Council Tax Reduction
Claim Form

Please return this form as quickly as possible, even if you do not have everything we ask for you can send any supporting documents later.

Name
Address
Post code

Filling in the form
Please fill in any questions that are relevant to you in black ink. If someone fills in this form for you please indicate this on the declaration page at the back of the form.

Where you see the sign on the form, this indicates that proof is required.

If you need assistance in completing your form you can contact us by phone or by coming into one of our offices. Contact details are given on this page. You can complete this form on-line by accessing the Council’s website www.welhat.gov.uk

If you are awarded Council Tax Reduction it will be credited to your account.

How we collect and use information
We will use the information given in this form, and any supporting information that you provide to process your claim for Council Tax Reduction.

We may share information with Government agencies such as the Department of Works and Pensions but only where this is permissible by law. The Council is the data controller for the purposes of the Data Protection Act 1998 and information will be handled in accordance with the provisions contained in the Act.

Don’t delay - claim today!
Our address is:
Benefit Section, Council Offices,
The Campus, Welwyn Garden City,
Hertfordshire AL8 6AE.
Telephone: (01707) 357000
Email: benefits@welhat.gov.uk
You can visit us during the following times
8.45am - 5.15pm Monday, Wednesday, Thursday
10.00am - 5.15pm Tuesday
8.45am - 4.45pm Friday

www.welhat.gov.uk

WH_CT_Reduction_Form_v2_P_Layout 1  12/05/2015  13:29  Page 1
Note for filling in the claim form

About this form
The Council Tax Reduction form has been specially designed to be easy to fill in. It is 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 parts of the form, but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

Second Adult Rebate
Second Adult Rebate is Council Tax Reduction you can get if you share your home with someone who is not your partner, is on low income, is 18 or over, and does not pay you rent.

If you are claiming Second Adult Rebate, only fill in Parts 1, 3, 13, and 15.

Evidence
We need to see evidence of some of the things you tell us about. 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 cannot pay you benefit until we have seen the evidence we have asked for.

How we collect and use information
We will use the information you give in this form, and any supporting evidence you send us to process your claim for Housing Benefit, Council Tax Reduction and any other Welfare Benefits.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue and Customs, as allowed by law. We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give them information, to:

- make sure the information is accurate; and
- 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.

The Council is the data controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or in the way we use it, please ask us.

If required information may be disclosed to the Welwyn Community Housing Trust who manage the Council’s housing stock. This is in accordance with the Data Protection Act 1998.

Changes you must tell us about
Tell the Council straight away if;

- any of your children leave school or leave home; or
- anyone moves in or out of your home (including lodgers, joint tenants and subtenants); or
- your capital, savings or investments change; or
- 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, changes or leaves a job; or
- your rent changes; or
- you move house; or
- you or your partner are going to be away from home for more than a month; or
- you receive any decision from the Home Office; or
- anything you have told us about changes.

You must tell us about these changes in writing - a phone call is not enough.

If you don’t tell us about these changes, you may lose money you are entitled to or you may get too much benefit.

You must make sure you tell us about these changes. Don’t rely on someone else to pass on the message.

It is an offence not to tell us about any change of circumstance that affects your benefit.

We may take court action against you.

If we pay you too much benefit, you will probably have to pay it back
Part 1 About you and your partner

If you are just claiming Second Adult Rebate, only fill in Parts 1, 3, 13, and 15 of this form.

Do you have a partner who normally lives with you?

☐ No

☐ Yes

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

YOU

Surnames or family name

Other names

Any other surnames or family names you have used, such as before marriage or in a previous marriage.

Title (Mr, Mrs, Ms and so on)

Address

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

Post code

What date did you move in to this address?
(first spent the night there)

/ / /

Your daytime phone number

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

What is this number?

Please tick.

E-mail address

We want to deal with your claim as quickly as we can and if we have your e-mail address we will contact you this way.

Date of Birth

/ / /

National Insurance Number

You can find this on payslips or letters from social security or the tax office. We can decide your claim only if we see evidence that this is your National Insurance Number (see part 16).

INTERNATIONAL USE ONLY

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

YOUR PARTNER

Surnames or family name

Other names

Any other surnames or family names you have used, such as before marriage or in a previous marriage.

Title (Mr, Mrs, Ms and so on)

Address

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

Post code

What date did you move in to this address?
(first spent the night there)

/ / /

Your daytime phone number

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

What is this number?

Please tick.

E-mail address

We want to deal with your claim as quickly as we can and if we have your e-mail address we will contact you this way.

