

Housing benefit and council tax support claim form



Name:

Address (for which you wish to claim):

Reference:

Date issued:

Date received: (office use only)

Form issued by:

Please return this form as soon as possible

Housing benefit and council tax support are normally paid from the Monday after we receive your claim. If you do not have all the documents or proof that we need, return the form anyway. You can provide the missing information later. Additional documents can be downloaded from the website and can be returned via email.

Email: benefits@cornwall.gov.uk

www.cornwall.gov.uk

To complete a telephone claim form or for help completing this form please contact us on 0300 1234 121.

Please check the checklist at Part 41, and provide your documents to us.

Please return this form to:
Cornwall Council
Revenues and Benefits
PO Box 676, Truro TR1 9EQ

Notes

The outside column on each page of this form gives notes to:

- help you fill in the form correctly;
- tell you what evidence you need to provide;
- **Please only provide photocopies.**
- We can also accept clear photographs, or clear scans in PDF, Jpeg or Word document.

Identity

If this is a renewal claim, you do not have to provide proof of your identity or National Insurance (NI) number.

You can use the following documents to prove your identity.

- Recent utility bill (gas, electric, phone and so on)
- Driving licence
- Medical card
- Passport (current and valid)
- Life insurance or assurance policies
- Letters about asylum from the Home Office
- Marriage certificate
- National Insurance (NI) number card
- Certificate of employment in HM armed forces
- UK residence permit

If you are not sure about what proof we need to see, please contact us on 0300 1234 121 for help and advice.

Ethnic background

Under the Equality Act 2010, we have a responsibility to collect details of our clients' backgrounds. We use this information to help us with our equal opportunities policies.

This information is confidential and we will only use it to improve access to our services and help provide equal opportunities for everyone.

You do not have to fill in this survey.

Before you start

Please write in black ink.

If you are state retirement pension age or over and you have claimed Pension Credit, the Pension, Disability and Carers Service should have helped you make a claim for Housing Benefit and Council Tax Support over the telephone. If you did not claim Housing Benefit and Council Tax Support at the same time as claiming Pension Credit you can phone the Pension, Disability and Carers Service on 0800 991234.

Identity

We cannot deal with your claim without proof of your and your partner's identity.

The documents listed in the notes field can help prove identity. We need some of them as proof of your income or capital, so you will need to send them in anyway.

At least one document must show your National Insurance (NI) number (and one for your partner).

Capital

If you and your partner have more than **£6000** in capital (savings, investments, land or property) we cannot pay you Council Tax Support but we can consider an award of Housing Benefit, but if you and your partner have more than **£16,000** then we cannot pay Housing Benefit either.

If you are of state retirement pension age and do not receive Guaranteed Pension Credit and your capital is less than **£16,000**, then you can still apply for Council Tax Support. If you have £16,000 or more you may still qualify for a Second Adult Rebate, see part 1 of the form.

War Pensions and War Widow's Pensions

The National Benefits Scheme ignores £10 a week of any War Widow's or War Disablement Pension. Cornwall Council ignores the whole of the War Widow's or War Disablement Pension, but you must include it on your claim form.

We may count certain benefits or pensions paid with your war pension.

Ethnic background

We do not need to know your ethnic background to work out your benefit, but it may help us improve our service in the future.

Which of the following best describes your ethnic origin:

White British	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Gypsy / Traveller	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>		
White Cornish	<input type="checkbox"/>	Black Cornish	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Any other ethnic group	
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	<input type="text"/>	
<input type="text"/>		<input type="text"/>		Other	<input type="text"/>		

Part 1 Second Adult Rebate

Do you want to apply for Second Adult Rebate only?

No Please fill in the rest of this form.

Yes Please fill in parts 2, 3, 8, 38 and 42 of this form.

Part 2 About you and your partner

You must answer all the questions about yourself.

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

You

Your partner

Last name

Other names

Title (for example, Mr, Mrs, Miss, Ms)

Address that you are claiming for (including postcode)

Do not tell us your partner's address unless it is different from yours.

Date of birth

National Insurance (NI) number

Letters Numbers Letter

Letters Numbers Letter

Are you or your partner registered blind?

No Yes

No Yes

Second Adult Rebate for people over state retirement age only

If you are classed as a single person responsible for Council Tax, but there is at least one other person aged 18 or over living with you who is not:

- your partner; or
- a lodger paying you rent or board;

you may qualify for more Council Tax Support if your claim is based on their income. This is called 'Second Adult Rebate'.

