

# Housing Benefit and Council Tax Benefit application form



If you want to claim help with paying your rent or Council Tax, please fill in this form.

For Benefits advice and information, please visit [www.thanet.gov.uk/benefits](http://www.thanet.gov.uk/benefits)

Date received stamp

For office use  
Claim number:

Issue date:

**IMPORTANT:** Please read the notes at the back of this form, then fill in as much of this form as you can, in **BLACK INK** using BLOCK CAPITALS, and return it without delay. If you cannot provide the information we need, you can send it later.

We will work out your benefit using the information in this form, so if any of your details change, you must tell us about them in writing, immediately.

Where you see this sign  you **MUST** provide proof.

## A Questions about your claim

1 Your title (Mr, Mrs, Miss, Ms, other)

2 Surname (family name)

3 First names (in full)

4 All other surnames (family names) you have been known by or are using now

5 Date of birth

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

6 National Insurance number

<input checked="" type="checkbox"/>								
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7 Home phone number

8 Mobile phone number

9 Address and postcode of the property you are claiming benefit for

10 Date you moved in

/	/	
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11 Do you want to claim help with your rent?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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12 Do you want to claim help with your Council Tax?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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13 Do you want your benefit award notification to be sent by e-mail?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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14 If 'YES', what is your e-mail address?

**B****Questions about your home**

Please tick any box that applies to you

- 1 Do you rent from Thanet District Council?
- 2 Do you rent from a private landlord?
- 3 Do you own your own home or have a mortgage?
- 4 Do you rent from a housing association. If so, who?
- 5 Are you the only adult over the age of 18 living in the property? Yes  No
- 6 If 'YES', from what date?  /  /

**C****Questions about your previous home**

- 1 What was your previous address?

- 2 What dates did you live there?

From  /  /  To  /  / 

- 3 At this address were you the (please tick):

Tenant? Owner? Lodger? Other? 

- 4 Did you claim Housing Benefit or Council Tax Benefit at your old address?

**D****Questions about your partner**

If you do not have a partner, write 'No' for question 1 and go to section E

**We use 'partner' to mean:**

- a person you are married to or live with as if you are married to them; or
- a civil partner or a person you live with as if you are civil partners.

- 1 Do you have a partner who lives with you?

- 2 Your partner's title (Mr, Mrs, Miss, Ms, other)

- 3 Partner's full name

- 4 Date of birth

- 5 National Insurance number

- 6 What date did your partner move in?

 /  / 

- 7 What was your partner's previous address?

## E Questions about children who live with you

Do you have any children who live with you?

If 'Yes', please give details below:

Full name of child	Date of birth	Boy or girl?	Do you get Child Benefit? <input checked="" type="checkbox"/>	Are they registered blind?	Do they get Disability Living Allowance? <input checked="" type="checkbox"/>
<i>Example: John Smith</i>	<i>04/01/98</i>	<i>Boy</i>	<i>Yes</i>	<i>No</i>	<i>No</i>

## F Questions about other people in your home

1 Does anyone live with you and your partner, even if they don't contribute to the household? For example grown up son or daughter, friend or lodger?

If 'Yes', please give details below:

Their full name	Date of birth	Male or female?	Relationship to you or your partner	If working, put working and how many hours each week, or list what benefits they receive	Date they moved in
<i>Example: Peter Smith</i>	<i>01/09/69</i>	<i>Male</i>	<i>Son</i>	<i>Working 30 hours</i>	<i>01/01/02</i>

Please provide details of all income and capital of anyone listed above (who is not a lodger). If any are working, we must also see their last five weekly, last three fortnightly or last two monthly wage slips. If you do not provide this, it may lead to us paying you less benefit.

If any of these people are married to each other or living together as if they are married; or civil partners or living together as if they are civil partners, please give details in section O.

