

Application for Housing Benefit and Council Tax Benefit



**NORTH AYRSHIRE
COUNCIL**

➤	Name
	Address

Claim reference	
Council tax reference	
Date requested	
Date of issue	
Date received	

Notes for filling in the Housing Benefit and Council Tax Benefit claim form

About this form

The Housing Benefit and Council Tax Benefit claim form has been designed to be easy to fill in. It may look rather long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of benefit.

You may not have to fill in all the parts of the form, but you must fill in any part that is relevant to you or your spouse or partner. Every part starts with a question to help decide if you need to fill in that part.

Second Adult Rebate

Second Adult Rebate is Council Tax Benefit for people who may not have a partner but who share their home with someone who:

- is 18 or over; and
- is on a low income; and
- does not pay them rent.

If you are claiming Second Adult Rebate, only fill in **Part 1**, **Part 3** and **Part 17** of this form.

Evidence

We need to see evidence of some of the things you tell us about. There is a checklist at the end of the form to help you. If you are not sure if we need to see evidence of something, get in touch with us. We will tell you what we need to see. We can not pay you benefit until we have seen the evidence we have asked for.

Filling in the form

If you are filling in this form by hand, 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.

Answer **'Yes'** or **'No'** questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. Do not put a cross in any boxes. If you answer a question with a cross we will have to send the form back, and this will delay the claim. **If someone else fills in the form for you, there is a special space for them to sign.**

If you need help filling in the form, our contact details are as follows

Working Age
Benefits Service
Cunninghame House
Irvine
KA12 8EE
Tel 0845 603 0595

Pension Age
Benefits Service
Cunninghame House
Irvine
KA12 8EE
Tel 0845 603 0595

or email us at
benefits@north-ayrshire.gov.uk

Or you can get in touch with an organisation like the Citizens' Advice Bureau.

The address and phone number of your nearest bureau is in The Phone Book

What to do next

When you have filled in the form, sign it and send it to the address shown on the front page, with the evidence we need to see. Or you can bring the form and evidence to the Benefits Service. Our office opening hours are Mon, Tues and Thurs 0900 - 1645, Wednesday 1015 - 1645 and Friday 0900 - 1630. You can also hand them in at your local Housing office. Do not send valuable items such as bank books or passports in the post. Bring them to our reception and we will get the information we need and give them back to you.

If you are a tenant of:

Cunninghame Housing Association, Irvine Housing Association, Ancho or Isle of Arran Homes they can accept forms and evidence on our behalf.

If you cannot get the evidence we need straightaway, do not worry. Send the form to the Benefits Service, and send your evidence within 7 days. If you do not send the form to the Benefits Service straightaway, you might lose money. If you cannot get the evidence within 7 days, let us know. We may be able to help you.

When we usually pay benefit from

We will usually pay your benefit from the Monday after we get your form.

Local Housing Allowance

Tenants renting from a private landlord will get Local Housing Allowance. Your benefit will be calculated using Local Housing Allowance rates. The rates are set each month for different size properties by The Rent Service Scotland and the rate you are entitled to is based on the number of people who live with you and their ages. Local Housing Allowance is the maximum amount that you can receive, and this will reduce depending on your income, savings and circumstances. The Local Housing Allowance rates are available in advance from our website, the Benefits Service reception at Cunninghame House and any Local Housing Office. Please see the notes on page 26 for further information.

Private Landlord Registration

All private landlords letting property in Scotland must have applied for registration in the register of landlords.

The aim of landlord registration is to ensure that all private landlords in Scotland are 'fit and proper' to be letting residential property. Your landlord should be able to give you this number.

Changes you must tell us about

Tell the Benefits Service straightaway if:

- any of your children leave school or leave home;
- anyone moves into or out of your home (including lodgers and subtenants);
- your income or the income of anyone living with you, including benefits, changes;
- You or anyone living with you starts to get an occupational pension or the amount you get changes;
- your capital, savings or investments change;
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison or gets or changes or leaves a job;
- your rent changes;

- you move;
- you or your partner are going to be away from home for more than a month;
- you receive any decision from the Home Office; or
- anything you have told us changes.

You must tell us about these changes in writing.

It is your responsibility to advise the Benefits Service of any changes to your awards of benefit or Tax Credits. The Department for Work and Pensions or Her Majesty's Revenues and Customs do not advise the Council of these as a matter of course.

