

Town Hall  
Darlington  
DL1 5QT

Phone: 01325 388514

Fax: 01325 388374

E-mail: HBEnquiries@darlington.gov.uk

**For office use only**

Housing Benefit reference number	<input type="text"/>
Date form requested	<input type="text"/>
Return by	<input type="text"/>
Issued by	<input type="text"/>
UPRN	<input type="text"/>
Date received	<input type="text"/>

Please complete using black ink

**A claim form for Housing Benefit and Council Tax Benefit**

Help notes can be found at the back of the form

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

Are you:

a council tenant?

a private tenant?

an owner-occupier?

a housing association or social landlord tenant?

If you would like someone to help you fill in this form, please ring 01325 388514.

إذا رغبتكم في الحصول على هذه النشرة بلغة أخرى غير اللغة الإنجليزية، فنرجو الإتصال بنا على رقم الهاتف التالي: ٠١٣٢٥ ٣٨٨٥١٤. مع ذكر رقم الإشارة.

如果你需要其它語言的版本，請與以下電話聯係並報出參考號碼: 01325 388514

ਜੇ ਇਹ ਪਰਚਾ ਤੁਹਾਨੂੰ ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਬਿਨਾਂ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ ਨੰਬਰ 01325 388514 ' ਤੇ ਫ਼ੋਨ ਕਰੋ ਅਤੇ ਰੈਫਰੈਂਸ (ਹਵਾਲਾ) ਨੰਬਰ ਦੱਸੋ।

যদি আপনার ইংরেজী ছাড়া অন্য কোন ভাষায় এই প্রকাশনাটির দরকার থাকে, তাহলে 01325 388514 নম্বরে ফোন করুন এবং সূত্র নম্বর উল্লেখ করুন।

यदि आप यह प्रकाशन अंग्रेज़ी के अलावा अन्य भाषा में चाहते हैं तो कृपया संदर्भ नम्बर (रेफरन्स नम्बर) बताकर निम्नलिखित 01325 388514 पर संपर्क करें।

اگر آپ کو یہ کتابچہ انگریزی کے علاوہ کسی دوسری زبان میں درکار ہو تو براۓ مہربانی ٹیلیفون نمبر 01325 388514 پر فون کر کے حوالہ نمبر بتائیں۔

**Do you have a partner who normally lives with you?**

A partner means a person you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal rights as a married couple.)

**No**

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

You	Your partner
<b>Surname or family name</b>	
<b>Other names</b>	
<b>Any other names you have used</b>	
<b>Title</b> (Mr, Mrs, Ms, other)	
<b>Address, including room number if you have one</b>	
Do not tell us your partner's address if it is the same as yours.	
Postcode	Postcode
<b>What date did you move to this address?</b>	
<b>Your daytime phone number</b>	
<b>What is this number?</b>	
Please tick.	
<b>What is your e-mail address?</b>	
<b>Date of birth</b>	
<b>National Insurance (NI) number</b>	
You can find this on payslips or letters from the Department for Work and Pensions 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.	
<b>Have you or your partner claimed Housing Benefit or Council Tax Benefit before?</b>	
When did you last claim?	
Which council did you claim from?	
What name did you use for the claim?	
What address did you claim for?	
Postcode	Postcode
<b>If you have moved from this address, have you told the council you claimed from?</b>	
<b>If you or your partner have moved home in the last 12 months, tell us your last address if it is different from above.</b>	
Postcode	Postcode
Tell us whether you were the homeowner, a private tenant, a council tenant or a lodger at this address.	

**We need to see proof of your identity and NI number. See the checklist at Part 15.**

**You**

**Your partner**

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 two years?

No   
 Yes  We will need to see proof of this.

No   
 Yes  We will need to see proof of this.

What is your nationality?



If your nationality is not British, on what date did you last enter and apply to stay in the UK?

 /  / 
 /  / 

The UK is England, Northern Ireland, Scotland and Wales.

Are you or your partner in hospital at the moment?

No   
 Yes  Please tell us about it below.