2 Are any of the above people students?

Yes

No

3 Do any of the above people pay you rent?

4 If 'Yes', give their names and the amount they each pay you

5 Does this include heating?

6 Does this include meals?

**G**

**Do any of the following apply to you or your partner?**

Please write 'Yes' or 'No' in the appropriate boxes

	<b>YOU</b>	<b>YOUR PARTNER</b>
1 Have you come to live in the UK in the last two years?		
2 What is your nationality?		
3 What date did you move to the UK?	/ /	/ /
4 Are you a full-time student?		
<b>If 'No', go to question 6</b>		
5 If 'Yes', what course and qualification are you studying?		
6 Are you registered blind?		
7 Have you been unable to work for more than 52 weeks because of illness or disability?		
8 Does anyone get Carers Allowance for looking after you?		
9 If 'Yes', please make it clear who the carer is and whom the person being cared for is		
10 Do you have a car provided by Motability or an invalid vehicle?		
11 Are you or your partner in hospital at the moment?		
<b>If 'No', go to question 13</b>		
12 If 'Yes', what date did you go in?	/ /	/ /
13 Have you or your partner been in hospital during the last 52 weeks?		
14 If 'Yes', please give the dates.	From	From
	To	To

**Questions about the money you have coming in**

Please write 'Yes' or 'No' in the appropriate boxes

**Do you or your partner get any of the following?**

	<b>YOU</b>	<b>YOUR PARTNER</b>
<input checked="" type="checkbox"/> 1 Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance		
<input checked="" type="checkbox"/> 2 Incapacity Benefit		
3 If 'Yes', how much each week?	£	£
4 If 'Yes', what date did it start?	/ /	/ /
<input checked="" type="checkbox"/> 5 Maintenance payments		
6 If 'Yes', how much each week?	£	£
7 If 'Yes', is this for you or your child?		
<input checked="" type="checkbox"/> 8 Attendance Allowance		
9 If 'Yes', how much each week?	£	£
<input checked="" type="checkbox"/> 10 Disability Living Allowance care component		
11 If 'Yes', how much each week?	£	£
<input checked="" type="checkbox"/> 12 Disability Living Allowance mobility component		
13 If 'Yes', how much each week?	£	£
14 Have you or your partner had any redundancy money in the past 12 months?		
<input checked="" type="checkbox"/> If 'Yes', please provide proof of how much was received and the date you received it.		

## Questions about the money you have coming in

Please write 'Yes' or 'No' in the appropriate boxes

15 Please list all your and your partner's income below.

You need to include state or work pensions, Tax Credits, Pension Credits, contribution-based Jobseeker's Allowance, contribution-based Employment and Support Allowance, Child Benefit, maintenance or child support, rental income, tips, charitable or voluntary payments, or any other income you receive on a regular basis.

If you and your partner have no income, write 'none' and explain why in section O.

**If you do not declare all your income, you may have to pay back some or all of the benefit later. We may also prosecute you.**

Type of income you receive	Received by whom?	Amount received	How often?
<i>Example: Work pension</i>	<i>Partner</i>	<i>£54.62</i>	<i>Monthly</i>

	YOU	YOUR PARTNER
16 Is there any income or benefit that you have claimed but are not getting yet?		
17 If 'Yes', please state what and when you expect to receive it.		
18 Do you do any work, regardless of the hours worked or whether you are paid?		

**If 'No', please write 'No' and go to section K.**

## I Questions if you are working

	YOU	YOUR PARTNER
1 What is your job title?		
2 When did you start this job?	/ /	/ /
3 How many hours do you work on average each week?		
4 How often do you get paid?		
5 How much do you receive each week?	£	£
6 How are you paid? For example, cash, cheque or BACS?		

7	When is your next pay rise?	/ /	/ /
8	If this is a temporary job, when is it due to end?	/ /	/ /
9	What is the name and address of your employer?		
10	Do you pay into a pension plan or occupational pension scheme?		
11	Do you have any other jobs?		

**If 'Yes' please give full details in section O.**

**J** **Questions if you or your partner are self-employed**  
 If you are not self-employed, go to section K

	YOU	YOUR PARTNER
1	What is the name of your business?	
2	What is the business address?	
3	How many hours do you work on average each week?	
4	What type of work do you do?	
5	What date did you start?	/ /
6	Who else is involved in the business?	
7	Do you pay into a pension plan?	

