

Application Form for Council Tax Reduction Scheme, Second Adult Rebate, Housing Benefit* and Free School Meals

Jul 16



* You can only claim Housing Benefit if you are of pension credit age or if you are working age and living in supported exempt accommodation. All other working age claimants **MUST** claim help from Universal Credit for your housing costs at www.gov.uk/apply-universal-credit

This form can be returned in person to any of the addresses below:

| | | | |
|--------------------|--------------------|--------------------|--------------------|
| Halton Direct Link | Halton Direct Link | Halton Direct Link | Halton Direct Link |
| Shopping Centre | Granville Street | Town Centre | Ditton Library |
| Runcorn | Runcorn | Widnes | Widnes |

You may return by post to:

Halton Borough Council, Benefits Service, PO Box 223, Widnes, WA8 2DA
Telephone: 0151 511 7772 Fax: 0151 511 6341 E-mail: benefits@halton.gov.uk

This is my claim for:

Council Tax Reduction ☐
Second Adult Rebate ☐
(complete parts 1, 2 and 6 only)

Housing Benefit ☐

Note – You can only claim Housing Benefit if you are of pension credit age or if you are working age living in supported accommodation

I am a:

Owner Occupier ☐
Private Tenant ☐
Housing association Tenant ☐

Other working age claimants MUST claim help from Universal Credit for your housing costs at www.gov.uk/apply-universal-credit

OFFICE USE ONLY

Date Form Issued:

Date received at office:

(Date stamp)

Part 1 – About you and your household

| | | |
|--|--|----------------|
| Name : (Mr, Mrs, Ms, other) | | Previous Name: |
| Date of birth: | National Insurance Number: | |
| Address: | | |
| Postcode: | Have you lived in this area before? Yes / No | |
| Previous address: | Date moved into new address: | |
| Did you own or rent your previous address? | Nationality: | |
| Contact No: | Date moved to UK (if applicable) | |

If your previous claim included a partner, have you been: Widowed? ☐ Separated? ☐ Date

Are you registered blind or disabled?

Yes ☐ No ☐

Are you getting Attendance Allowance or Disability Living Allowance?

Yes ☐ No ☐

Are you or your partner currently in hospital? Yes ☐ No ☐ if yes, who & when

These people live with me:

| Partners Name (add previous name if applicable) | Date of birth | National Insurance Number | Are they registered blind or disabled: | Do they get Attendance Allowance or Disability Living Allowance |
|---|---------------|-----------------------------------|--|---|
| | | | | |
| Nationality: | | Date moved to UK (if applicable): | | |

| Children (please attach a separate sheet if you need to add more information) | Male or Female | Date of birth | Child Tax Credit received? | Who receives the child benefit? | Are they registered blind or disabled? |
|---|----------------|---------------|----------------------------|---------------------------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | | | | | |
|---|---------------------------|---------------|----------------------------------|--|--------------------------------------|
| Other adults over 16 who nobody gets Child Benefit for (please attach a separate sheet if you need to add more information) | National Insurance Number | Date of birth | Student? Full time or Part Time? | Are they registered blind or disabled? | Do they pay rent, board or lodgings? |
| | | | | | |
| | | | | | |
| | | | | | |

Are any of the other adults over 16 related to you, or each other? If so who?

Relationship:

| | |
|-----------------|--|
| is related to.. | |
| Is related to.. | |
| Is related to.. | |

Does anyone get Carer's Allowance or a Carer Element of Universal Credit for looking after you or your partner?

Yes ☐ No ☐

Does anyone stay overnight to provide care for you or your partner?

Yes ☐ No ☐

Do you or your partner get / or have you recently made a claim for any of these benefits:

Income Support ☐ Jobseekers Allowance ☐ Employment Support Allowance ☐
Pension Credits ☐ Universal Credit * ☐

*** You cannot claim Housing Benefit if you receive Universal Credit unless you live in supported / specified housing accommodation, see part 8 for further information or ask for more details about this.**

The household has the following money coming in or is waiting to hear about it: Include here income for all other Adults in your property (See part 7 for details on what income you should include)

| Received by: | Source / Type of income For example: Wages, Sick Pay & Employers Name, Self Employed & Business Type | Start Date | Amount | Frequency weekly, fortnightly, 4 weekly, calendar monthly | Hours per week |
|--------------|---|------------|--------|--|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

The household has the following bank accounts, savings and investments:

| Held by: | Type of savings/ account | A/C number | Sort Code | Value |
|----------|--------------------------|------------|-----------|-------|
| | | | | |
| | | | | |
| | | | | |

Other property or land (owned, part owned or in trust) in this country or abroad (with or without mortgage outstanding):

| | |
|------------------|--|
| Claimant/Partner | |
| Others | |

Myself or my partner pay the following expenses:

| | | |
|---|---|------------|
| Child Care Costs | £ | Frequency: |
| Private Pension Contributions (not in wage slips) | £ | Frequency: |
| Other: (state) | £ | Frequency: |

Part 2 – Property & Rent Details – Only complete Part 2 of the form if you are pension age or working age living in supported accommodation

Have you previously owned this property?
Do you use this property for a business?
Are you behind with your rent?

