**What are you applying for?**

|  |  |
| --- | --- |
|  | **Yes or No** |
| **Housing Benefit** |  |
| **Council Tax Support** |  |
| **Housing Benefit & Council Tax Support** |  |
| **Have you made a claim for Universal Credit?** |  |

**About you**

|  |  |
| --- | --- |
| **Title (Mr, Mrs, Ms, Other)** |  |
| **First names** |  |
| **Surname or family name** |  |
| **Other names** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of birth** |  | **National Insurance Number** |  |

|  |  |
| --- | --- |
| **Current address** |  |
| **Date moved in/due to move in** |  |
| **Do you own this property?** *(please circle)* | Yes / No |

**Contacting you**

|  |  |
| --- | --- |
| **Home telephone number** |  |
| **Mobile telephone number** |  |
| **Work telephone number** |  |
| **Email address** |  |
| **Best contact method** *(please circle)* | Home / Mobile / Work / Email / Letter |

|  |  |  |
| --- | --- | --- |
| **What is your Nationality?** |  | |
| **Are you subject to immigration control?** | yes / no | |
| **Have you come to live in the UK/CTA in the last 5 years?** | yes / no | |
| **If from abroad, what date did you enter the country?** |  |  |
| **Do you have a right to reside in the UK?** | yes / no | |
| **Do you have EEA or Worker Registration documents?** | yes / no / na | |

**About your household**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please list the names of everybody who normally lives with you**  For example: a partner, children, non-dependants, joint tenants or carers.  *If you live alone, please write ‘None’* | | |  |
| **Your partner’s full name** | **Date of birth** | **National Insurance Number** | |
|  |  |  | |
| **Other people** | **Date of birth** | **Their relationship to you** | |
|  |  |  | |
|  |  |  | |
| **Children** | **Date of birth** | **Do you get Child Benefit for them?** | |
|  |  | Yes / No | |
|  |  | Yes / No | |
|  |  | Yes / No | |
|  |  | Yes / No | |

*Please continue in the blank section on page 5 if you need to.*

|  |  |  |
| --- | --- | --- |
| **Are you/your partner a student?**  *(please circle)* | Yes / No | *If yes, please provide student certificates, evidence of the number of hours studied and any student finance support.* |
| **Are you/your partner director of a company?** *(please circle)* | Yes / No | *If yes, please contact us to request a ‘Director of Company’ form.* |

**Household income**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please give details about all income for everyone in the household**  Include wages, self-employed earnings, all benefits, pensions, tax credits, maintenance, rent from boarders / lodgers and any other money coming in to the household. | | | | | |
| **Who receives it?** | **Type of income** | **Amount** | **How often** | **Employer or name of income source** | **No. of hours worked** |
|  |  | £ |  |  |  |
|  |  | £ |  |  |  |
|  |  | £ |  |  |  |
|  |  | £ |  |  |  |
|  |  | £ |  |  |  |
| *Please continue in the blank section on page 5 if you need to.*  *If there is no household income, please write ‘None’* | | | | |  |

**Savings / Capital**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please give details of all current accounts, savings, bank and building society accounts, Post Office accounts, Premium Bonds, investments, shares, property, land, money held in trust, lump sum or compensation payments and any other finances held individually or jointly by you or your partner.** You must also include all finances / monies held in your name on behalf of any other person, and information about any accounts that are currently unused or overdrawn. *If you have no savings or capital, please write ‘None’* | | | |
| **Name of holder** | **Type** | **Account ref / number** | **Current balance / value** |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |
|  |  |  | £ |

|  |  |
| --- | --- |
| **Do you or your partner individually or jointly own any property or land other than the property you live in (in this country or abroad)?** *(please circle)* | Yes / No |
| *If yes, please provide full details:* | |

**Expenses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Do you or your partner pay any childcare costs?**  *(please circle)* | Yes / No | **Charge** | £ | **How often** |  |
| **Childcare provider** |  | | **Expected end date** |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Do you pay private pension contributions?** *(please circle)* | Yes / No | **Amount** | £ | **How often** |  |
| **Pension provider** |  | | **Expected end date** |  | |

**Change of address details -** *if not relevant, mark box “N/A”*

|  |  |  |  |
| --- | --- | --- | --- |
| **Have you claimed before?** | yes / no | **Dates of claim** |  |
| **What address?** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date moved/moving in** |  | **Last night at old address** |  |
| **Old tenancy end date** |  | **Date notice was given** |  |

**About where you live**

|  |  |
| --- | --- |
| **How much rent do you pay and how often?** | £ every |
| **Date tenancy started** |  |
| **Are you a joint tenant?** *(please circle)* | Yes / No |
| **Are services included in your rent?** | Yes / No |
| **Full name and address of your landlord**  **or letting agent** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **How many rooms are there?** | **In the whole house** | **Just for you and your household** | **That you share with other people** |
| **Living rooms** |  |  |  |
| **Bedrooms** |  |  |  |
| **Kitchens** |  |  |  |
| **Bathrooms** |  |  |  |
| **Separate toilets** |  |  |  |
| **Other rooms** |  |  |  |