No   
 Yes  Please tell us about it below.

When did you go in?

 /  / 
 /  / 

When will you come out (if you know this)?

 /  / 
 /  / 

Do you or your partner get Disability Living Allowance?

No   
 Yes  How much?  
 Care  £   
 Mobility  £

No   
 Yes  How much?  
 Care  £   
 Mobility  £

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 your 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 need to see proof of this.

No   
 Yes  We will need to see proof of this.

Have you recently left care and are under the age of 22?

No   
 Yes

No   
 Yes

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 they pay and how often?

 £  every 

Are you or your partner a student?

By *student* we mean anyone who is attending a course of study at an educational establishment, including student nurses.

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

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

 £  a year

 £  a year

You	Your partner
-----	--------------

Please tick if you or your partner are:

- |                              |                          |  |                          |
|------------------------------|--------------------------|--|--------------------------|
| • an apprentice              | <input type="checkbox"/> |  | <input type="checkbox"/> |
| • on youth training          | <input type="checkbox"/> |  | <input type="checkbox"/> |
| • in legal custody           | <input type="checkbox"/> |  | <input type="checkbox"/> |
| • severely mentally impaired | <input type="checkbox"/> |  | <input type="checkbox"/> |
| • registered blind           | <input type="checkbox"/> |  | <input type="checkbox"/> |
| • long-term sick or disabled | <input type="checkbox"/> |  | <input type="checkbox"/> |

Do you or your partner have a vehicle from a Mobility scheme?	No <input type="checkbox"/>		No <input type="checkbox"/>
	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>

We will need to see proof of this.

## Part 2 Children who live with you

We need to know about any children in your household who are:

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

Are there any children in your household as described above?    No  Go to Part 3.  
 Yes  If there are more than four 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.

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

	First child	Second child	Third child	Fourth child
Last name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other names	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Date of birth	/ /	/ /	/ /	/ /
What is the child's sex?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
The child's relationship to you	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
The child's relationship to your partner	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Usual address, if different from yours	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Child Benefit number	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Who gets the Child Benefit for them?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

We need to see proof of this.

Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.
Does the child get Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?

Care	£ <input style="width: 90%;" type="text"/>	£ <input style="width: 90%;" type="text"/>	£ <input style="width: 90%;" type="text"/>	£ <input style="width: 90%;" type="text"/>
Mobility	£ <input style="width: 90%;" type="text"/>	£ <input style="width: 90%;" type="text"/>	£ <input style="width: 90%;" type="text"/>	£ <input style="width: 90%;" type="text"/>

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

First child	Second child	Third child	Fourth child
No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Please tell us about it below.	Yes <input type="checkbox"/> Please tell us about it below.	Yes <input type="checkbox"/> Please tell us about it below.	Yes <input type="checkbox"/> Please tell us about it below.

Tell us the name and registration number of the minder.

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How much do you pay?

£	£	£	£
---	---	---	---

How often?

--	--	--	--

We need to see proof of this.      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.

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

**Do any adults usually live with you and your partner?**

No  Go to Part 4.

By *adults* we mean people over 16 who nobody gets Child Benefit for.

Yes  Fill in this section.

	First 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"/>
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, Pension Credit (Guarantee Credit) or income-related Employment and Support Allowance?**

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

**Do they get Disability Living Allowance or Attendance Allowance?**

No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?	Yes <input type="checkbox"/> How much?
£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week

**Are they registered blind?**

No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/>	Yes <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"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> Tell us which.	Yes <input type="checkbox"/> Tell us which.	Yes <input type="checkbox"/> Tell us which.
<input type="text"/>	<input type="text"/>	<input type="text"/>

**First person**

**Second person**

**Third person**

Do they pay rent or money for board and lodgings to you or your partner?

No   
 Yes  Tell us about it below.  
 How much? £  a week

No   
 Yes  Tell us about it below.  
 How much? £  a week

No   
 Yes  Tell us about it below.  
 How much? £  a week

Does this include money for food?

No   
 Yes

No   
 Yes

No   
 Yes

Does this include money for heating?