Date of Birth

/ / /

National Insurance Number

You can find this on payslips or letters from social security or the tax office. We can decide your claim only if we see evidence that this is your National Insurance Number (see part 16).

INTERNATIONAL USE ONLY

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

We must see evidence of you and your partner’s identity and National Insurance Number. If you or your partner are asylum seekers, you must provide your current Home Office letter.
### Part 1  About you and your partner continued

<table>
<thead>
<tr>
<th>Question</th>
<th>You</th>
<th>Your Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Are you living away from home at the moment?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No □ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, tell us why you are not living at home:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>When did you last live at home?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>When do you expect to go back home?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tell us the address where you are living at the moment:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post code</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>If you home has been sublet, tell us who lives there now:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>YOU</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post code</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>YOUR PARTNER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post code</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>If you have moved home in the last 12 months, tell us your last address.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Were you the home owner, a private tenant, a council tenant or a boarder at this address?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No □ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last 2 years?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No □ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, We will write to you about this.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>If your nationality is not British, on what date did you last enter the UK? The UK is England, Northern Ireland, Scotland &amp; Wales.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No □ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Are you an EEA worker?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No □ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Are you or your partner in hospital at the moment?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No □ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, when did you go in?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When will you come out (if you know this)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No □ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Do you or your partner get Disability Living Allowance or Personal Independence Payment?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No □ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Do you or your partner get Attendance Allowance?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No □ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Does anyone get Carer’s Allowance for looking after you or your partner?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No □ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Have you or your partner ever claimed Carer’s Allowance or Invalid Care Allowance?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No □ Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Still tick ‘Yes’ if you claimed but were not paid any money</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 1 About you and your partner continued

**YOU**

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

- Are you or your partner a student?
  - No
  - Yes

**YOUR PARTNER**

- Do you study full time or part time?
  - Full time
  - Part time

- Do you study full time or part time?
  - Full time
  - Part time

Part 2 About children

You may be able to get more benefit if there are children in your household and they are:
- under 16 or
- aged 16 to 20 and in full-time further education or approved training

**CHILD 1, CHILD 2, CHILD 3, CHILD 4**

- Surname or family name
- Other names
- Date of birth
- The child's relationship to you
- The child's relationship to partner
- Usual address if different to yours
- Child Benefit number
- Who gets the Child Benefit for them?
- Is the child registered blind?
- Does the child get Disability Living Allowance?
- Do you pay for childcare?
  - If yes, please tell us the name and registration number of the childcare provider.
  - How much do you pay a week?

**CLAIM FORM** Council Tax Reduction 5
Part 3 **About other people who live with you**

Do any adults usually live with you and any partner you have?  
By adults we mean people over 16 who nobody gets Child Benefit for. Do not tell us about people who just share a hall, bathroom or toilet with you.

No – Go to Part 4  
Yes – Answer all the questions in this section

Now tell us about all the people who usually live with you and your partner.  
If you want to tell us about more than 3 people, use a separate sheet of paper.

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

<table>
<thead>
<tr>
<th>Surname or family name</th>
<th>Other names</th>
<th>Date of birth</th>
<th>When did they move in?</th>
<th>Their relationship to you or your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSON 1</td>
<td></td>
<td></td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td>PERSON 2</td>
<td></td>
<td></td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td>PERSON 3</td>
<td></td>
<td></td>
<td>/ /</td>
<td></td>
</tr>
</tbody>
</table>

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

When did they move in?  

Do they get Income Support, income-based Jobseeker’s Allowance, Pension Credit, Employment and Support Allowance (Income-Related) or Universal Credit?  

No  No  Yes

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

No  No  Yes

Are they registered blind?  

No  No  Yes

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

No  No  Yes

If yes, please tell us which

Are they severely mentally impaired?  

No  No  Yes

Are they in legal custody at the moment?  

No  No  Yes

If yes, when are they expected to be released?