If you don't tell the Benefits Service about these changes you may lose money you are entitled to or you may get too much benefit.

You must make sure that you tell the Benefits Service about these changes. Don't rely on someone else to pass the message on.

It is an offence not to tell the Benefits Service about any change of circumstance that affects your benefit. North Ayrshire Council may take court action against you and if we pay you too much benefit, you will have to pay it back.

PLEASE TEAR OFF THE CHANGE OF CIRCUMSTANCES FORM AT THE END OF THIS FORM AND KEEP IT TO TELL US OF CHANGES WHEN THEY HAPPEN.

How we collect and use information

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

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and the Her Majesty's Revenues and Customs, as allowed by law.

North Ayrshire Council may use the information contained in this form to see if you are entitled to school clothing grants and improvement/repairs grants or any other benefits.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to:

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

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

Remember, to give false information is an offence under the Social Security Administration (Fraud) Act 1997 and you may be prosecuted.

A claim form for Housing Benefit and Council Tax Benefit

Are you claiming Second Adult Rebate only? Only fill in Part 1, Part 3 and Part 17 of this form.

Are you (please tick one box)

a council tenant? a private tenant? a home owner?

a housing association or social landlord tenant?

Part 1 About you and your partner

Do you have a partner who normally lives with you?

By partner we mean

- someone you are married to or live with as if you were married to them, or
- a civil partner or a person you live with as if you are civil partners

No

Yes

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

You

Your partner

Surname or family name

Other names

Any other names you have used

Title (Mr, Mrs, Ms, other)

Address

Do not tell us your partner's address if it is the same as yours.

 Postcode

 Postcode

Your daytime phone number

 Code Number

 Code Number

Your mobile phone number

You do not have to tell us this, but it will help us deal with your claim more quickly.

Date of birth

 | |
 | |

National Insurance (NI) number

Letters Numbers Letter

 | | | |

Letters Numbers Letter

 | | | |

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

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

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

We need to see proof of your identity and NI number. See the checklist at Part 16.

Have you or your partner claimed Housing Benefit or Council Tax Benefit before?

No
 Yes Please tell us about it overleaf

No
 Yes Please tell us about it overleaf

When did you last claim?

 | |
 | |

You

Your partner

Do you or your partner get Attendance Allowance? No
 Yes We will need to see proof of this

No
 Yes We will need to see proof of this

Does anyone get Carer's Allowance for looking after you or your partner? No
 Yes We will need to see proof of this

No
 Yes We will need to see proof of this

Have you or you partner been told that you are entitled to Carer's Allowance even if you do not receive it, because you are getting another benefit instead? No
 Yes We will write to you about this

No
 Yes We will write to you about this

Do you or your partner pay towards the upkeep of a student? No
 Yes How much do you pay and how often?
 £ every

No
 Yes How much do you pay and how often?
 £ every

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

No
 Yes

Are you or your partner a student? By student we mean anyone who is attending a course of study at an educational establishment. No
 Yes Tell us if this is full or part time
 Full time Part time

No
 Yes Tell us if this is full or part time
 Full time Part time

What are the dates of your academic year? From | | To | |

From | | To | |

How long is your course? Years

Years

Do you get a grant or bursary? No
 Yes If 'Yes', how much do you get?
 £

No
 Yes If 'Yes', how much do you get?
 £

How much of your income is taken into account when working out your grant? £ a year

£ a year

Do you get a student loan or top up loan? No
 Yes If 'Yes', how much do you get?
 £

No
 Yes If 'Yes', how much do you get?
 £

Please tick if you or your partner are:

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

We will contact you if we need any more information.

We need to know about any children in your household who are: under 16, aged 16 or 17 and registered for work or youth training, or aged 16, 17, 18 or 19 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

Are there any children in your household as described above?

No Go to **Part 3**

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

	First child	Second child	Third child
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address, if different from yours	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>
	We need to see proof of this	We need to see proof of this	We need to see proof of this
Is the child registered blind?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> We need to see proof of this	Yes <input type="checkbox"/> We need to see proof of this	Yes <input type="checkbox"/> We need to see proof of this

Part 2

About children *continued*

Does the child get Disability Living Allowance?

No
Yes How much?

No
Yes How much?

No
Yes How much?

Care £

£

£

Mobility £

£

£

Do you or your partner pay any childminding costs for this child to a registered childminder, a nursery or an after-school club?