Yes ☐ No ☐
Yes ☐ No ☐
Yes ☐ No ☐

| Amount of Rent | Frequency | Rent Free Weeks (Delete as applicable) Yes or No | Date moved in |
|----------------|-----------|--|---------------|
| | | | |

Joint Tenancy Yes ☐ No ☐
(If yes, how many) _____

Does your rent include meals? Yes ☐ No ☐
If yes, for which meals: Breakfast ☐ Lunch ☐ Evening Meals ☐
If yes, how much £ _____ every _____

| Room Type | Total Number | Own Use | Shared |
|---------------------------------|--------------|---------|--------|
| Living Room | | | |
| Bedsit Room | | | |
| Bedrooms | | | |
| Bathroom/shower | | | |
| Toilet (Separate from Bathroom) | | | |
| Kitchen | | | |
| Other (provide details) | | | |

Do you and your household only occupy part of the property? Yes ☐ No ☐
If you live in a Houseboat or a caravan, do you pay site/ mooring fees Yes ☐ No ☐

Property type:

| | | |
|-------------------------------------|--|--------------------------------------|
| House <input type="checkbox"/> | Flat in house <input type="checkbox"/> | House boat <input type="checkbox"/> |
| Bungalow <input type="checkbox"/> | Flat over commercial property <input type="checkbox"/> | Room <input type="checkbox"/> |
| Maisonette <input type="checkbox"/> | Purpose built flat <input type="checkbox"/> | Hostel <input type="checkbox"/> |
| Caravan <input type="checkbox"/> | Caravan Site (site fess only) <input type="checkbox"/> | Studio Flat <input type="checkbox"/> |

*Other

Is the property let as?
Furnished Yes ☐ No ☐ Partly Furnished Yes ☐ No ☐ Unfurnished Yes ☐ No ☐

Name and address of landlord & landlords agent – please include telephone number and e-mail if you have it

| | |
|------------------|----------------|
| Name | |
| Address | |
| Telephone Number | E-mail Address |

Is your landlord or agent (or their partner) related to you or

- your partner's
- your former partner
- your partner's former partner
- related to you or your partner
- related to your children; or
- related to your partner's children?

No ☐
Yes ☐ what is the relationship?

Is my landlord's
or agents

(Related includes related through marriage or civil partnership, even if it has ended. For example ex-wife, ex-husband, ex-civil partner, aunt, brother, daughter, father, grandson, grandmother, son-in-law or step daughter).

Part 3 – How will your Housing Benefit be paid (pension age claims or those in supported accommodation)

If you are a private tenant you may not be able to have payment made direct to your landlord. However, if you feel you are unable to manage your rent payment; please contact us to explain or give reasons on a separate sheet.

If you rent from a housing association – would you like your benefit paid direct to them?
Do you occupy the property as a condition of you or your partner's employment?

| | |
|------------------------------|-----------------------------|
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Yes <input type="checkbox"/> | No <input type="checkbox"/> |

I would like my benefit paid into this account (this cannot be a Post Office account)

| Name on the account | Name of the bank/building society | Sort Code (all six numbers) | Account Number (usually seven to ten digits) |
|---------------------|-----------------------------------|---|---|
| | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

Or
Building Society Roll or Reference Number

| Name on the account | Name of the bank/building society | Building Society Roll or Reference Number |
|---------------------|-----------------------------------|--|
| | | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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"/> |

Part 4 - Sharing Information

Sharing Information with your landlord can help us deal with your claim more 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 we can pay your Housing Benefit straight to your landlord.

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 or renewed your claim for Housing Benefit and, if so, whether or not we have made a decision on your claim; and
- If we need more information to make a decision on your claim and, if so, what information this is.

There may be other information about your claim that we need to check with your landlord, such as the date your tenancy started, before we can make a decision on your claim. If this is the case, we have to ask your landlord even if you have not given 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, just contact us and let us know. If you want to give permission to share information with your landlord, please sign below.

I give you permission to share information about the progress of my Housing Benefit claim with my landlord and anyone listed below.

| Name/ details of third party | Relationship to claimant | Telephone Number and E-mail Address |
|------------------------------|--------------------------|-------------------------------------|
| | | |

Claimants Signature

Full Name
(in CAPITAL
LETTERS)

Date

 / /

Part 5 –Backdating your claim

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

Date you want to claim from? / / * As from 1st April 2016, Housing Benefit can only be backdated for one month from the date of request. We cannot pay you any longer backdated period than this.