If you do not want to apply for Council Tax Support based on your own circumstances, and you want to be considered for Second Adult Rebate, you only need to fill in parts 2, 3, 8, 38 and 42 of this form.

Partner

Benefit is based on your and your partner's joint incomes, capital and other circumstances.

We use 'partner' to mean:

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

National Insurance number

Before we can pay Housing Benefit and Council Tax Support, you must be able to prove your and your partner's National Insurance (NI) numbers.

Your NI number may also be passed to The Rent Service.

Your NI number is normally shown on payslips and state benefit documents. You need to send these in as proof of your income anyway.

If we need any other proof, we will contact you again.

Phone number

Please help us help you by providing a phone number and email address.

It is important that you provide us with a phone number and/or email address.

This is our preferred method of contact.

We may also give your phone number to The Rent Service who may need to contact you.

Our normal business hours are 8.30am to 5pm Monday to Friday.

Alternatively you may wish to use our automated telephone system which is available 24/7 (0300 1234 121).

More about you and your partner

The answers that you give to these questions may help us to:

- link details of any past claims to your current claim;
- make sure that you do not continue to get benefit for an address that you no longer live at;
- make sure that, if possible, the entitlement for your new address starts from the day the entitlement at your old address ends; and
- make sure we send documents back to you at your current address.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 3 About you and your partner (continued)

	You	Your partner
Landline phone number <small>See notes</small>	<input type="text"/>	<input type="text"/>
Mobile phone number <small>See notes</small>	<input type="text"/>	<input type="text"/>
E-mail address <small>See notes</small>	<input type="text"/>	<input type="text"/>
What is the best time of day to contact you? <small>See notes</small>	<input type="text"/>	<input type="text"/>
Have you or your partner used any other names during the last three years?	No <input type="checkbox"/> Please go to part 4 . Yes <input type="checkbox"/> Please give details below.	No <input type="checkbox"/> Please go to part 4 . Yes <input type="checkbox"/> Please give details below.
	<input type="text"/>	<input type="text"/>

Part 4 More about you and your partner

	You	Your partner
When did you move to your current address?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
If you have not moved in yet, when do you expect to move in?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
If you have not moved in yet, what is your current address?	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
If you have moved within the last three years, please give your last address (including postcode).	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Were you the owner or tenant at the above address?	Owner <input type="checkbox"/> Other <input type="checkbox"/> Please give details below. Tenant <input type="checkbox"/> <input type="text"/>	Owner <input type="checkbox"/> Other <input type="checkbox"/> Please give details below. Tenant <input type="checkbox"/> <input type="text"/>
Were you getting Housing Benefit or Council Tax Support within the last 52 weeks?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

Part 4 More about you and your partner (continued)

You

Your partner

What is your nationality?

Have you lived in the UK since birth?

Yes go to the next question about students.

No Continue here

Yes go to the next question about students.

No Continue here

When did you come to live in the UK?

 / /
 / /

Have you been sponsored to live in the United Kingdom?

No
Yes We may need to contact the Home Office to check the information you have given us.

No
Yes We may need to contact the Home Office to check the information you have given us.

Students

You

Your partner

Are you a student?

No Yes

No Yes

Please tell us the start and end dates of your academic year.

Start / / End / /

Start / / End / /

Please tell us the start and end dates of the whole course.

Start / / End / /

Start / / End / /

How many hours of study are there each week?

Hours Full time Part time

Hours Full time Part time

Title of course

Is the course you are studying further education?

Yes No

Yes No

Do you receive a loan/grant for your course?

Yes No

Yes No

If you do not receive a loan/grant is one available to claim?

Yes No

Yes No

Please send us a copy your latest grant, loan or EMA award letter.

People from abroad

Some people returning to the 'common travel area' after living abroad are not entitled to Housing Benefit and Council Tax Support.

The common travel area is England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands and the Isle of Man.

These questions will help us decide whether you are a person from abroad (PFA).

We may need to contact you again about this.

In a small number of cases, we may need to contact the Home Office to check the information you have given or to get other relevant information.

More about you and your partner

Most **students** are not entitled to Housing Benefit and Council Tax Support. The main groups of students who **can** get benefit or support are:

- students getting Income Support or income-based Jobseeker's Allowance, or income related Employment Support Allowance;
- part-time students;
- students under 19 who are not in higher education;
- students of state retirement age or over;
- students who are responsible for a child; and
- some disabled students.

We will need to see proof of the start and end dates of your course, together with proof of your:

- grant or other income;
- student loan;
- Education Maintenance Allowance (EMA); and
- other income.

