW2 1RD

Olive Morris House is open at the following times.

Mondays, Tuesdays, Wednesdays and Fridays: 9am to 5pm

Thursdays: 9am to 7pm

Lambeth Revenues and Benefits Service

Gracefield Gardens Customer Centre

2 to 8 Gracefield Gardens

Streatham

London

SW16 2ST

The Gracefield Gardens Customer Centre is open at the following times.

Monday to Friday: 9am to 5pm

Other help

If you are a council tenant, you can make a claim, report a change in your circumstances or get help from your area housing office. Please call **0845 300 0328** for details.

If you find it difficult to leave your home and want us to visit you at home, please phone us on **0845 300 0328**.

You can also get help from the following organisations.

Age Concern Lambeth
Third Floor
336 Brixton Road
London SW9 7AA
Phone: 020 7733 0528

Clapham Community Project
St Anne's Hall
Venn Street
London SW4 0BN
Phone: 020 7627 0240

Lambeth Law Centre
Unit 4 The Co-op Centre
11 Mowll Street
London SW9 6BG
Phone: 020 7840 2000

Brixton Advice Centre
167 Railton Road Brixton
London SE24 0LU
Phone: 020 7733 4674

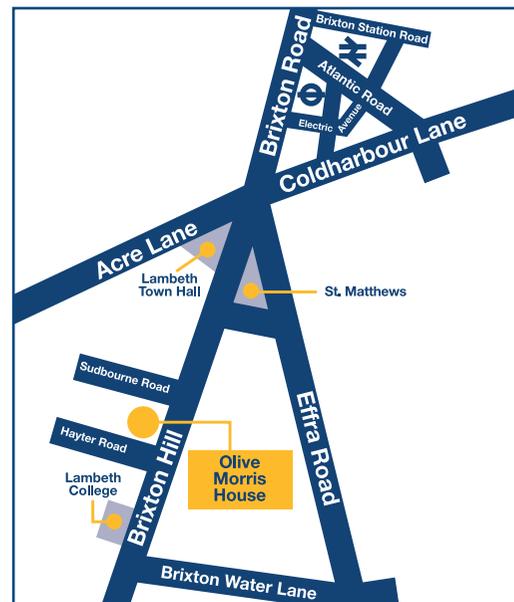
Disability Advice Service Lambeth
336 Brixton Road
London SW9 7AA
Phone: 020 7738 5656

Waterloo Action Centre
14 Bayliss Road
Waterloo
London SE1 7AA
Phone: 020 7261 1404

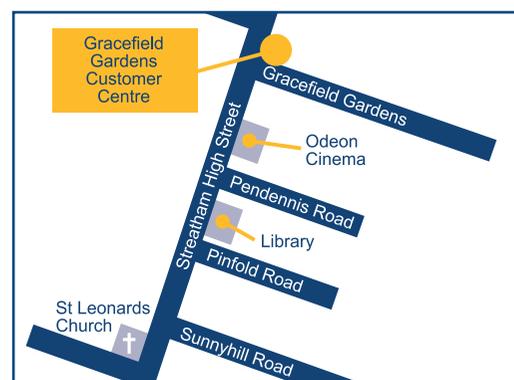
Centre 70
46 Knights Hill
West Norwood
London SE27 0JD
Phone: 020 8670 0070

Citizens Advice Bureau
Ilex House
1 Barrhill Road
London SW2 4RJ
Phone: 020 8674 8993

Brixton Customer Centre



Gracefield Gardens Customer Centre



INVESTOR IN PEOPLE