No   
 Yes

No   
 Yes

No   
 Yes

Are they severely mentally impaired?

No   
 Yes

No   
 Yes

No   
 Yes

Are they in legal custody at the moment?

No   
 Yes  When are they expected to come out?  
 /  /

No   
 Yes  When are they expected to come out?  
 /  /

No   
 Yes  When are they expected to come out?  
 /  /

Are they in hospital at the moment?

No   
 Yes  Tell us about it below.

No   
 Yes  Tell us about it below.

No   
 Yes  Tell us about it below.

When did they go in?

/  /

/  /

/  /

When are they due to come out (if you know)?

/  /

/  /

/  /

Do they normally work for 16 hours or more a week?

No   
 Yes  Tell us their earnings before any deductions.  
 £

No   
 Yes  Tell us their earnings before any deductions.  
 £

No   
 Yes  Tell us their earnings before any deductions.  
 £

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 receive any interest from savings and investments they have?

No   
 Yes  We need to see proof of this.

No   
 Yes  We need to see proof of this.

No   
 Yes  We need to see proof of this.

Do they have any other income at all?

No   
 Yes  Tell us about it below.

No   
 Yes  Tell us about it below.

No   
 Yes  Tell us about it below.

Make sure you tell us about all other income they have.

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?

How much is it before deductions?

£

£

£

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 or living together as if they were married? We call these people *partners*.

No   
 Yes  Tell us their names below.

is the partner of

is the partner of

## Part 4 About Income Support, income-based Jobseeker's Allowance, Pension Credit (Guarantee Credit) and income-related Employment and Support Allowance.

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

No  Go to Part 5.  
 Yes  Answer both the questions in this part.

You	Your partner
-----	--------------

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

No   
 Yes  When did you start getting it?  
 / /

No   
 Yes  When did they start getting it?  
 / /

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

No   
 Yes  When did you claim?  
 / /

No   
 Yes  When did they claim?  
 / /

Which benefit are you getting or waiting to hear about?

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| Income Support                                  | <input type="checkbox"/> | Income Support                                  | <input type="checkbox"/> |
| Income-based Jobseeker's Allowance              | <input type="checkbox"/> | Income-based Jobseeker's Allowance              | <input type="checkbox"/> |
| Pension Credit (Guarantee Credit)               | <input type="checkbox"/> | Pension Credit (Guarantee Credit)               | <input type="checkbox"/> |
| Income-related Employment and Support Allowance | <input type="checkbox"/> | Income-related Employment and Support Allowance | <input type="checkbox"/> |

## Part 5 About being self-employed

Are you or your partner self-employed?

No  Go to Part 6.  
 Yes  Please ask for a Statement of Trading form.  
 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.

## Part 6 About working for an employer

Do you or your partner work for an employer?

No  Go to Part 7.  
 Yes  Answer the questions below. 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.

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

You	
-----	--

What kind of work do you do?

--	--

What is your employer's name and address?

Postcode	Postcode

	You	Your partner
When did you start this job?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is your payroll, employee or staff number?	<input type="text"/>	<input type="text"/>
Are you employed for a limited period?	No <input type="checkbox"/> Yes <input type="checkbox"/> When will you finish? <input type="text" value="/ /"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When will you finish? <input type="text" value="/ /"/>
How often do you get paid?	<input type="text" value="Every"/>	<input type="text" value="Every"/>
Do you receive payslips?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How much do you get paid before tax and National Insurance are taken off?	<input type="text" value="£"/>	<input type="text" value="£"/>
How are you paid, for example, in cash, by cheque or straight into a bank or building society account?	<input type="text"/>	<input type="text"/>
When was your last pay rise?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
When will your next pay rise be?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Please give details of any regular overtime and bonuses	<input type="text"/>	<input type="text"/>
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 <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text" value="£"/> every	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text" value="£"/> every

**We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence. If you get tips or bonuses, tell us about these in Part 14.**

**Part 7 About any other work**

Do you or your partner do any other work at all? This could be voluntary work or any other work, even if it is not paid work.