We will also need to see your learning agreement from your college or university.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part**5****Short-term stays away from home****Short-term stays away from home**

You can normally only get benefit or support if you are actually living in the property. But in some cases you can get benefit if you are away for a while, for example if you are:

- in hospital; or
- in legal custody.

These questions help us decide if you are entitled to benefit while you are not living at home.

Are you or your partner living away from your normal home address at the moment?

No Yes

Where are you or your partner living?

Why are you or your partner away from home?

When did you or your partner leave home?

When do you or your partner expect to return home?

Part**6****Children who live with you****Children who live with you**

Please give details of all dependent children who live with you.

A dependent child is someone:

- aged under 16; or
- aged 16 or over (but under 20) who is not on Income Support or income-based Jobseeker's Allowance, income-related Employment Support Allowance, Universal Credit or in further education.

They must be treated as a child for Child Benefit purposes.

If any children spend part of their time living somewhere else, we normally treat them as living with the person who gets Child Benefit for them.

As proof that they are living with you, we will need to see a copy of your Child Benefit award letter or a bank statement that shows your payments of Child Benefit being paid in.

Are there any children in your household?

No Please go to **part 8**.Yes

Tell us about these children.

Do you receive Child Benefit for all of these children?

Yes No If not, please specify at **Part 40**.**First child**

First names

Last name

Date of birth

Their relationship to you

Sex

Male Female

Is this child registered blind?

Yes No

Do you receive Disability Living Allowance/PIP for this child?

Yes No

If 'Yes', please provide proof.

Second child

First names

Last name

Date of birth

Their relationship to you

Sex

Male Female

Is this child registered blind?

Yes No

Do you receive Disability Living Allowance/PIP for this child?

Yes No

If 'Yes', please provide proof.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 6 Children who live with you (continued)

Third child

First names Last name
Date of birth / / Their relationship to you
Sex Male Female Is this child registered blind? Yes No
Do you receive Disability Living Allowance/PIP for this child? Yes No If 'Yes', please provide proof.

Fourth child

First names Last name
Date of birth / /
Sex Male Female Is this child registered blind? Yes No
Do you receive Disability Living Allowance/PIP for this child? Yes No If 'Yes', please provide proof.

If you live with any more children, please give their details in **part 40**.

Part 7 Childcare costs

Are any of the children shown in **part 6** cared for by someone else? No Please go to **part 8**. Yes Please go to the next question.
(This includes after-school clubs and childminders.)

Do you pay anyone for looking after them? No Please go to **part 8**. Yes Please go to the next question.

Please give the following details for each child cared for.

Name	How much you pay	How often
<input type="text"/>	£ <input type="text"/>	Every <input type="text"/>
<input type="text"/>	£ <input type="text"/>	Every <input type="text"/>
<input type="text"/>	£ <input type="text"/>	Every <input type="text"/>
<input type="text"/>	£ <input type="text"/>	Every <input type="text"/>

Childcare costs

If you pay for childcare we may decide not to include some of your earnings in our Housing Benefit and Council Tax Support calculation.

The answers you give to the questions opposite will decide whether you qualify for this extra help.

If you are telling us about how much you pay and so on, we will need to see **proof of:**

- the payments you make; and
- the childminder's registration number (if any).
- the date this started / changed

If you are unable to provide proof or an invoice, please go to our website and download our childcare costs form for your childcare provider to complete.

If you are not sure what to send as proof, please contact us on 0300 1234 121 for help and advice.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part**7****Childcare costs (continued)**

Please give the name and address of the person you pay.

Name

Address
(including
postcode)

Are the children cared for at this address?

No Yes

Where are they cared for?

Is the childminder registered?

No Yes

What is their registration number?

Do you receive any funding for
this child/children?No Yes

If yes, please specify

Do you pay different amounts at different times?
(for example, in school term-time and school holidays)No Yes Please give details in **part 40**.**Part****8****Other people who live with you**Do any adults normally live
with you and your partner?No Please go to **part 10**Yes

Tell us about the other adults who live with you.

If there are more than three other
adults living with you, please give
details in **part 40**.**Other people who live with you**We usually reduce Housing Benefit and Council Tax
Support for each non-dependant living in your home.Non-dependants are usually grown-up sons or
daughters, or other relatives or friends who live in
your home and do not pay you rent. You may get
some money from them to pay for their keep (board
money), but this money is not counted as your
income.You should include non-dependants who work away
from home if they use your home as their base.The amount we reduce your entitlement by is not
related to what they actually pay you. We have to
take a fixed amount which is set by the Government.
The amount depends on:

- the number of hours your non dependant works
(if any); and
- their income before tax (in some cases).