**Note: If you are self-employed, you must give us proof of your income by providing detailed accounts for the last year, if available. If accounts are not available, return this form straight away and contact the Benefits Service for a Self-Employed Earnings form.**



## K Questions about childcare

1 Do you, or your partner, pay childcare costs to a registered childminder, or pay for an after-school club or play scheme?

Yes

No

2 If 'Yes', please give the name and address of the childminder, or club or play scheme, together with their OFSTED or Social Services registration number.

3 Date childcare started

4 How much do you pay, after using vouchers?

£

5 How often?

6 Names of children who attend.

**If your childcare costs change, you must tell us, immediately**

## L

## Questions about accounts and investments

1 Do you or your partner have any bank, building society or Post Office accounts, even if you do not use them?

**If 'Yes', please give details below.**



Type of account or savings	Account number	Amount	Held by
<i>Example: NatWest current account</i>	<i>12345678</i>	<i>£37.50</i>	<i>Partner</i>

2 Do you or your partner have any stocks or shares ?

**If 'Yes', please give details below.**



Name of company	Number of shares	Held by
<i>Example: BT</i>	<i>175</i>	<i>Me</i>

## Questions about accounts and investments

- 3 Do you or your partner have any National Savings Certificates or Premium Bonds?

**If 'Yes', please give details below.**

<input checked="" type="checkbox"/>	Name	Issue type	Amount invested	Date of issue	Held by
	<i>Example: Premium Bonds</i>		<i>£100</i>	<i>15 May 1981</i>	<i>Partner</i>

- 4 Do you have any savings that are held in cash?

**If 'Yes', please give details and amounts in section O.**

- 5 Does anyone owe you any money?

**If 'Yes', please give details and amounts in section O.**

- 6 Is anyone else looking after any money, capital, or land for you or your partner?

**If 'Yes', please give details and amounts in section O.**

## M Questions about property and land

- 1 Do you, your partner, or your children own any property (other than the home you live in), land or holiday homes, in the UK or abroad? This includes properties and land on which there is a mortgage or loan, held in trust, or jointly held with another person.

**If 'Yes', please give the address of each property in section O.**

## N Questions for people who pay rent

**If you are a council tenant do not fill in this section and go to section O.**

- 1 What date did your tenancy start?

- 2 How long is your tenancy for?

- 3 What date did you move in?

- 4 Do you have a tenancy agreement?

## Questions about your rent

5 If you have a joint tenancy, list the names of the other tenants.

6 What is the full name and address of your landlord or housing association?  
If your landlord has an agent we need their full name and address as well.  
Please make it clear who the landlord is and who the agent is.

E-mail:

7 Do they own the property?

8 If 'No', please say who owns the property and give their address

9 Have you or your partner ever owned the property you are renting?

10 Are you, your partner or your children related to the owner of the property, or their partner?

11 If 'Yes', please say how you are related.

If you have a tenancy agreement, please send it in as proof of rent. If you do not have a tenancy agreement or cannot find it, please ask your landlord for a letter confirming your rent.

12 How much is the full rent?

£

13 How often is the rent charged?  
For example, every week, every four weeks or every month?

14 Are you behind with your rent?

How much do you owe?

£

15 Do you have any rent-free weeks?

If 'Yes', how many?

16 What was the date of the last rent increase?

## Questions about your rent

17 Does your rent include money for the following: (Please write **'Yes'** or **'No'** in each box.)

Garage	<input type="checkbox"/>	➔ Do you have a choice to rent the garage?	<input type="checkbox"/>
Water rates	<input type="checkbox"/>	Cleaning of shared areas	<input type="checkbox"/>
Council Tax	<input type="checkbox"/>	Personal care or support	<input type="checkbox"/>
Heating	<input type="checkbox"/>	Heating or lighting of shared areas	<input type="checkbox"/>
Hot water	<input type="checkbox"/>	Cleaning and laundry	<input type="checkbox"/>
Lighting	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>
Fuel for cooking	<input type="checkbox"/>	Lunch	<input type="checkbox"/>
		Evening meal	<input type="checkbox"/>

18 Are there any other services included?

If 'Yes', please say which

19 If you are under 22 years old, are you, or have you been, under a care order or looked after under the Children Act?

If 'Yes', you may be entitled to more Housing Benefit, so you must provide proof of your care order, or the section of the Children Act under which you were looked after (or both).