No  Go to Part 8.  
Yes  Answer the questions in this section.

	You	Your partner
What other work do you do?	<input type="text"/>	<input type="text"/>



**Do 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 10.**

**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 occupational pensions, work pensions and private pensions, 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.

		<b>Other money 2</b>	<b>Other money 3</b>
<b>What is the money for?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Who pays it?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Who gets it?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>How much do they get?</b>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<b>How often?</b>	Every <input type="text"/>	Every <input type="text"/>	Every <input type="text"/>
<b>How is it paid?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>When did they start getting this income?</b>	<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"/>
<b>When is the income likely to go up?</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<b>Does anyone owe money to you, your partner, or any children you are claiming for?</b>	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.
<b>What for?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>How much?</b>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<b>Who is it owed to?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Are you expecting to get any money in the next 12 months?</b>	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.
For example, a redundancy payment or a payment instead of notice or holiday.			
<b>What for?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>How much?</b>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

**We must see evidence of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence.**

We need to know if you or your partner have any bank accounts, savings, investments or property 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, and stocks and shares. Do you or your partner have any of the following?

**Bank accounts** No  Yes  How many accounts?  Total amount  £

Bank name

**Building society accounts** No  Yes  How many accounts?  Total amount  £

Building Society name

**Post Office accounts** No  Yes  How many accounts?  Total amount  £

**Premium Bonds** No  Yes  How many bonds?  Total amount  £

**Unit trusts, ISAs, PEPs or other investments** No  Yes  How many?  Total amount  £

**Income bonds or capital bonds** No  Yes  How many bonds?  Total amount  £

**Money or property held in trust** No  Yes  How many?  Total amount  £

**Any other savings or investments** No  Yes  How many?  Total amount  £

Type of other savings or investment

**Annuities**  £

Name of the company	Value
<input type="text"/>	<input type="text"/>

**Shares – approximate value**  £

Name of the company the shares are held in	Number of shares held
<input type="text"/>	<input type="text"/>

**Shares – approximate value**  £

Name of the company the shares are held in	Number of shares held
<input type="text"/>	<input type="text"/>

**Apart from your home, do you, your partner or any children you are claiming for own any other property or land in this country or abroad?** No  Yes  Please give details in Part 14.  
If it is on a mortgage or a loan, still tick 'Yes'.

**Do you, your partner or any children you are claiming for 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.

**Have you or your partner received:**  
• a Far Eastern Prisoner of War Compensation payment; or  
• a compensation payment made to victims of atrocities that happened during the Second World War? No  Yes  What payment did you receive? Who received the payment?

A Far Eastern Prisoner of War Compensation payment   
You  Your partner

A compensation payment made to victims of atrocities that happened during the Second World War   
You  Your partner

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

**Have you, your partner or any children you are claiming for received a payment from the vCJD (Creutzfeldt-Jakob Disease) Trust?** No  Yes  We will write to you about it.

**We must see evidence of any savings, investments or property before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence.**



**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, then tell us when you have actually moved in.

 / 

**What sort of tenancy do you have?**

For example, shorthold, assured tied rent or something like this.

**How long is the tenancy for?**

 /  to  / 

**How much rent do you pay and how often?**

(For example, every week, every fortnight, every four weeks or every month.)

 every 

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

No

Yes  Tell us the details below.

Tell us their names and their relationship to you and your partner.

**How much of the rent do they pay and how often?**

(For example, every week, every fortnight, every four weeks or every month.)

 every 

**We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 15 to see what you can use as evidence.**

**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  By how many weeks?

**Were you able to afford your rent when you moved into the property?**

No

Yes

**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.

**Are you living away from home at the moment?**

No

Yes  Tell us about it below.

Why are you not living at home?

When did you last live at home?

 / 

When do you expect to go back home?