*If you live on a boat, please contact us for a ‘Boat Details Questionnaire’*

|  |  |
| --- | --- |
| **Have you ever owned/co-owned, paid a mortgage for, or had any financial interest in the property for which you are claiming benefit?** *(please circle)* | Yes / No |
| *If yes, please give details:* | |
| **Have you, your partner or your children ever been related to, or in a relationship with, your landlord, agent or their partners?** | Yes / No |
| *If yes, please give details:* | |
| **Does your landlord live at the same address as you?** | Yes / No |
| **Do you or your partner rent your home as a condition of employment?** | Yes / No |
| **Are you or your partner director of a company from who you rent your property from?** | Yes / No |
| ***If yes, please give details:*** | |

**Payment details – How would you like to receive payment? (for Housing Benefit only)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pay to claimant?** |  | **Pay to landlord?** |  |
| **Account name** |  | | |
| **Sort code/Account No** |  |  | |

*If you rent from a registered Housing Association and have chosen to have payments made to landlord you do not have to include payment details.*

**Sharing information – who can we talk to about your claim?**

|  |  |
| --- | --- |
| **Is there a support, key or social worker, or third party we have permission to contact about your claim?** *(please circle)* | Yes / No |
| *If yes, please give contact details:* | |
| **Do you give Bath & North East Somerset Council permission to share information about your claim with your landlord or letting agent?** | Yes / No |
| *If yes, please give details:* | |

**Anything else you need to tell us**

|  |
| --- |
| **Please use this space to tell us anything else which may affect your entitlement to Housing Benefit or Council Tax Support.** |

**Declaration**

**I wish to continue claiming Housing Benefit and/or Council Tax Support.**

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

**I understand** that if I knowingly give information that is incorrect or incomplete, you may take action against me, and I understand I could be prosecuted.

**I agree** that you will use the information I have provided to process my claim for Housing Benefit and/or Council Tax Support. You may cross check the information with other sources within the council, rent offices and other councils. Data held may be used in comparison for the purposes of prevention and detection of fraud.

**I understand** that this authority is under a duty to protect the public funds it administers, and to this end agree that they may use the information I have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes, if the law allows this.

**I understand** that if benefit is paid direct to my landlord and a dispute arises over the amount paid, that you may have to disclose all the details of my claim and subsequent correspondence to my landlord, their representative and a court or an appeal tribunal.

**I understand I must notify Bath & North East Somerset Council of any changes to my/our finances or household as soon they happen.**

**Signature: …………………………….…………………………….……….… Date: ………….………….**

**Full name** *(print in capitals)***: ………………………………………………….……………………….........**

**Partner’s signature: ………………………………………………………….. Date: ……………….……**

**Full name** *(print in capitals)***: ……………………………………………….…………………….………….**

**What evidence do we need?**

**Please provide original evidence of the following, if relevant to your current circumstances:**

**Capital / bank accounts and investments**

We will need to see statements for all bank or building society accounts including current accounts and savings, even if the accounts are overdrawn or rarely used. In most cases we will need to see two months of continuous transactions. We cannot accept balance slips showing the current amount.

For investments or other savings, such as unit trusts, savings certificates, stocks and shares, bonds and so on, we need original documents showing proof that you own them.

**Income**

We will need to see evidence of any earnings and pensions for you, your partner and any non-dependants in the property. We need to see the most recent 2 monthly or 5 weekly payslips for wages, and the most recent evidence available for any pension payments.

**Rent**

We will need to see up to date evidence of the amount of rent you pay (i.e. your tenancy agreement or latest rent increase letter).

**Evidence of expenses**

We will need to see receipts for registered childcare and proof of contributions into private pension or annuity schemes.

**Any other income**

We need to see evidence of any other household income. This includes money you may receive from boarders or lodgers. This does not include payments you receive from your adult children.

**Student status and finances**

We need to see a letter showing your full student status, which includes your place of study and number of hours for the current academic year. Ideally this should show the course start and end date. In addition we need to see the letter confirming the breakdown of your student loan, grant, and/or bursary, as some of this can be disregarded.

|  |  |
| --- | --- |
| **Contacting us about your Housing Benefit or Council Tax Support:** | |
|  | Call 01225 47 77 77 (option 4) to speak to someone during office hours |
|  | Visit www.bathnes.gov.uk/benefits  Email benefits@bathnes.gov.uk |
|  | Write to Welfare Support, Lewis House, Manvers Street, Bath, BA1 1JG |
|  | **Phone lines are open 10am - 5pm Monday to Thursday & Friday 10am – 4:30pm** |
|  |  |

|  |
| --- |
|  |
|  |