20 What type of accommodation do you rent? Please tick:

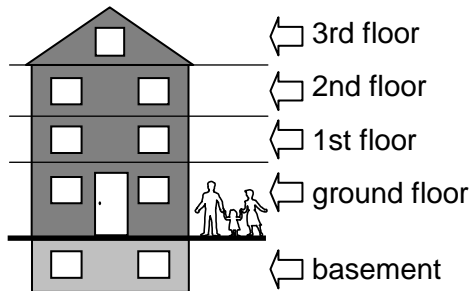
Bedsit	<input type="checkbox"/>	Semi-detached	<input type="checkbox"/>	Caravan	<input type="checkbox"/>
Room	<input type="checkbox"/>	Detached	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Flat	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
House	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>	Residential Care Home	<input type="checkbox"/>
Terraced	<input type="checkbox"/>	Other (Please give details)	<input type="text"/>		

## Questions about your home

21 If you rent a room, please tick a box to show where in the property it is. (For this question, assume you are standing outside looking at the front of the building.)

Front	<input type="checkbox"/>	Centre	<input type="checkbox"/>	Back	<input type="checkbox"/>	
Front left	<input type="checkbox"/>	Front right	<input type="checkbox"/>	Centre left	<input type="checkbox"/>	Centre right <input type="checkbox"/>
Back left	<input type="checkbox"/>	Back right	<input type="checkbox"/>			

22 Using the diagram below as a guide, on which floor is your home?



23 What is your room or flat number?

24 How many floors are there in the property?

25 Does the accommodation have central heating?

26 Do you have a car space?

27 Is the accommodation rented:

Fully furnished?

Partly furnished?

With hardly any furniture?

Unfurnished?

28 Who is responsible for decoration inside, for example, landlord, tenant or do not know?

## Questions about your home

29 Please tell us below the number of rooms in the property, the number of rooms you use and the number of rooms you share.

Type of room	Number of rooms in property	Number of rooms used just by you and your household	Number of rooms you share with other people
<i>Living rooms</i>			
<i>Bedrooms</i>			
<i>Bedsitting rooms</i>			
<i>Kitchens</i>			
<i>Bathrooms with toilet</i>			
<i>Bathrooms without toilet</i>			
<i>Separate toilets</i>			
<i>Dining rooms</i>			
<i>Other rooms - Please tell us about these in Section O</i>			
<i>Total number</i>			

30 If you have a bedsitting room, where are the cooking facilities and what do they include, such as a cooker, microwave and so on?

31 Do you have a carer who regularly stays overnight in your home to look after you or your partner?

If 'Yes':

Do you have a room that is used solely for the carer to sleep in overnight?

Does the carer have his or her own home elsewhere?

Please provide a letter from your care provider confirming these things.







**If you are the tenant of a private landlord, we will normally pay Housing Benefit direct to you – not to your landlord.**

**However, every council has Safeguard guidelines to protect vulnerable tenants. Each case is looked at individually.**

We may pay your landlord direct if:

- We think that you are likely to have difficulty in managing your affairs
- We think that it is likely that you won't pay your rent
- You are in arrears by eight weeks or more, or are having deductions made from your Income Support, Job Seeker's Allowance, Employment and Support Allowance, or Pension Credit, to pay off rent arrears. But we will only pay your landlord direct if it is in your best interest.

Examples of where the Safeguard guidelines may apply:

If you

- have learning disabilities
- have medical conditions
- cannot read and write, or speak English
- are addicted to drugs, alcohol, and gambling
- have mental illnesses that seriously impair your ability to manage on a day-to-day basis
- are fleeing domestic violence
- have left care recently
- have just left prison following a long sentence
- have severe debt problems
- have had recent county court judgements
- have a proven, and substantial, history of rent arrears
- are an undischarged bankrupt
- have previously left a property, leaving substantial rent arrears
- receive help from a homeless charity

This is not a full list, and we will look at other circumstances in which you may have difficulty managing your money.