No
Yes Please tell us about it below

No
Yes Please tell us about it below

No
Yes Please tell us about it below

Tell us the name and registration number of the minder.

How much do you pay a week?

£ a week

£ a week

£ a week

We need to see proof of this

We need to see proof of this

We need to see proof of this

Part 3

About other people who live with you

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

Do not tell us about people who just share a hall, bathroom or toilet with you.

If you want to tell us about more than three people, use a separate sheet of paper.

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

No Go to **Part 4**
Yes Fill in this section

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
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"/>
Their relationship to you or your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Do they get Income Support, income-based Jobseeker's Allowance, Guarantee Pension Credit or income-related Employment and Support Allowance?

No
Yes

No
Yes

No
Yes

Do they get Disability Living Allowance or Attendance Allowance?

No
Yes How much?

No
Yes How much?

No
Yes How much?

£ a week

£ a week

£ a week

	First person	Second person	Third person
Are they registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which <input type="text"/>
	We need to see proof of this	We need to see proof of this	We need to see proof of this
Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week
Are they severely mentally impaired?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/>
Are they in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below
When did they go in?	<input type="text"/>	<input type="text"/>	<input type="text"/>
When are they due to come out (if you know)?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions £ <input type="text"/>
	We need to see proof of their earnings	We need to see proof of their earnings	We need to see proof of their earnings
Do they have any other income at all? Make sure you tell us about all other income they have.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below
This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.			
1. Where does this income come from?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Part 3

About other people who live with you *continued*

2. Where does this income come from?

--	--	--

How much is it before deductions?

£	£	£
---	---	---

3. Where does this income come from?

--	--	--

How much is it before deductions?

£	£	£
---	---	---

We need to see proof of their income

We need to see proof of their income

We need to see proof of their income

Are any of the people who normally live with you married to each other, civil partners or living together as if they were married or civil partners?

No

Yes Tell us their names below

	Is the partner of	
--	-------------------	--

	Is the partner of	
--	-------------------	--

Has anyone who lived with you died in the last twelve months?

No

Yes Please give details below

Name

Date of death / /

Part 4

About Income support, Income-based Jobseeker's Allowance, Pension Credit and Income-related Employment and Support Allowance.

You

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

No

If you answered 'No', please go to the next question.

Yes

If you answered 'Yes', when did you start getting it?

--	--	--

Now go to part 11

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

No

Yes When did you claim?

--	--	--

Now go to part 5

Your partner

No

If you answered 'No', please go to the next question.

Yes

If you answered 'Yes', when did you start getting it?

--	--	--

Now go to part 11

No

Yes When did you claim?

--	--	--

Now go to part 5

Part 5 About being self-employed

You

Your partner

Are you or your partner self-employed?

No Go to **Part 6**

Yes Answer the questions on this page.

No Go to **Part 6**

Yes Answer the questions on this page.

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

What kind of work do you do?

When did the business start?

What is the business address?

 Postcode

 Postcode

Do you have any business partners?

No

Yes Tell us their names and address

 Postcode

No

Yes Tell us their names and address

 Postcode

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

No

Yes How much and how often?

£ every

No

Yes How much and how often?

£ every

Do you pay into a private pension scheme?

No

Yes How much and how often?

£ every

No

Yes How much and how often?

£ every

We need to see proof of this

We need to see proof of this

We must see evidence of your earnings before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 6 About working for an employer

You

Your partner

Do you or your partner work for an employer?

No Go to **Part 7**

Yes Answer the questions on this page.

No Go to **Part 7**

Yes Answer the questions on this page.

If you work for more than one employer, tell us about all the employers on a separate sheet of paper and send it with this form.

What kind of work do you do?

What is your employer's name and address?

 Postcode

 Postcode

When did you start this job?

 | |
 | |

What is your payroll, employee or staff number?

Are you employed for a limited period?

No

Yes When will you finish?

 | |

No

Yes When will you finish?

 | |

How often do you get paid?

 every

 every

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

 £

 £

How are you paid, for example, in cash, by cheque or straight into a bank or building society account?

When was your last pay rise?

 | |
 | |

When will your next pay rise be?

 | |
 | |

How many hours a week do you usually work?

Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment?

No

Yes

No

Yes

Part 8 About benefits, pensions and tax credits

You

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

- No Go to **Part 9**
- Yes Tell us about the benefits or pensions below for both you and your partner.