First person

First names

Last name

Date of birth

 / /

National Insurance number

 Letters Numbers Letter

Their relationship to you

Do they get Income Support or income-based Jobseeker's Allowance or income
related Employment Support Allowance?No Yes

Do they get Universal Credit? (if yes please ensure you provide their full document award letter)

No Yes

Are they a student, youth trainee or apprentice?

No Yes

Do they get any other benefits? (Or does anyone receive other benefits for them?)

No Yes If 'Yes', please give
details in **Part 40**.Do they normally work for
16 hours or more a week?No

Go to next person

Yes What is their total weekly income before deductions
(such as tax and national insurance)?£ Please provide proof
of all income

Part 8 Other people who live with you (continued)

Second person

First names Last name Date of birth / /

National Insurance number Letters Numbers Letter Their relationship to you

Do they get Income Support or income-based Jobseeker's Allowance or income related Employment Support Allowance? No Yes

Do they get Universal Credit? (if yes please ensure you provide their full document award letter) No Yes

Are they a student, youth trainee or apprentice? No Yes

Do they get any other benefits? (Or does anyone receive other benefits for them?) No Yes If 'Yes', please give details in **Part 40**.

Do they normally work for 16 hours or more a week? No Go to next person
 Yes What is their total weekly income before deductions (such as tax and national insurance)? £ Please provide proof of all income

Third person

First names Last name Date of birth / /

National Insurance number Letters Numbers Letter Their relationship to you

Do they get Income Support or income-based Jobseeker's Allowance or income related Employment Support Allowance? No Yes

Do they get Universal Credit? (if yes please ensure you provide their full document award letter) No Yes

Are they a student, youth trainee or apprentice? No Yes

Do they get any other benefits? (Or does anyone receive other benefits for them?) No Yes If 'Yes', please give details in **Part 40**.

Do they normally work for 16 hours or more a week? No Go to next person
 Yes What is their total weekly income before deductions (such as tax and national insurance)? £ Please provide proof of all income

Part 9 More about the other people who live with you

Are any of the people shown in **part 8** related to each other? No Go to the **next question**. Yes Please give details below.

Are any of the people shown in **part 8** a joint tenant or owner with you or your partner? No Go to the **next question**. Yes Please give details below.

Other people who live with you

The reduction applies even if they do not pay you anything at all. So **we need to see proof of your non-dependants' incomes.**

Any other benefit includes:

- **Child Benefit;**
- **Tax Credits;**
- **Retirement Pension;**
- **Incapacity Benefit; and**
- **Employment Support Allowance**
- **Universal Credit** - please ensure the full document award letter is provided

If you have any non-dependants, we may need to see proof of their income before tax.

If you cannot provide this proof, we may have to reduce your entitlement by the highest deduction amount.

If any of your non-dependants are getting Income Support, income-based Jobseeker's Allowance, income related Employment Support Allowance or Guaranteed Pension Credit, we can normally get proof from the Department for Work and Pensions (DWP).

From April 2011 a bedroom that is used by a carer (or team of carers) who doesn't actually live in your home can be taken into account when working out how much Housing Benefit to pay.

The proof we may need to see for any other state benefits is is copies of:

- their latest award letter from the Department for Work and Pensions (DWP), Pension, Disability and Carers Service and so on; or
- a bank statement that shows their Benefit payments.

If they are working, we may need to see copies of:

- their last five payslips (if they are paid weekly);
- their last two payslips (if they are paid monthly); or
- their last three payslips (if they are paid every two weeks).

If they get an occupational pension, works pension, private pension, personal pension or superannuation, we may need to see the last payment advice slip or a letter from whoever makes the payments.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Other people who live with you

If they get interest or dividends from savings or investments, we may need to see the last document that shows the amount of interest or dividend paid.

If you are not sure what to send as proof, please contact us on 0300 1234 121 for help and advice.

Non-dependants normally only affect your benefit if they are actually living in the property with you. But in some cases they will count if they are away for a while. The questions on this page will help us decide if we should count your non-dependants.

It will help if we can see any documents which prove where your non-dependants are.

Remember – we also need to know about non-dependants who work away from home if they use your home as their base.

If non-dependants are married, civil partners or living together as if they are married or civil partners, we only count them as one person in our calculations. Please tell us if we should count any of your non-dependants as married, civil partners or living together as married or civil partners.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 9 More about the other people who live with you (continued)

Are any of the people shown in **part 8** living away from your home at the moment? No Go to **part 10**. Yes Please give details below.

First person

Where are they living?