£

If yes, how much?
### Part 3 About other people who live with you continued

**PERSON 1**

- **Are they in hospital at the moment?**
  - [ ] No
  - [ ] Yes
  - If yes, when did they go in?
  - / / 
  - When will they come out (if you know this)?
  - / / 

- **Do they normally work for 16 hours a week or more?**
  - [ ] No
  - [ ] Yes
  - If yes, tell us their earnings before any deductions

- **Do they have any other income?**
  - [ ] No
  - [ ] Yes
  - First other type of income
  - How much is it before deductions?
  - £ per week

**PERSON 2**

- **Are they in hospital at the moment?**
  - [ ] No
  - [ ] Yes
  - If yes, when did they go in?
  - / / 
  - When will they come out (if you know this)?
  - / / 

- **Do they normally work for 16 hours a week or more?**
  - [ ] No
  - [ ] Yes
  - If yes, tell us their earnings before any deductions

- **Do they have any other income?**
  - [ ] No
  - [ ] Yes
  - First other type of income
  - How much is it before deductions?
  - £ per week

**PERSON 3**

- **Are they in hospital at the moment?**
  - [ ] No
  - [ ] Yes
  - If yes, when did they go in?
  - / / 
  - When will they come out (if you know this)?
  - / / 

- **Do they normally work for 16 hours a week or more?**
  - [ ] No
  - [ ] Yes
  - If yes, tell us their earnings before any deductions

- **Do they have any other income?**
  - [ ] No
  - [ ] Yes
  - First other type of income
  - How much is it before deductions?
  - £ per week

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We must see evidence of all income and interest from savings for the people shown above. Read the checklist in part 16.
## Part 4 About your Allowances & Credits

Includes: Income Support, income based Job Seekers Allowance, Pension Credit Guarantee, income related Employment Support Allowance and Universal Credit.

<table>
<thead>
<tr>
<th>YOU</th>
<th>YOUR PARTNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you or your partner getting Income Support, income-based Jobseeker’s Allowance, Universal Credit, Pension Credit (Guarantee Credit) or Employment and Support Allowance (income-related) at the moment?</td>
<td>Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker’s Allowance, Universal Credit, Pension Credit (Guarantee Credit) or Employment and Support Allowance (income-related)?</td>
</tr>
<tr>
<td>No ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Yes ☐</td>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

If yes, when did you start getting it?

| / | / |

If yes, when did you claim?

| / | / |

## Part 5 About benefits, tax credits and state pensions

Are you or your partner getting any of the benefits or credits listed below, or are you waiting to hear about benefits or credits you have claimed?

No – Go to Part 6

Yes – Tell us about the benefits below.

Read the list of benefits and credits below and tell us about any that you or your partner are getting now or have claimed.

Please put a line through any boxes that do not apply to you or your partner.

We will need to see evidence of the benefit or credit, such as an award letter.

### Pensions

<table>
<thead>
<tr>
<th>YOU</th>
<th>YOUR PARTNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>State retirement pension</td>
<td></td>
</tr>
<tr>
<td>Yes ☐</td>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

How much do you get?

| £ |

How often is it paid?

| |

Pension Credit (Savings Credit)

| £ |

Widow’s Allowance or Bereavement Allowance

| £ |

Widowed Parent’s Allowance or Widow’s Pension

| £ |

War Widow’s or War Dependent’s Pension

| £ |

War Disablement Pension

| £ |

Industrial Injury/ Disablement Pension

| £ |

Exceptionally Severe Disablement Allowance

| £ |
### Benefits and allowances

<table>
<thead>
<tr>
<th>Allowance</th>
<th>YOU</th>
<th>YOUR PARTNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution-based Job Seeker’s Allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Tax Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working Tax Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Training Allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Benefit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incapacity Benefit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment and Support Allowance - contribution based</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance Allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Living Allowance:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobility Component</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Care Component</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Independence Payment</td>
<td></td>
<td></td>
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<tr>
<td>Carer’s Allowance</td>
<td></td>
<td></td>
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<tr>
<td>Severe Disablement Allowance</td>
<td></td>
<td></td>
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<tr>
<td>Maternity Allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fostering Allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other benefit, pension or money from the government</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Are you repaying a Social Fund loan or overpayment for any of these benefits?**

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th>If yes, which one?</th>
</tr>
</thead>
</table>

**Have you or your partner deferred (put off) receiving a pension?**

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th>If yes, give details</th>
</tr>
</thead>
</table>
Part 6 Income other than earnings

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

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

Yes – Answer the questions on this page. Please put a line through any boxes that do not apply to you or your partner.