Your partner

- No Go to **Part 9**
- Yes Tell us about the benefits below. Tell us the full rate of the benefits before any deductions.

Read the list of benefits and pensions.

- Adoption Pay
- Armed Forces and Reserve Forces Compensation Payments
- Bereavement Allowance
- Carer's Allowance
- Child Benefit
- Child Tax Credit
- Employment and Support Allowance (contribution based)
- Fostering allowance
- Guardian's Allowance
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Jobseeker's Allowance (contribution based)
- Maternity Allowance
- Occupational Pension
- Pension Credit (Savings Credit)
- Private Pension
- Retirement Pension
- Severe Disablement Allowance
- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Sick Pay
- War Disablement Benefit
- War Pension or War Widow's Pension
- Widow's/Widowers Benefit
- Working Tax Credit
- Works Pension

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper and send it with the form.

Please note that if you are getting your benefit or pension paid into a Bank or Building Society account you must also give details of this account in Part 9.

You

The name of the benefit or pension

Waiting to hear
Getting now

- No Yes
- How much and how often?

£ every

Your partner

- No Yes
- How much and how often?

£ every

The name of the benefit or pension

Waiting to hear
Getting now

- No Yes
- How much and how often?

£ every

- No Yes
- How much and how often?

£ every

The name of the benefit or pension

Waiting to hear
Getting now

- No Yes
- How much and how often?

£ every

- No Yes
- How much and how often?

£ every

You must answer this question.

Do you or your partner have any savings, investments, property or land in the UK or abroad?

No

Yes Answer the questions on this page.

This includes **all** cash, current accounts and savings accounts with a bank or building society, post office accounts, premium bonds, income bonds, National Savings Certificates, and stocks and shares. Failure to disclose all savings, investments and property to obtain benefit may result in prosecution.

Do you or your partner have any of the following?

	No	Yes	Total	Name of the bank	Number of accounts
Bank Accounts	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>
Building Society Accounts	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Name of the building society <input type="text"/>	<input type="text"/>
Post Office Accounts	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		<input type="text"/>
Premium Bonds	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Name of the company the investments are held in <input type="text"/>	
Unit trusts, ISAs, PEPs, TESSAs or other investments	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Name of the company the bonds are held in <input type="text"/>	
Income bonds or capital bonds	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>		
Money or property held in trust	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Name of the company the shares are held in <input type="text"/>	Number of shares held <input type="text"/>
Shares – approximate value	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Name of the company the shares are held in <input type="text"/>	<input type="text"/>
Shares – approximate value	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Name of the company the shares are held in <input type="text"/>	<input type="text"/>
Shares – approximate value	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Name of the company the shares are held in <input type="text"/>	<input type="text"/>
Any other savings or investments	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>	Type of other savings/investment <input type="text"/>	

Do you or your partner have any National Savings Certificates?

No

Yes Please send us the original certificates as proof. We will return the certificates to you.

Do any of your savings or investments include:
 • money from the sale of a house, or
 • money from a charity?

No

Yes We will write to you about it.

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

No

Yes

Current Market Value	Amount	Amount of mortgage outstanding
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

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

Part 9 About savings, investments and property *continued*

Have you or your partner received:

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

You

- No
 Yes
 No
 Yes

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

- No
 Yes We will write to you about it

Your partner

- No
 Yes
 No
 Yes

- No
 Yes We will write to you about it

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

Have you or your partner received a lump sum because you deferred receipt of your State Pension?

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

- No
 Yes If yes, what was the **gross** amount of the payment received?

£

- No
 Yes If yes, what was the **gross** amount of the payment received?

£

Do you or you partner have any other capital, savings or investments? For example, cash, compensation, or any other money you have not told us about on this form.

- No
 Yes Please Give Details

We must see evidence of **all** savings, investments or property before we can decide how much benefit you can get. Read the checklist at **Part 16** to see what you can use as evidence.

Part 10 About money coming in

Have you or your partner or any children you are claiming for, have any money coming in (or expect to have some money coming in) that you have not already told us about on this form?

No Go to **Part 11**

Yes Answer the questions on this page.
 You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust

This includes maintenance or child support for you, your partner or any of the children you have told us about on this form, money from a trust fund, training allowances, a student grant or loan, and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants.