When did they leave your address?

When do they expect to come home?

Second person

Where are they living?

When did they leave your address?

When do they expect to come home?

Third person

Where are they living?

When did they leave your address?

When do they expect to come home?

**If you do not have all the documents or proof that we need, send the form in anyway.
You can send the missing information later.**

Part 10 Working while receiving benefits

You

Are you or your partner working?

Yes Go to **Part 11**.

No Go to the next question

Has your employment ended within the last 39 weeks?

No Go to **Part 11**.

Yes Go to the next question

Your Partner

Yes Go to **Part 11**.

No Go to the next question

No Go to **Part 11**.

Yes Go to the next question

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 10 Working while receiving benefits (continued)

Please confirm your employers name, address, telephone number and date your employment ended.

You	
Employers name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Telephone number	<input type="text"/>
Date employment ended	<input type="text"/> / <input type="text"/> / <input type="text"/>

Your Partner	
Employers name	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Telephone number	<input type="text"/>
Date employment ended	<input type="text"/> / <input type="text"/> / <input type="text"/>

Part 11 Disability benefits

Do you or your partner get either:

- the care component of Disability Living Allowance;
- Attendance Allowance;
- Constant Attendance Allowance; or
- Personal Independence Payments?

No

Yes

Please give details.

Does anybody get Carers Allowance for looking after you?

No

Yes

Please give their name and address.

Part 12 Guarantee part of Pension Credit

Do you get the **guarantee** part of Pension Credit?

No

Yes

Applied for

Go to **part 13**.

Go to **part 29**.

Go to **part 16**.

Your partner

No

Yes

Applied for

Go to **part 13**.

Go to **part 29**.

Go to **part 16**.

Part 13 Income Support or Income-based Jobseeker's Allowance (JSA)

Do you get Income Support or **Income-based** Jobseeker's Allowance (JSA)?

No

Yes

Applied for

Go to **part 14**.

Go to **part 28**.

Go to **part 15**.

Your partner

No

Yes

Applied for

Go to **part 14**.

Go to **part 28**.

Go to **part 15**.

Working while receiving benefits

Disability benefits

There are some disability benefits which we do not count as income when working out your Housing Benefit and Council Tax Support but they may increase your 'applicable amount'. This is the amount the Government says you need to live on. If your applicable amount increases because you get a disability benefit that we do not count, you could get more Housing Benefit and Council Tax Support.

Tell us about all your disability benefits or you could be losing out!

Pension Credit

We will get proof of your Pension Credit direct from the Pensions, Disability and Carer's Service.

You do not need to send or bring in proof yourself.

Income Support or Income-based Job Seekers Allowance

We can normally get proof of Income Support and income-based Jobseekers Allowance direct from the Department for Work and Pensions (DWP).

Universal Credit

Please tell us how much you are getting and for which reason. i.e. is it for working, for children or for some other reason.

Please ensure you provide your full Universal Credit document, providing the full breakdown of figures.

Income related Employment Support Allowance

We can normally get proof of income related Employment Support Allowance direct from the Department for Work and Pensions (DWP)

Contribution-based JSA/ESA

We can normally get proof of contribution-based, Jobseeker's Allowance and Employment Support Allowance, direct from the Department for Work and Pensions (DWP).



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 14 Universal Credit

You

Do you get Universal Credit?

No Go to **part 15.**

Yes

How much for working? £

How much for children? £

Other? £

Your partner

No Go to **part 15.**

Yes

How much for working? £

How much for children? £

Other? £

Part 15 Income related Employment Support Allowance

You

Do you get **income related** Employment Support Allowance?

No Go to **part 16.**

Yes Go to **part 29.**

Applied for Go to **part 16.**

Your partner

No Go to **part 16.**

Yes Go to **part 29.**

Applied for Go to **part 16.**

Part 16 Contribution-based Jobseeker's Allowance (JSA) or Employment Support Allowance (ESA)

You

Do you get **contribution-based** Jobseeker's Allowance?

No Go to **part 17.**

Yes How much? £

How often?

Do you get **contribution-based** Employment and Support Allowance?

No Go to **part 17.**

Yes How much? £

How often?

Your partner

No Go to **part 17.**

Yes How much? £

How often?

No Go to **part 17.**

Yes How much? £

How often?

Do you receive the support component? No Yes

You

Your partner

Do you own any land or property other than the home you live in the UK or abroad?

- No Go to **part 18**.
- Yes Please tell us where the land or property is.

- No Go to **part 18**.
- Yes Please tell us where the land or property is.

Address

Address

Ordnance Survey map reference (for land)

How much is it worth?