For further information please ask us for a leaflet, or contact the Benefits Service on 01843 577552

## Q Paying Housing Benefit

Tenants affected by the Local Housing Allowance:

We will pay Local Housing Allowance direct to you, **not** to your landlord. So it will be your responsibility to pay the rent to your landlord. However, we will consider making direct payments to landlords for tenants who are unable to manage their own financial affairs; or who are not capable of taking responsibility for paying their rent; or if their rent is in arrears by 8 weeks or more.

Please note that we only pay Housing Benefit by BACS and it will be paid direct into **your** bank or building society account.

Unfortunately, we are not able to pay into some accounts, such as Individual Savings Accounts (ISAs), Post Office Card Accounts and some Savings Accounts. If you are not sure about the account you want to use, please ask your bank or building society.

Please complete the details below.

1 Name and full address of your bank or building society

--

2 Names as they appear on the account


3 Branch sort code

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

4 Account number

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

5 Building society account/roll number

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

If you cannot open at least a basic bank account, or you think that you may need safeguarding (see section P), please contact the Benefits Service **straight away** on 01843 577552

If you are **not** affected by Local Housing Allowance, who would you like your benefit paid to:

You?  Your landlord?  Your landlord's agent?

If to **'your landlord'**, or to **'your landlord's agent'**, you must ask your landlord to complete the declaration on pages 24 and 25.

**If you want to give us permission to share information with your landlord or their agent, please read the following information.**

Sometimes sharing information with your landlord or their agent helps us to deal with your claim quickly. This reduces the risk of you falling behind with your rent because of your claim being delayed. We would only share information with your landlord or their agent if you:

- are a Thanet District Council tenant; or
- have agreed that your Housing Benefit can be paid directly to your landlord or their agent.

But in either case, under the Data Protection Act we need your permission to share information.

If you give us permission, we would be able to tell your landlord or their agent:

- whether or not you had claimed or renewed your claim for Housing Benefit and, if so, whether we have made a decision on your claim or not; and
- if we need further information to make a decision on your claim and, if so, what that information is.

There may be other information about your claim that we need to check with your landlord or their agent, such as the date your tenancy started, before we can make a decision on your claim. We have to ask them even if you have not given us permission to discuss your claim with them. Unless you have given us your permission by signing this form, we will not discuss anything else with your landlord or their agent.

If you do not give us permission to discuss your claim with your landlord or their agent, it will not affect your claim. If you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know.

If you want to give us permission to discuss your claim with your landlord or their agent, please fill in the following information and sign below:

**Note:**

**If you are affected by Local Housing Allowance, and you want us to share information with your landlord, you must sign this declaration.**

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

Your name

Your address

Your signature

Date

**Please read this declaration carefully.**

- This is my claim for Housing Benefit and Council Tax Benefit.
  - I declare that the information I have given is correct.
  - I authorise you to make any necessary enquiries to check the information on this form. This includes contacting my bank, building society, employer, pension provider, HM Revenue & Customs, Department for Work and Pensions (DWP) and other local authorities.
  - I authorise you to check the information I have given with other sections within the Council and the Rent Officer.
  - I understand that if I give information that is false, I may be prosecuted.
  - I understand that if I supply, or allow to be supplied, any documents that I know to be false, I may be prosecuted.
  - I live at the address given on the form, and have no income other than that I have declared.
  - I am not claiming Housing Benefit or Council Tax Benefit elsewhere.
  - I understand that if I knowingly continue to get benefit that I am not entitled to I may be prosecuted.
  - I must tell the Benefits Service quickly in writing about any changes, even if I have already told the Jobcentre Plus or DWP.
- You or your partner's investments or savings go up or down
  - You or your partner comes off Income Support, Jobseeker's Allowance, Employment and Support Allowance, or Pension Credit.
  - The amount of childcare you pay goes up or down.

**Remember, if you change address, you must fill in a new form.**

**Data Protection declaration**

We will pass the information you give on this form to our Anti-Fraud Team as part of our commitment to reduce crime. We use the information to detect and prevent crime only, by checking it against other local and national government services; these include the DWP Housing Benefits Matching Service and the Audit Commission National Anti-Fraud Initiative.