	Other money 1	Other money 2	Other money 3
What is the money for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who is it paid in respect of?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much do they get?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text"/>	<input type="text"/>	<input type="text"/>
When did they start getting this income?	<input type="text"/>	<input type="text"/>	<input type="text"/>
When is the income likely to go up?	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 10 About money coming in *continued*

Does anyone owe money to you, your partner, or any children you are claiming for?

No
 Yes Please tell us about it below

No
 Yes Please tell us about it below

No
 Yes Please tell us about it below

What for?

How much?

£

£

£

Who is it owed to?

Are you expecting to get any money in the next 12 months? For example, a redundancy payment or a payment instead of notice or holiday.

No
 Yes Please tell us about it below

No
 Yes Please tell us about it below

No
 Yes Please tell us about it below

What for?

How much?

£

£

£

We must see evidence of any income before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as evidence.

Part 11 About where you live

Do you or your partner own your home or have a mortgage?

No Go to the next question
 Yes Go to Part 13

Do you or your partner pay rent for your home? Tick Yes if you would pay rent but you already get Housing Benefit.

No Go to Part 13
 Yes Answer the next question

When did you start renting your home?

When did you move to this address?

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

Are you or your partner a council tenant?

No Go to the next question
 Yes Go to Part 13

Are you or your partner a tenant of a Registered Social Landlord?

No Go to the next question
 Yes Go to Part 12

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

Detached house

Flat in a house

Caravan, mobile home or houseboat

Semi-detached house

Flat in a block

Hotel

Terraced house

Flat over a shop

Residential nursing home

Maisonette

Bedsit or rooms or a studio flat

Residential care home

Bungalow

Board and lodgings

Hostel

Other – give details

Part 11 About where you live *continued*

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

No

Yes Where in the building do you live? At the front In the middle At the back
Left Right

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

How many rooms are there in the building?

	In the whole building	Just for you and your household	That you share with other people
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living Room	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchen	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or Shower Rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you or your partner use your home for business?

No

Yes

Do you or your partner have a main home somewhere else?

No

Yes Please tell us about it below

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

What is the address?

 Postcode

Part 12 About rent

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

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

 Postcode

What is your landlord's registration number?

Please see the notes section on page 2 to find out what this is.

If your landlord has an agent, tell us their full name and address. By agent we mean the person or organisation you actually pay your rent to.

 Postcode

Part 12 About rent *continued*

Are you, your partner, or any of your or your partner's children related to your landlord or agent, or to your landlord's partner or the agent's partner?

No

Yes What is the relationship?

Is my landlord's or agents

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

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

How long is the tenancy for?

to

What is the property let as? Tick the box that applies.

Furnished

Partly furnished

Hardly any furniture

Unfurnished

How much rent do you pay and how often?

£ every

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

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

No

Yes Tell us the details in the box below

How much of the rent do you pay and how often?

£ every

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

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 16 to see what you can use as proof.

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

No

Yes Please send us the notice of registration form **RO5**.

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

No

Yes How many in a year?

Are you behind with your rent?

No

Yes How much?

£

By how many weeks?

We need to see proof of this.

Have you paid any rent to your landlord?

No

Yes Please Give Details

Amount

Date

Please provide evidence of these payments.

Part 12 About rent *continued*

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

Tick the box that applies.

You or your partner Your landlord Someone else Tell us who it is.

What is the Council Tax reference number? (This can be found on your bill)

Does your rent include money for the following?

Meals

No

Yes How much? £ every

For which meals? Please tick Breakfast Lunch Evening meal

Heating

No

Yes How much? £ every

Lighting

No

Yes How much? £ every

Hot water

No

Yes How much? £ every

Fuel for cooking

No

Yes How much? £ every

Laundry

No

Yes How much? £ every

Cleaning rooms or windows

No

Yes How much? £ every

Gardening

No

Yes How much? £ every

Garage or parking space

No

Yes How much? £ every

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

No

Yes

Personal care and support

No

Yes How much? £ every

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

No

Yes How much? £ every

What for?

Part 12 About rent *continued*

Are you or your partner living away from home at the moment? No
Yes Tell us about it below

Why are you or your partner not living at home?

When did you or your partner last live at home?

When do you or your partner expect to go back home?

What is the address of where you or your partner are living at the moment?

Postcode

Have you sublet your home?

No

Yes Who lives there now?

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at **Part 16** to see what you can use as evidence.