Why have you not claimed before?

Part 6 - Declaration

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

Please read this declaration carefully before you sign and date it. I understand the following:

- If I give information that is incorrect or incomplete, or delay in giving information affecting my claim, you may take action against me. This action may result in me being cautioned or asked to pay back any overpayment and an extra penalty. You may consider prosecuting me.
- You will use the information I have provided to process my claim for Housing Benefit and Council Tax Benefit or Council Tax Reduction Scheme, Second Adult Rebate or Free School Meals. You may check some of the information with other sources within the Council, the Valuation Office Agency and other Councils.
- If I do not wish to be considered for Free School Meals I should contact the Council separately and inform the appropriate department. Otherwise I give you permission to use my details to record any eligibility to Free School Meals from the information I have given on this form.
- I give you permission to check the information on this form. This could include contacting my employer or pension provider if I do not give you enough evidence of my earnings or my pension. You may also contact other organisations or people where appropriate, if the law allows this.
- I give you permission to use any information I have provided in this form for or in connection with (a) the exercise of any other functions of a public nature exercised in the public interest by the Council or by any other person or (b) the exercise of any functions conferred on the Council or any other person by any Act of Parliament.
- You may use any information I have provided in connection with this and any other claim for State Benefits that I have made or may make. You may give some of this information to other government organisations, if the law allows this.
- I know I must let the Council's Benefit Service know about any changes in my circumstances which might affect my claim. I must report the change straight away, **IN WRITING**; if I delay I may lose benefit.
- **I confirm that all the information provided in this form is true and correct.**

Signature of person claiming

Date

 / /

Partner's signature

Date

 / /

If this form has been filled in by someone other than the person claiming

Please tell us why you are filling in this form for the person claiming.

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

Name of the person who filled in the form

Signature

Relationship to the person claiming

Date

/ /

Part 7 - Evidence Check

Important - Do not delay returning this form, if you cannot provide the proof we need at the same time as this form, please bring the form to your nearest Halton Direct Link Office see the front page for your local office or send the form to Halton Borough Council, Benefits Service, PO Box 223, Widnes, WA8 2DA and send the proof later.

We must see **original documents**, not copies.

Please do not send valuable items through the post. If you can, please bring them into your nearest Halton Direct Link Office. We will take the details we need and give the documents back to you. Alternatively if you are unable to bring your documents in to an office please contact the Benefits Service on 0151 511 7772 or Minicom 0151 907 8346.

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

Your claim will only be assessed once we have received all the evidence requested.

Proof of Identity

You must provide at least one document to prove your identity, this may include:

- Birth, marriage or civil partnership certificate
- Medical card
- EEC identity card / UK residence permit
- Bank statements/ utility bill
- Current valid passport and/or full driving license

Proof of National Insurance Number *(we need to see this proof for all adults in your home)*

National Insurance Card, payslips or letters from the tax office or from Department for Works and Pensions.

Proof of Earnings *(we need to see this proof for all adults in your home)*

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you or your partner started work within the last 3 weeks we may ask you to ask your employer to complete a certificate of earned income.

Self Employed *(we need to see this proof for all adults in your home)*

If you or your partner are self-employed, we need to see your accounts from the last financial year or if you have been trading for less than six months, a summary of your trading records so far. We may ask to complete a self-employed pro-forma.

Proof of capital, savings, investments and property *(we need to see this proof for all adults in your home)*

Such as all your bank, building society or post office accounts, full bank statements, or certificates for premium bonds, national savings certificates, ISA's, stocks, shares and unit trusts. We need to see proof of interest or dividends you get on investments and savings. The proof you send must show details for at least the last three months.

We also need to know about any property or land that you own.

Proof of benefits, allowance or pension (we need to see this proof for all adults in your home)

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

Proof of Rent

We need to see your tenancy agreement, your rent book or a letter from your landlord confirming your rent amount and date of tenancy.

Proof of any other income (we need to see this proof for all adults in your home)

If you receive any other income you will need to provide proof of this. Please contact our office for further advice.

Proof of money paid out

Such as letter about student grants, maintenance agreements or receipts from registered child minders.