Your information may be accessed by other local authorities and the Home Office. It may also be passed to a Credit Reference Agency for the purpose of checking undeclared people who may live with you.

The information in this form is personal and will be held by Thanet District Council. As a result, it is covered by the Data Protection Act 1984, amended by the Data Protection Act 1998.

*Examples of changes include if:*

- Your rent changes
- Tax Credit changes
- Pension Credit changes
- You or your partner start working or change employer
- You or your partner has a baby
- You or your partner goes into hospital
- Anyone leaves or joins the household
- The income of anyone in your household goes up or down
- A child leaves school or Child Benefit stops
- You or your partner's income goes up or down

**I have read and understand the declaration on page 20.**

Your signature

Date

Your partner's signature

Date

**The section below must be filled in if someone has filled in the claim form for you.  
This includes an agent, appointee, relative or friend.**

I have filled in this form on behalf of

As they cannot fill in the form because

I am (name in BLOCK CAPITALS)

Relationship to person claiming

**I have read each question and recorded the answers given.  
As far as I know they are true and complete.**

Your signature

Date

**Remember, unless you are the appointee or have Power of Attorney,  
the person claiming must also sign the form.****STOP BENEFIT FRAUD!**

HELP US TO HELP YOU!

**Phone 01843 577369****E-mail: [fraudbusters@thanet.gov.uk](mailto:fraudbusters@thanet.gov.uk)****Online at: [www.thanet.gov.uk](http://www.thanet.gov.uk)****All information is treated in confidence**

**Please check that the information you have given is correct.**

- 1 Have you answered all the necessary questions?
- 2 Have you included your full name, address and postcode on page 1?
- 3 Have you signed and dated the form on page 21?
- 4 Have you or will you be providing the following items? These must be the originals and not copies.

**Proof of income**

- The last five weekly, last three fortnightly or last two monthly wage slips for you, your partner and anyone else who lives with you.
- Your latest accounts if you are self-employed.
- Benefit, Pension or Child Benefit award letters.
- Pension slips.
- Child support or maintenance letters.

**Proof of savings**

For people not receiving income-based Jobseeker's Allowance, Income Support, income-related Employment and Support Allowance, or Pension Credit Guarantee

- Full statements or updated passbooks for each account showing the last two months' transactions.
- Documents showing who owns any stock, shares, bonds, and certificates, if we have not seen them before.
- Any other relevant documents.

**Proof of money paid out**

- Latest tenancy agreement or a letter from your landlord confirming your rent.
- Childminder's letter confirming their Ofsted registration number, how much you pay and the names of your children who attend.

- Letter from a pension company showing your contribution (only if you or your partner work).

**Proof of your and your partner's identity**

We must see at least two documents that prove both your and your partner's identity (unless previously provided). These could be a:

- Driving licence.
- Passport.
- Birth or marriage certificate.
- National Insurance number card.
- Medical card
- A letter addressed to you from a solicitor, social worker, probation officer, HM Revenue & Customs, or the Home Office.
- A recent gas, electricity or water bill.

**Proof of National Insurance number**

We must see proof of your and your partner's National Insurance number. You can find this on the following:

- Letters from the DWP.
- Wage and salary slips.
- P45.
- P60.
- National Insurance number card.

Without this information it may not be possible to work out your benefit so you must provide everything as quickly as possible. You should return the form to us even if you do not have all documents.

When you have filled in this form you must return it straight away to Thanet District Council.

If you need advice about what to send, please contact Thanet District Council.

## V Equality statement (optional)

The Race Relations Amendment Act (2000) says that we need to make sure that we deal with everyone equally and fairly. It would help us to know your ethnic background, so that we can make sure our services meet your needs. We will only use this information as the law allows.

Please choose one section from 1 to 5, then tick the box that best describes your cultural background.