£

£

What is the value of any loan or mortgage on the land or property?

£

£

Is the property rented out or for sale?

- No
- Yes Please give details in **part 40**. We will need to see some proof.

- No
- Yes Please give details in **part 40**. We will need to see some proof.

Land and property

We need to know about land and property you own (but not the home you live in).

Land and property includes:

- mobile homes;
- caravans; and
- houseboats.

As well as land and property you own in the UK, you need to tell us about any land and property you own outside the UK.

If you rent out your land or property or you are selling it, we will need to see proof, for example:

- a statement of income from the rent you receive; or
- details from your estate agent.

If you are not sure what to send as proof, please contact us on 0300 1234 121 for help and advice.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Capital

'Capital' means all your savings and investments.

For example, it includes:

- bank current accounts;
- bank deposit accounts;
- Post Office accounts;
- Post Office card accounts (the type that State pensions and benefits are paid in to);
- building society accounts;
- Bereavement Payment;
- Premium Bonds;
- redundancy pay;
- stocks and shares;
- TESSAs;
- ISAs;
- PEPs;
- fixed-term investments; and
- money lent to you.

This is not a full list. You may have other types of capital. Remember, you must tell us about all your and your partner's capital.

As proof of the amounts you have, we will need to see copies of:

- statements or passbooks which show all transactions for the last two months; and
- documents showing proof of ownership (for example, dividend statements and certificates).



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part

18

Capital, including all current accounts, savings and investments

Please list below **all** the capital, savings and investments you and your partner have. Please see the list on the right-hand side of this page for information about what to include. If you have any joint accounts, please list them under '**You**'. **Please include all accounts, including current accounts, even if you are overdrawn.**

If you have no capital for the type shown, please write 'none' in the box and move on to the next type of capital.

Do you and/or your partner have total combined capital, savings and investments over £6000 or £10,000 if you are over state retirement age?

No Go to **part 19**.

Yes Please tell us about your capital, savings and investments.

You		Your partner	
£ <input type="text"/>	<input type="text" value="Bank name"/>	Bank current account 1	£ <input type="text"/> <input type="text" value="Bank name"/>
£ <input type="text"/>	<input type="text" value="Bank name"/>	Bank current account 2	£ <input type="text"/> <input type="text" value="Bank name"/>
£ <input type="text"/>	<input type="text" value="Bank name"/>	Bank deposit account 1	£ <input type="text"/> <input type="text" value="Bank name"/>
£ <input type="text"/>	<input type="text" value="Bank name"/>	Bank deposit account 2	£ <input type="text"/> <input type="text" value="Bank name"/>
£ <input type="text"/>	<input type="text" value="Building society name"/>	Building society account 1	£ <input type="text"/> <input type="text" value="Building society name"/>
£ <input type="text"/>	<input type="text" value="Building society name"/>	Building society account 2	£ <input type="text"/> <input type="text" value="Building society name"/>
£ <input type="text"/>	<input type="text" value="Building society name"/>	Building society account 3	£ <input type="text"/> <input type="text" value="Building society name"/>
£ <input type="text"/>	<input type="text"/>	Post office account 1	£ <input type="text"/> <input type="text"/>
£ <input type="text"/>	<input type="text"/>	Post office account 2	£ <input type="text"/> <input type="text"/>
£ <input type="text"/>	<input type="text"/>	Post office card account	£ <input type="text"/> <input type="text"/>
£ <input type="text"/>	<input type="text" value="Internet bank name"/>	Internet bank account 1	£ <input type="text"/> <input type="text" value="Internet bank name"/>
£ <input type="text"/>	<input type="text" value="Internet bank name"/>	Internet bank account 2	£ <input type="text"/> <input type="text" value="Internet bank name"/>

Part 18 Capital, including all current accounts, savings and investments (continued)

You

Your partner

£	Credit union name	Credit union account	£	Credit union name
£	Bank name	Community bank account	£	Bank name
£	Name of stocks or shares	Stocks and shares 1	£	Name of stocks or shares
£	Name of stocks or shares	Stocks and shares 2	£	Name of stocks or shares
£		Premium Bonds	£	
£		Bereavement Payment	£	
£		ISA	£	
£		Fixed-term investment	£	
£		Redundancy pay	£	
£		Money left to you	£	

Do you or your partner have any other types of capital? No Go to **part 19**.

(Use the middle box to tell us what type of capital it is.) Yes Please give details below.

£		£
£		£
£		£

Do any of the above include money from selling your home? No Go to **part 19**.