Notes

यदि आप की पहली भाषा अंग्रेज़ी नहीं है और आप हमारी सेवाओं के बारे में जानकारी किसी अन्य भाषा में चाहते हैं तो कृपया हमें 0151 907 8300 पर फ़ोन करें या hdl@halton.gov.uk पर ई-मेल भेजें

Jeżeli angielski nie jest Twoim pierwszym językiem i potrzebujesz informacji o naszych usługach w innym języku, prosimy o zatelefonowanie do nas pod numer: 0151 907 8300 lub wysłanie maila do: hdl@halton.gov.uk

如果你的母语不是英语，而你希望得到有关我们服务的其它语言版本的信息，请致电0151 907 8300或者发送电邮至 hdl@halton.gov.uk联系我们。

اگر آپ کی پہلی زبان انگریزی نہیں ہے اور آپ ہماری خدمات کے بارے میں معلومات کسی دوسری زبان میں چاہتے ہیں تو براہ کرم ہمیں 0151 907 8300 پر فون یا hdl@halton.gov.uk پر ای میل کریں

If your first language is not English and you would like information about our services in another language, please call us on 0151 907 8300 or email hdl@halton.gov.uk

Part 8 - Notes for filling in this claim form for Council Tax Reduction Scheme, Second Adult Rebate, Housing Benefit and Free School Meals**About this form**

We have designed this claim form to be easy to fill in. There needs to be enough questions to make sure that everyone who claims gets the right amount of benefit. You may not have to fill in all parts of the form (for example, a few questions would not apply to most pensioners) but you must fill in any part that is relevant to you.

About Council Tax Reduction Scheme

Council Tax Reduction Scheme applies from 1st April 2013 and your means-test award will be reduced by a prescribed percentage as set by Halton Borough Council.

About Housing Benefit

Housing Benefit can pay all or part of your rent. It may give you some money towards things you have to pay for, like cleaning shared areas.

If you are of **pension age** you will continue to apply to Halton Borough Council to claim Housing Benefit for assistance with your rent.

If you are of **working age** you will be required to claim Universal Credit from the Department for Works and Pension for assistance with your rent.

The exception to this is for those in supported accommodation (people who receive care, support or supervision). If this applies to you, then you will continue to apply to Halton Borough Council to claim Housing Benefit for assistance with your rent.

Second Adult Rebate

Second Adult Rebate can help with your Council Tax and is for people who may not have a partner but who share their home with someone who is over 18, on a low income and does not pay them rent.

If you are claiming Second Adult Rebate, only complete Parts 1 and 6 of this form

Free School Meals

We will use this claim form to give free school meals to your child/children if you are their parent or guardian and you meet the criteria for free school meals. If you do not wish to be considered for free school meals please contact Halton Borough Council separately.

Proof

We need to see proof of some of the things you tell us about. There is a check list on part 7 of the form to help you. If you are not sure if we need to see proof of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the proof we have asked for.

If you need help to fill in the form

If you need any help contact us on 0151 511 7772 or for Minicom 0151 907 8346

Filling in the form

Please 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 or tape.

Changes you must tell us about

For example:

- Any of your children leave school, leave higher education or leave your property
- Anyone moves into or out of your home, including lodges and sub tenants
- Your income or the income of anyone living with you changes; including benefit changes
- Your capital or savings amount goes down or goes up
- You or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or changes leaves a job.
- Your rent changes
- You move
- Your or your partner to be away from home for more than a month
- You or anyone living with you starts work
- You receive any decision from the Home Office

This is not the full list. If you are not sure, please contact the Benefits Service for advice. You must tell us about changes in writing - a phone call or an email is not enough. If you do not tell us about any changes, you may lose money you are entitled to or you may get too much benefit. You must make sure that you tell us about any changes. Do not rely on someone else to pass the message on. It is an offence not to tell us about any changes that may affect your benefit. We may take court action against you and if we pay you too much benefit, you will have to pay it back.

How we collect and use information

We will use the information you give on this form, and in any supporting evidence you send us, to process your claim **for Council Tax Reduction Scheme, Second Adult Rebate, Housing Benefit and Free School Meals**

We may pass the information to other agencies or organisations such as the Department of Social Security, the Employment Service and the Inland Revenue, as allowed by the law.

By law, we may check the information you have provided, or information provided about you by someone else, against other information we already have. We may also ask other agencies, organisation, local authorities or government departments to give us information they have about you to:

- Make sure the information accurate
- Prevent or detect crime; and
- Protect public funds.

We may use or disclose any information you provide in this form for or in the connection with (a) the exercise of any other functions of a public nature exercised in the public interest by the Council or be any other person or (b) the exercise of any functions conferred on the council or any other person by any Act of Parliament.

Halton Borough Council is the data controller for the purpose of the Data Protection Act 1998.

If you want to know more about what information we have about you, or the way we use that information, you can ask.

What to do next

When you have filled in the form read the declaration and sign it, return the form to one of the Halton Direct Link Offices listed on the front page of this form, or alternatively post the form back to Halton Borough Council Benefits Service P.O Box 223, Widnes WA8 2DA.