### 1 White

British

Irish

Any other white background  
(please tell us below)

### 2 Mixed

White and black Caribbean

White and black African

White and Asian

Any other mixed background  
(please tell us below)

### 3 Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please tell us below)

### 4 Black or black British

Caribbean

African

Any other black background  
(please tell us below)

### 5 Other ethnic groups

Chinese

Afghan

Kurdish

Roma

Any other background  
(please tell us below)

## **W** Landlord's declaration

**Please note:** Tenants affected by the Local Housing Allowance:

We will pay Local Housing Allowance direct to you, **not** to your landlord. So it will be your responsibility to pay the rent to your landlord. However, we will consider making direct payments to landlords for tenants who are unable to manage their own financial affairs; or who are not capable of taking responsibility for paying their rent; or if their rent is in arrears by 8 weeks or more.

Landlord's/Agent's/Company's full name and address:

Contact telephone number:

Tenant's full name and address:

If you are a limited company, what is the registration number?

If the company is not a limited company, please give the full names of all the partners:

**I agree to accept payments for the above named tenant. I understand by law that:**

- I must tell you if I become aware of any changes in my tenant's circumstances
- Payments may stop if I fail to do this and I may be prosecuted if I accept Housing Benefit which I know I am not entitled to
- If I am paid too much Housing Benefit for any tenant I must repay it. Deductions for any overpaid benefit may be deducted from the benefit of other tenants and this will not affect their rent
- You may check the information I have provided with other sources to prevent and detect criminal offences. You may give information to other government organisations, where the law allows this. You may also use this information in connection with other Council business, especially processing and recovering Council Tax, and providing environmental health, housing, and electoral services.

Signature

Date

## Landlord's declaration

I want you to send my tenant's benefit award letter by e-mail

Yes

No

E-mail address:

If you want us to pay your tenant's benefit into your bank or building society, please complete the details below.

Unfortunately, we are not able to pay into some accounts, such as Individual Savings Accounts (ISAs), Post Office Card Accounts and some Savings Accounts. If you are not sure about the account you want to use, please ask your bank or building society.

Name and full address of your bank or building society

Names on the account

Branch sort code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Building society account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**These notes will help you fill in this form and understand a bit more about Housing Benefit and Council Tax Benefit. You should also read the notes that are in the form.**

### **Who can claim Housing Benefit or Council Tax Benefit?**

Anyone who is on low income and has to pay rent or Council Tax; you do not have to be unemployed to claim.

If you are single and have other adults living with you who are on a low income, you may get Second Adult Rebate instead of Council Tax Benefit. If you provide all the information that has been asked for, we can work out this for you.

### **Filling in the form**

Please answer all the questions.

Unfortunately, we have to ask lots of questions to make sure that you get all the benefits you are entitled to. If you need help filling in this form or you need any advice, please contact the Benefits Service.

If the form is not filled in properly, we will send it back to you with a letter saying what you need to do next. This may mean that there will be a delay in your benefit being paid.

If you are a council tenant or are just applying for Council Tax Benefit, do not complete section M.

### **Returning the form to us**

If you want to claim, you must return the form as soon as possible as any delay may result in the loss of benefit. This is because benefit is normally paid from the Monday after we receive your form.

As well as this form we must see proof of your income and savings, and so on. If you receive Pension Credit we will not need to see proof of your income and savings.

If you do not have all the proof ready, you should return the completed form straight away and provide proof later.

We must see the **original** documents – photocopies cannot be accepted. Please make sure that anything you provide has your name and current address on it.

Any valuable items you send to us will be returned straight away by post. For example passport, and bank book.

If this is the first time you have claimed from us we will need to see 2 proofs of identity for both you and your partner. For example driving licence, utility bill, birth or marriage certificate, or passport.

If you need a visit or advice, please contact the Benefits Service.

### **What if something changes?**

Your benefit will be worked out using the information you have given on this form. If anything changes, for example your income goes up or down, or someone leaves or joins your household, you must tell us immediately in writing.

**WARNING: If you do not give the correct information, or fail to tell us about a change in your circumstances, you may be committing fraud and this may lead to you being prosecuted.**

## What happens next?

When we receive your form and all the required proof, we will work out your Housing Benefit and Council Tax Benefit. We will then send you a letter telling you how much you have been given. You must check the letter to make sure that the information we used to assess your claim is right. If the information is wrong or you need advice, you must contact the Benefits Service straight away. Any benefit due will be sent to you or paid into the appropriate account, depending on your circumstances.