No – Go to Part 7

<table>
<thead>
<tr>
<th>YOU</th>
<th>YOUR PARTNER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Private Pension 1 paid by</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>How much do you get? (£)</td>
</tr>
<tr>
<td>Date of next increase</td>
<td>/</td>
</tr>
<tr>
<td><strong>Private Pension 2 paid by</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>How much do you get? (£)</td>
</tr>
<tr>
<td>Date of next increase</td>
<td>/</td>
</tr>
<tr>
<td><strong>Pension Protection Fund Payments</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>How much do you get? (£)</td>
</tr>
<tr>
<td><strong>Youth Training Scheme payment or Training Credits</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>How much do you get? (£)</td>
</tr>
<tr>
<td><strong>Maintenance for you</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>How much do you get? (£)</td>
</tr>
<tr>
<td><strong>Maintenance for your child - including CSA</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>How much do you get? (£)</td>
</tr>
<tr>
<td><strong>Student grant, bursary or loan</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>How much do you get? (£)</td>
</tr>
<tr>
<td><strong>Payments from boarders</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>How much do you get? (£)</td>
</tr>
<tr>
<td><strong>Weekly amount from letting or sub-letting part of a property</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>How much do you get? (£)</td>
</tr>
<tr>
<td><strong>Payments from a charity</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>How much do you get? (£)</td>
</tr>
<tr>
<td><strong>Any other income e.g. Redundancy or Loan Protection Payments (please give name)</strong></td>
<td></td>
</tr>
<tr>
<td>Yes/No</td>
<td>How much do you get? (£)</td>
</tr>
</tbody>
</table>

We must see 5 weekly, 3 fortnightly or 2 monthly consecutive pay slips before we can decide how much benefit you can get.
## Part 7 About working for an employer

<table>
<thead>
<tr>
<th>YOU</th>
<th>YOUR PARTNER</th>
</tr>
</thead>
</table>
| **Do you or your partner work for an employer?** | **No** – Go to Part 8  
**Yes** – Answer the questions in this part  
**No** – Go to Part 8  
**Yes** |
| **Do you work for more than one employer?** | **No**  
**Yes**  
**No**  
**Yes** |

Tell us about all the employers on a separate sheet of paper and send it with this form. Include all the information asked for below.

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

- **What kind of work do you do?**
- **What is your employer’s name and address?**
- **When did you start this job?**
- **How much do you get paid before Tax and National Insurance are taken off?**
- **How often do you get paid?**
- **How are you paid?**
  - For example, in cash, by cheque or straight into a bank or building society account
- **How many hours a week do you usually work?**
- **Give details of any regular overtime, bonuses, commission or tips.**
- **Are you getting Sick Pay, Maternity Pay, Paternity Pay or Adoption Pay from your employer at the moment?**
- **When did it start?**
- **Do you pay into a private or company pension scheme?**
  - If **yes**, how much?
    - **£**
  - How often?  
    - Every

---

We must see 5 weekly, 3 fortnightly or 2 monthly consecutive pay slips before we can decide how much benefit you can get.
**Part 8 About being self-employed**

### YOU

<table>
<thead>
<tr>
<th>Question</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Are you or your partner self-employed?</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>What kind of work do you do?</strong></td>
<td></td>
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<tr>
<td><strong>When did the business start?</strong></td>
<td></td>
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<td><strong>What is the business address?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Are you a Director of the business?</strong></td>
<td></td>
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<td><strong>Are there any other partners in the business?</strong></td>
<td></td>
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<tr>
<td><strong>How many hours a week do you usually work?</strong></td>
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<td></td>
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<tr>
<td><strong>Do you get a Business Start-up Allowance?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Do you pay into a private scheme?</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### YOUR PARTNER

<table>
<thead>
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<th>Question</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
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</table>

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.

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*We must see evidence of your earnings before we can decide how much benefit you can get.*
Part 9 About any other work

Do you or your partner do any other work?  
This could be voluntary work, therapeutic work or any other work.  

What other work do you do?  

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

When did you start this work?  
/ /  

How many hours a week do you usually work?  

Do you get paid for this work?  
No Yes  
If yes, tell us how much  
£  
How often?  
Every  

We must see evidence of any earnings before we can decide how much benefit you can get.

Part 10 About bank accounts, savings, investments and property

Do you or your partner have any bank accounts, savings, property or investments in the UK or abroad?  
This includes cash, current accounts and savings accounts with a bank or building society, post office accounts, premium bonds, National Savings Certificates, stocks  

Do you have bank, building society or post office accounts? (including current accounts)  
If yes, please give details.  

Account number/name/other details  

Your balance/value  
£  

Partner’s balance/value  
£  

Answer all the questions in this part. We must see evidence of all the capital, savings and investments. We will need statements or pass books covering the last 2 months at least.  

Please answer these questions for yourself and your partner.  
Please include empty and overdrawn accounts, whether in one name or jointly held with anyone else.
Part 10 About bank accounts, savings, investments and property

Do you have stocks, shares, unit trusts? If yes, list the names of investments and number of shares held.