Yes Please give details below.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Disability benefits

There are some disability benefits which we do not count as income when working out your Housing Benefit and Council Tax Support. They may, however, increase your applicable amount.

The 'applicable amount' is the amount the Government says you need to live on.

If your applicable amount increases because you get a disability benefit that we do not count, you could get more Housing Benefit and Council Tax Support.

Tell us about all your disability benefits or you could be losing out!

If you have applied for any of these benefits but are still waiting to hear how much you will get, please write 'applied for' in the 'How much?' box.

If you do not have all the documents or proof that we need, send the form in anyway. You can send the missing information later.

If you or your partner are entitled to Carer's Allowance, but it is not being paid, please tick the appropriate box. You could be missing out on extra Housing Benefit or Council Tax Support.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 19 Disability benefits

Do you or your partner get any of the following disability benefits?

Please answer all the questions. If you do not get a benefit, please write 'NONE' in the relevant box.

You		Name of disability benefit	Your partner	
How much?	How often?		How much?	How often?
£ <input type="text"/>	Every <input type="text"/>	Attendance Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Personal Independent Payment (Mobility)	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Personal Independent Payment (Daily Living)	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Disability Living Allowance (Care)	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Disability Living Allowance (Mobility)	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Incapacity Benefit	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Severe Disablement Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Carer's Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Industrial Death Benefit	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Industrial Injuries Disablement Benefit	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Mobility Supplement	£ <input type="text"/>	Every <input type="text"/>

If you receive Industrial Death Benefit, Industrial Injuries Disablement Benefit or Mobility Supplement, please provide copies of your award letters.

If you or your partner are entitled to Carer's Allowance, but it is not being paid, please tick here.

If you or your partner get any of the benefits above for somebody else, please give the name of the disabled person the payment is for.

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

Please answer all the questions.

If you do not get a pension, please write 'none' in the relevant box.

You		Type of pension	Your partner	
How much?	How often?		How much?	How often?
£	Every	State Retirement Pension	£	Every
£	Every	Widow's or Widower's Pension (Including Widowed Mother's or Parent's Allowance)	£	Every
£	Every	War Pension	£	Every
£	Every	War Widow's Pension	£	Every
£	Every	War Widow's 'Pre 1973' Pension	£	Every
£	Every	War Disablement Pension	£	Every
£	Every	Works, occupational, private or personal pension 1 (after tax)	£	Every
£	Every	Works, occupational, private or personal pension 2 (after tax)	£	Every
£	Every	Pension Credit/Savings Credit	£	Every

Do you or your partner have any other types of pension?

No Go to **part 21**.

Yes Please give details below.

(Use the middle box to tell us what type of pension it is.)

£	Every		£	Every
£	Every		£	Every
£	Every		£	Every

If you or your partner are entitled to Carer's Allowance, but are not being paid, please tick here

Pensions

We can normally get proof of your State Pension direct from Pensions, Disability and Carers Service.

If you have applied for any of these benefits or pensions but are still waiting to hear how much you will get, please write 'Applied for' in the 'How much?' box.

As proof of a works, occupational or personal pension, we will need to see copies of:

- your latest payment advice slip; or
- the latest letter from the pension provider telling you how much you are being paid.

If you are not sure what to send as proof, please contact us on 0300 1234 121 for help and advice.

If you do not have all the documents or proof that we need, send the form in anyway.

You can send the missing information later.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Family benefits and allowances

Child Benefit - We do not usually need to see proof of this. If we do need to see this we will request it from you.

For other family benefits, we will need to see copies of:

- your latest award letter; or
- a bank statement showing the amount paid.

If you have applied for any of these benefits or allowances, but are still waiting to hear how much you will get, please write 'Applied for' in the 'How much?' box.

Other benefits

As proof of a state benefit, credit or allowance, we will need to see copies of:

- your latest benefit, tax credit or allowance award letter; or
- a certificate properly filled in by the office responsible for paying the benefit, credit or allowance.

We can normally get proof of tax credits direct from the Department of Work and Pensions (DWP).

However, it would help us if you could send or bring in proof yourself.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 21 Family benefits and allowances

Do you or your partner get any of the following benefits or allowances?

Please answer all the questions.

If you do not get a benefit or allowance, please write 'none' in the relevant box.

You		Name of benefit	Your partner	
How much?	How often?		How much?	How often?
£ <input type="text"/>	Every <input type="text"/>	Child Benefit	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Fostering Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Guardian's Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Adoption Allowance	£ <input type="text"/>	Every <input type="text"/>

Part 22 Other benefits

Do you or your partner get any of the following benefits, tax credits or allowances?