### Backdating

In most cases benefit is paid from the Monday after we get your application form, but in some cases we can pay it from an earlier date. If you would like us to consider backdating your claim, you must write in section O the date you want your benefit paid from and why you did not claim benefit earlier.

You must be able to give good reasons why you did not claim before and send in any proof to support your request.

### Appeals

If you are not happy about the amount of benefit that has been given to you, you can ask us to check it to see if it is correct. Details of how and when to do this will be sent with your benefit award letter.

### Changes in your circumstances

If any of the details you have put on this form change, you must tell us about them in writing, immediately. If you are unsure whether a change will affect your claim please tell us anyway.

Please write to:  
Benefits Service  
Thanet District Council  
PO Box 9  
Cecil Street  
Margate  
Kent CT9 1XZ

### Changes of address

If you change address or room you must tell us, we will then ask you to fill in a shortened application form straight away. If you do not do this you may be overpaid; you could also lose benefit.

## OTHER HELP AND ADVICE

### About Council Tax

You could be entitled to a reduction in your Council Tax:

- if there is someone in your household who is permanently disabled
- if you provide care for anybody who is not your partner or child, or they provide care for you, and they live with you.

If you would like to know more, contact the Benefits Service.

## How to contact us

### BY POST:

#### Benefits Service

Thanet District Council  
PO Box 9  
Cecil Street  
Margate  
Kent CT9 1XZ

Phone: 01843 577552

Fax: 01843 577532

E-mail: [benefits@thanet.gov.uk](mailto:benefits@thanet.gov.uk)

Web: [www.thanet.gov.uk](http://www.thanet.gov.uk)

#### Stop Benefit Fraud

Phone: 01843 577369

E-mail: [fraudbusters@thanet.gov.uk](mailto:fraudbusters@thanet.gov.uk)

Web: [www.thanet.gov.uk](http://www.thanet.gov.uk)

or write to the Investigation Team at the above address.

### IN PERSON:

#### Thanet's Gateway Plus

Cecil Street  
Margate

**Open:** Weekdays 9am to 6pm,  
(8pm on Thursday).

Saturday 9am to 5pm

or

#### Ramsgate District Office

14 York Street  
Ramsgate

**Open:** Monday to Friday  
8:45am to 12:30pm

## Useful contacts

#### Citizen Advice Bureau

Margate – Phone advice: 01843 225973  
Appointments: 01843 232666  
Web: [www.cabsites.org.uk/thanet/](http://www.cabsites.org.uk/thanet/)

#### Age Concern

Phone: 01843 223881  
Web: [www.ageconcern.org.uk](http://www.ageconcern.org.uk)

#### Pension Service

Phone: 0845 606 02 65  
Web: [www.thepensionservice.gov.uk](http://www.thepensionservice.gov.uk)

#### Disability Living Allowance

Phone: 0845 712 34 56  
Web: [www.dwp.gov.uk](http://www.dwp.gov.uk)

#### Social Services

Phone: 01843 860000  
Web: [www.kent.gov.uk](http://www.kent.gov.uk)

#### Tax Credits

Phone: 0845 300 39 00  
Web: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

#### DirectGov

Web: [www.direct.gov.uk](http://www.direct.gov.uk)

#### The Department for Work and Pensions

Benefit Enquiry Line  
Phone: 0800 882200  
Web: [www.dwp.gov.uk](http://www.dwp.gov.uk)

#### The Department for Work and Pensions

Queens House, Ramsgate  
Phone: 0845 608 86 26  
Web: [www.dwp.gov.uk](http://www.dwp.gov.uk)

#### Jobcentre Plus

Phone: 01843 258300  
Web: [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

#### The Rent Service

Phone: 0845 026 46 96  
Web: [www.therentservice.gov.uk](http://www.therentservice.gov.uk)

#### Child Benefit

Phone: 0845 302 14 44  
Web: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

#### Child Support Agency

Phone: 0845 713 31 33  
Web: [www.csa.gov.uk](http://www.csa.gov.uk)