<table>
<thead>
<tr>
<th>Name</th>
<th>Number held</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

Do you have National Savings Certificates? If yes, list the issue, purchase date and number of units.

<table>
<thead>
<tr>
<th>Name</th>
<th>Number held</th>
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</thead>
<tbody>
<tr>
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</table>

People who have more than £16000 in capital are not eligible to receive benefit (although special rules apply to people over 60). Capital includes money, property, land or capital held outside the United Kingdom.

Do you have other investments, redundancy payments, premium bonds, Tessas, ISAs, SAYE, cash, etc? If yes, give details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Number held</th>
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<tbody>
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</table>

Have you or your partner received any backdated benefit or deferred payments, such as State pension, which you have added to your savings?

If yes, please give details.

Have you or your partner own or partly own any property or land except the home you live in, either in the UK or abroad? Tick ‘Yes’, even if you have a mortgage or loan for the property or land. This includes jointly owned properties.

How much is it worth?

<table>
<thead>
<tr>
<th>£</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>£</th>
<th></th>
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<tbody>
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</tbody>
</table>

Part 11 Backdating

We can usually award benefit from the Monday after the day we get your claim. Sometimes, we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim before.

Tell us the date you want to claim benefit from

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<th></th>
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</table>

Tell us all the reasons why you could not claim before today (continue on a separate sheet if necessary).
Part 12 **Anything else you need to tell us**

Use the box below to tell us anything else you think we should know about. Use a separate sheet of paper and attach it to this form if you need to.

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

Part 13 **Background** *(Optional)*

The government has asked us to gather information about our customers’ background. It’s your choice whether to fill in this section. Please show which of the following groups you and your partner (if any) consider you belong to by ticking one box for you and one for your partner.

### Ethnic Background

- **White British**
- **White Irish**
- **White Any other white background**
- **Mixed White & Black Caribbean**
- **Mixed White & Black African**
- **Mixed White & Asian**
- **Mixed Any other Mixed background**
- **Asian British**
- **Asian Bangladeshi**
- **Asian Indian**
- **Asian Kashmiri**
- **Asian Pakistani**
- **Asian Any other Asian background**
- **Black British**
- **Black Caribbean**
- **Black African**
- **Black Any other Black background**
- **Chinese**
- **Chinese Any other Chinese background**
- **Other Gypsy**
- **Other Irish Traveller**
- **Other Any other group**

### Gender

- **Male**
- **Female**
- **Transgender Male**
- **Transgender Female**
- **Prefer not to say**

### Religion or Belief

- **None**
- **Christian**
- **Buddhist**
- **Jewish**
- **Muslim**
- **Sikh**
- **Hindu**
- **Other (please specify)**

### Sexual Orientation

- **Heterosexual**
- **Gay/Lesbian**
- **Gay/Man**
- **Bisexual**
- **Prefer not to say**

### Disability

- Do you consider you have a disability?
- If yes, please explain
Part 14 Declaration

Even if someone else has partly or fully filled in this form for you, you MUST sign this declaration if you can. If you have a partner they should sign below to confirm that all the details about them are correct. Please read this declaration carefully before you sign and date it.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit, Council Tax Reduction or both, or to assess any discount or grant for Council services. You may check the information with other sources including credit reference agencies as the law allows.
- You may use any information I have provided for this and any other claim for social security benefits that I have made or may make.

This includes Discretionary Housing Payment. You may give some information to other government organisations, such as government departments and local councils, if the law allows this.

I know I must let the Council's Benefit Section know immediately in writing about any change in circumstances or the circumstances of anyone living with me, which might affect my claim. If I do not, you may take action against me. This may include court action.

Details provided on your form may be used in accordance with the Government's directive for Local Authorities with regard to benefit investigations. This will include checks on undeclared cohabiters and may also include reference to Experian who are a data matching agency. By signing this declaration you give consent for data on your claim to be used for these purposes where necessary.

I declare that this is my claim for Housing Benefit and/or Council Tax Reduction and the information I have given on this form is correct and complete. I authorise the Council to make any necessary enquiries to check that the information is true and correct.

I have read and understood this declaration, and my responsibilities in reporting any changes in my circumstances to the Council.

Signature of person claiming

/   /

Date

Signature of partner

/   /

Date

If this form has been partly or fully filled in by someone who is not the person claiming, please tell us why you are filling in this form for the person claiming.

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct. If I am making this claim on behalf of the above person, I understand that I am liable for what I have written on the form and accept that the declaration applies to me.

Name of the person who filled in this form

Signature of person

Relationship to the person claiming

Date