Part 13 Anything else you need to tell us

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

Part 14 Backdating

Benefit is normally paid from the Monday following the date of claim and one calendar month is allowed to supply supporting evidence and information. If you wish benefit to be considered from an earlier date, you must have good cause or reason as to why your claim was not made earlier and that good reason must have existed for all of the period. Please note that benefit cannot be backdated for any period more than 6 months before the date of your request for Working Age claimants and 3 months for Pension Age claimants.

Date you want to claim benefit from

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

- No Tell us on a separate sheet what your or your partner's circumstances were.
- Yes

Tell us why you have not claimed before. The reason you give must apply for the whole period you are claiming for.

Part 15 How you will be paid

If you are a council tenant, North Ayrshire Council will pay any Housing Benefit you are awarded into your rent account. **Go to Part 16**

If you are awarded Council Tax Benefit, we will pay this into your Council Tax Account. **Go to Part 16**

If you are not a council tenant and are awarded Housing Benefit, you can choose where to have your money paid. We can arrange to pay your money:

- directly to your landlord if you are a Housing Association tenant. **Please remember to complete Parts 18 and 19.**
- directly into your bank or building society account or
- by cheque.

The safest and easiest way to receive your benefit is directly into your bank account as it avoids the risk of cheques being stolen or delayed in the post. We cannot pay Housing Benefit into a Post Office Card Account. If you do not provide your bank details we will pay your Housing Benefit by cheque and you will need a bank account in your name so you can cash the cheque.

If you want benefit to be paid directly into your bank account, please provide the following information.

Would you like your Housing Benefit paid:

- Straight into an account
- By cheque

Please tick the appropriate box.

Name of bank or building society

Branch

Bank or building society sort code

Account holders name

Bank or building society account number

Building Society Roll Number

Please provide evidence of your roll number.

Your signature

Date

Please tick to say what evidence you are sending with this form. We must see **original documents**, not copies.

Please do not send valuable items through the post. If you can, bring them into our reception. We will take the details we need and give you the documents back straight away.

If you cannot get into the office, phone us for more advice.

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

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence within 7 days. We can start to process your claim, **but we will not be able to pay you any benefit until we have all the evidence.**

- Evidence of identity**

You must provide one of the following for you and your partner - birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill.
- Evidence of National Insurance number**

Such as a National Insurance number card, payslips or letters from social security or the tax office.
- Evidence of Non-Dependants Income**

In order to receive the lower non-dependant deduction (where applicable) proof of the non-dependant's income must be provided. Failure to provide proof shall result in the highest reduction being applied.
- Evidence of earnings**

We also need this for any other adults living 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. Please note that wage envelopes are not acceptable evidence. If this is the only evidence you have please contact us immediately. We will contact your employer if you do not have these payslips
- Evidence of self-employment**

If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than six months, a summary of your trading records so far.
- Evidence of other income**

We also need this for any other adults living in your home. Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings.
- Evidence of benefits, allowances or pensions**

We also need this for any other adults living in your home. Such as current award notices or letters from social security confirming how much you get. If you do not have evidence, let us know straight away. Note that it is your responsibility to advise us of any award or change to your benefits or Tax Credits. The Department for Work and Pensions and Her Majesty's Revenue and Customs do not advise the Council of these on your behalf.
- Evidence of capital, savings and investments**

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. We need to see this evidence for children in your household as well. The evidence you send must show details for at least the last three months.
- Evidence of private rent and tenancy**

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.
- Evidence other money paid out**

Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

Part 17 Declaration

Even if someone else has filled in this form for you, you must sign this document if you can. If you have a partner, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

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

- I/we declare that the information I/we have given on this form is correct and complete to the best of my/our knowledge.
- I/we understand that if I/we give information that is incorrect or incomplete, I/we may be prosecuted.
- I/we agree that you will use the information I/we have provided to process my/our claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law.
- I/we understand that you may use any information I/we have provided in connection with this and any other claim for social security benefits that I/we have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me/us money, if the law allows this.

- I/we know that I/we must let you know in writing about any change in my/our circumstances which regulations under the Social Security Administration Act require me/us to notify in writing which occur after this claim. I/we am/are legally required to report any changes and may be prosecuted for failure to do so.

- I/we know that I/we must notify the council within 1 month, in writing, of any changes in circumstances.