 / 

What is the address of where you 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 15 to see what you can use as evidence.**

**Part 13 How you will be paid and the choices you have**

- If you are awarded Council Tax Benefit, we will pay this into your Council Tax account.
- If you are a council tenant, we will pay any Housing Benefit you are awarded into your rent account.
- If you are in a Housing Association property, hostel, caravan, houseboat, mobile home or have meals included in your rent you are exempt from Local Housing Allowance. You can have your Housing Benefit payments made directly to your landlord. Please tick if you would like this to happen.
- If you are a private tenant in most cases we will make payments directly to you. Please fill in payment into an account part of the form below.
- We can only make payments of Local Housing Allowance direct to your landlord in exceptional circumstances. Please contact us for further information.
- If you do not have a bank account and would like more information on how to open an account please contact us.

Please confirm bank details below of the account you wish your Housing Benefit to be paid into.

**Payment into an account**

What name or names is the account in?

Please tick one box only to say what type of account you want your money paid into. Then fill in the details of the account.

**Bank or building society cheque account or bank deposit account not a mortgage account**

**Building society savings account not a cheque or mortgage account**

Name of bank or building society

Sort code

--	--	--	--	--	--

Type of account – for example, a deposit or current account

Account number

--	--	--	--	--	--	--	--	--	--

Name of building society

Sort code

--	--	--	--	--	--

Account number

--	--	--	--	--	--	--	--	--	--

Roll number

**Please use this space 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 any separate sheets of paper with this form, tell us how many.**

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 might 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 later. 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**   
Such as a 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. We may need to see several of these documents for each person.
- **Evidence of your address**   
Such as a recent gas or electricity bill or a TV licence.
- **Evidence of National Insurance number**   
Such as a National Insurance number card, payslips or letters from the Department for Work and Pensions or the tax office.
- **Evidence of capital, savings and investments**   
Such as all your bank, building society or post office accounts, full bank statements, 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. The evidence must show details for at least one month. If you own, or have a mortgage on, a property other than the one you are living in you may need to fill in a valuation form.
- **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 or every four weeks.
- **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. You will also need to fill in a statement of trading form.
- **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.
- **Evidence of benefits, tax credits or pensions**   
*We also need this for any other adults living in your home.*  
Such as current award notices or letters from the Department for Work and Pensions confirming how much you get. If you do not have evidence, let us know straight away.
- **Evidence of private rent and tenancy**   
A valid tenancy agreement or a letter from your landlord.
- **Evidence of other money paid out**   
Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

**Make sure you read and sign the declaration on page 18.**

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

**Date you want to claim benefit from**

**For this earlier period, were your circumstances the same as on this form?**

No  Yes

**Tell us why you have not claimed before.**

Even if someone else has filled in this form for you, you must sign this declaration 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 declare that the information I have given on this form is correct and complete.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I agree that you will use the information I have provided to process my 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 understand that 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 information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- I know that I must let you know in writing about any change in my circumstances which might affect my claim.

**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. If the person claiming has asked you to sign this form for them, you will need to sign in the 'Signature of person claiming' box above.

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 18 What to do next**

**You should now have:**

- filled in the claim form for Housing Benefit and Council Tax Benefit;
- collected any evidence to support your claim – but remember not to send valuable items by post; and
- signed the declaration.

Our address is on the front of this form.

**If you cannot send all the evidence we need at the moment, send the form back to us now and send the evidence later.**

Sharing information with your landlord may help us deal with your claim more quickly.

We will **not** give any information to your landlord unless we have your permission. If you do not give us permission to discuss your claim with your landlord it will not affect your claim.

With your permission, we will tell your landlord whether:

- you have claimed Housing Benefit;
- we have made a decision on your claim;
- we have made a payment to you; or
- we need more information to make a decision on your claim, and what that information may be, for example, proof of your income or savings and investments.

With your permission, we will tell your landlord what information we are waiting for if your payments are suspended.

We will **not** give your landlord any details about:

- your personal or household circumstances; or
- your finances.

We will manage your information and share it with your landlord in line with the Data Protection Act 1998.