I understand that this includes things like –

- If you change your address.
- If you/your partner/your dependants/other persons in the household income goes up or down.
- If you/your partner/your dependants/other persons in the household capital goes up or down.
- If you/your partner/your dependants/other persons in the household benefit goes up or down.
- If your Income Support or Jobseekers Allowance (income based) stops.
- If you/your partner start working or change jobs.
- If you/your partner goes into hospital.
- If anyone joins or leaves your household.

Signature of person claiming

Partner's Signature

Date

Date

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

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

Name of person who filled in form

Signature of person who filled in form

If you are a Private Tenant please go to Part 18 now.



Important information relating to Local Housing Allowance

Housing Benefit for most Private Tenants is calculated using the Local Housing Allowance (LHA) scheme

You will not be affected by the LHA if:

- You are a Housing Association tenant
- Your tenancy began prior to 1989
- You rent your home from a charitable organisation that provides support
- You live in a caravan
- You live in accommodation that provides board.

The LHA rate, that will be used to work out your Housing Benefit, will depend on how many people are in your household, their ages and the number of bedrooms your household is entitled to.

One bedroom is allowed for

- Every single adult or every adult couple
- Any other adult aged 16 or over
- Any two children of the same sex
- Any two children regardless of sex under age 10
- Any other child.

Payment of the Local Housing Allowance.

The Local Housing Allowance will be paid to you and not to your landlord. It is your responsibility to make your rent payments on time. You may want to consider setting up a standing order to make your payments to your landlord. If you do not have a bank account then all major banks will help you to open one.

All Local Housing Allowance payments will be sent to you by a direct payment into your bank or building society account or by cheque.

The Local Housing Allowance can only be paid direct to your landlord if the council considers that you are:

- Unable to manage your own affairs
- You are unlikely to make payment of your rent
- You are in arrears with your rent.

Tick here if you believe that you meet one or more of the criteria above.

The council will send you an application form to complete. The decision to pay your Local Housing Allowance to your landlord is at the discretion of the council and will be made in accordance with our LHA Safeguard Policy. This policy and other information regarding Local Housing Allowance can be viewed on our website: www.north-ayrshire.gov.uk

You can also receive additional information regarding the Local Housing Allowance by:

Telephoning the Benefits Service on 0845 603 0595

Visiting the Benefits Service at 2nd floor, Cunninghame House, Irvine

Emailing the Benefits Service at: benefits@north-ayrshire.gov.uk

Part 20 Equalities Questionnaire

North Ayrshire Council is committed to continuous improvement of our services to customers. To help us better understand the needs of our customers please complete this form and return it with your claim form.

Any replies you chose to give will be entirely confidential and will not affect the outcome of your claim in any way.

A. Please indicate which background you feel you belong to:

Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Kashmiri
- Other Asian Background
- Please Specify

Mixed ethnic background

- Asian and White
- Black African and White
- Black Caribbean and White
- Other Mixed Ethnic Background
- Please Specify

Black or Black British

- African
- Caribbean
- Other Black Background
- Please Specify

White

- White British
- White Irish
- Any other white background
- Please specify

Chinese

- Any Chinese Background

Any other ethnic Background

- Any other ethnic
- Please Specify

B. Please indicate your nationality

- British or mixed British
- Scottish
- English
- Welsh
- Irish

- Any other Nationality

Please specify

Completed questionnaire to be returned with the booklet

➤ **Notice of a change in your circumstances - please tear off and keep this form.**

If your circumstances change, you must tell the Benefits Service straight away. We can then adjust your claim and make sure you are getting all the benefit you are entitled to. This could also avoid any overpayments of benefit which you will have to pay back.

Changes include things like:

If you change address

If your/your partner/your dependants/other persons in the household income/capital/benefit goes up or down or if any benefit stops.

If you/ your partner/other person in the household start working or change jobs.

If you/your partner goes into hospital

If anyone leaves or joins your household.

Your full name

Reference number

Your full address

Your phone number

Date of change

Details of change - please give as many details as possible. Continue on a separate sheet of paper if necessary.

Declaration

I/We declare that the information given on this form is correct and complete.

I/We understand that if we give information that is incorrect or incomplete, I/We may be prosecuted.

I/We will report any further changes in my circumstances to the Benefits Service.

Signature

Date

Please provide proof of any changes. You must send us original documents (we cannot accept photocopies).

Please call 0845 603 0595 if you need any assistance.

Please return this form to: North Ayrshire Council

Benefits Service
Cunninghame House
Irvine
Ayrshire
KA12 8EE

Application
for Housing Benefit
and Council Tax Benefit