**You can withdraw your permission at any time.**

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

**I give Darlington Borough Council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.**

Signature

Full name  
(in CAPITAL  
LETTERS)

Date

Address


**Postcode**



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

- Filling in the form
- About this form
- About Local Housing Allowance
- About Housing Benefit and Council Tax Benefit
- Second Adult Rebate
- Proof
- If you need help to fill in the form
- What to do next
- Changes you must tell us about
- How we collect and use information

### Filling in the form

Use black ink to fill in the form. 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 **No** or **Yes** questions by putting a **tick** in the relevant box. If you are picking an answer from a list of answers, **tick** the appropriate box again. Do not put a cross in any boxes. If you answer a question with a cross, we may 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.

### About this form

We have designed this claim form to be easy to fill in. It may look rather long, but 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 Local Housing Allowance

In April 2008 we started to use a new way of working out Housing Benefit for private tenants, called the Local Housing Allowance (LHA).

Under this new system, you will receive a standard allowance based on the size of your household. We will publish these allowances so that you can find out how much Housing Benefit you could receive before you rent a property.

As well as changing the way we work out Housing Benefit, this new system changes the way we pay it to private tenants. You will no longer be able to choose to have payments made to your landlord. However, if you feel there is a reason why you could not manage your own rent payments, you should contact us to explain why.

If you do not have a bank account and would like help to open one, please contact us.

Local Housing Allowance may not apply to you if:

- you are a council tenant;
- your rent has been registered as a fair rent;
- you live in a caravan, mobile home or houseboat;
- you live in supported accommodation provided by a social landlord, charity or voluntary organisation;
- your landlord is a registered housing association;
- your tenancy started before 1989; or
- you have meals included in your rent.

### About Housing Benefit and Council Tax Benefit

Housing Benefit can pay all or part of your rent. It may also give you some extra money towards things you have to pay for, like children's play areas and cleaning shared areas. Council Tax Benefit can pay all or part of your Council Tax.

### Second Adult Rebate

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

- is 18 or over;
- 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.

### Proof

We will need to see proof of some of the things you write about on the form. There is a checklist in **Part 15** 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 need.

### If you need help to fill in the form

If you need any help, contact us. Our phone number and address are on the front of the form.

Or you can get in touch with an organisation like your local Citizens Advice Bureau. Their phone number and address are in the business numbers section of your local phone book.

### What to do next

When you have filled in the form, sign it and send it to us with the proof we need to see.

Or you can take the form and proof to our offices. Do not send valuable items such as bank books or passports in the post. Take them to our reception and we will get the information we need and give them back to you.

If you cannot get the proof we need straight away, do not worry. Send the form to us with the proof you do have and let us know that you will be sending some proof later. If you do not send the form to us straight away, you might lose money.

### Important changes you must tell us about

You must tell us 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 changes, including changes to benefits;
- your capital or savings 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 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 or anyone living with you starts work;
- you receive any decision from the Home Office; **or**
- anything you have told us about changes.

This is not a full list. If you are not sure, ask us for advice. **You can tell us about changes in writing, by e-mail, in person or by phone.** 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 probably have to pay it back.

### How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send, 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 Her Majesty's Revenue & Customs, as allowed by the law.

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

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

These third parties include government departments, other local authorities and private-sector organisations 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 this.

Darlington Borough Council is the data controller for the purposes of the Data Protection Act 1998. If you want to know more information about what they have about you, or the way they use that information, please contact their Data Protection Officer on 01325 380651 or visit the data protection section of their web site at <http://www.darlington.gov.uk>

## Equal opportunities

Please fill in this section if you want to. If you decide not to fill in this section, it will not affect your entitlement to Housing Benefit or Council Tax Benefit. We will keep your answers confidential.

### What is your ethnic group?

Please put a tick in the box of the most appropriate description of your cultural background.

#### White

British

Irish

Any other white background (please give details)

#### Mixed

White and black Caribbean

White and black African

White and Asian

Any other mixed background (please give details)

#### Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please give details)

#### Black or black British

Caribbean

African

Any other black background (please give details)

#### Chinese or other ethnic group

Chinese

Any other (please give details)