Please answer all the questions.

If you do not get a benefit or allowance, please write 'none' in the relevant box.

You		Name of benefit	Your partner	
How much?	How often?		How much?	How often?
£ <input type="text"/>	Every <input type="text"/>	Child Tax Credits	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Working Tax Credits	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	New Deal	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Maternity Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Reduced Earnings Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Bereavement Allowance	£ <input type="text"/>	Every <input type="text"/>
£ <input type="text"/>	Every <input type="text"/>	Widowed Parents Allowance	£ <input type="text"/>	Every <input type="text"/>

Any other income

Do you or your partner have any other unearned income?

No

Yes

How much?

£

How often?

Every

Paid by

Paid to

Does anyone else receive an income for you or your partner?

No

Yes

Go to **part 24**.

Give details below.

Other income

Any other income

This could include:

- payments from insurance policies to cover mortgage repayments and loss of earnings; and
- payments from **charities**. (You do not need to tell us about payments from the **MacFarlane Trust**, the **Eileen Trust** or the **Independent Living Funds**.)
- Spousal maintenance

This could also include payments from a Home Income Plan. If so, we will need proof of:

- any tax to pay on the income; and
- any mortgage payments made using the income.

If you are not sure what to send as proof, please contact us on 0300 1234 121 for help and advice.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Earnings from self-employment

As proof of earnings from self-employment, we will need to see copies of your latest accounts as prepared by your accountant.

If you do not have any accounts or your accounts are more than 12 months old, you will need to fill in a separate form that shows all your business income and spending.

Please contact us if you need one of these forms. Alternatively you could visit our website and download our Self Employed Earnings form to complete and return.

We may ask for other proof like:

- invoices; or
- receipts.

If you or your partner are involved in more than one business, we need a set of accounts for each business. **This is because the law says that you cannot use the profit from one business to cover the loss of another.**

Company directors

If you are a company director, we cannot class you as self-employed. Please fill in part 25 with details of your earnings.

Registering with HMRC

Everyone who starts their own business needs to register with HM Revenue & Customs (HMRC).

You must do this as soon as you start or within the first three months, even if you already use a self-assessment tax return. There are financial penalties for not registering. We will need to see proof of registration.

For more information, visit the HMRC's website at www.hmrc.gov.uk/leaflets/se1.pdf or call the helpline on 08459 15 45 15.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 24 Earnings from self-employment

	You	Your partner
Are you self-employed?	No <input type="checkbox"/> Go to part 25 . Yes <input type="checkbox"/>	No <input type="checkbox"/> Go to part 25 . Yes <input type="checkbox"/>
What kind of work do you do?	<input type="text"/>	<input type="text"/>
When did the business start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the business name and address (including postcode)?	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Are there any other partners in the business?	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us their name and address.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us their name and address.
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Is the business a limited company?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How many hours a week do you normally work?	<input type="text"/>	<input type="text"/>
How much do you earn before deductions (such as tax and National Insurance)?	£ <input type="text"/>	£ <input type="text"/>
	Every <input type="text"/>	Every <input type="text"/>

Part 24 Earnings from self-employment (continued)

	You		Your partner	
Do you get a business start-up allowance?	No <input type="checkbox"/>		No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	How much? £ <input type="text"/>	Yes <input type="checkbox"/>	How much? £ <input type="text"/>
		How often? <input type="text" value="Every"/>		How often? <input type="text" value="Every"/>
Do you use any part of your home for business purposes?	No <input type="checkbox"/>		No <input type="checkbox"/>	
	Yes <input type="checkbox"/>	Please give details below. <input type="text"/>	Yes <input type="checkbox"/>	Please give details below. <input type="text"/>
Do you have any business accounts prepared by an accountant?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Please provide these.	No <input type="checkbox"/>	Yes <input type="checkbox"/> Please provide these.
Do you have more than one business?	No <input type="checkbox"/>	Please go to part 25 .	No <input type="checkbox"/>	Please go to part 25 .
	Yes <input type="checkbox"/>	Please give details at part 40 , then go to part 25 .	Yes <input type="checkbox"/>	Please give details at part 40 , then go to part 25 .

Part 25 Earnings from employment

	You		Your partner	
Do you work for an employer?	No <input type="checkbox"/>	Go to part 28 .	No <input type="checkbox"/>	Go to part 28 .
	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>	
Are you or your partner getting any of the following?				
Statutory Sick Pay	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Statutory Maternity Pay	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Statutory Paternity Pay	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Statutory Adoption Pay	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Earnings from employment

As proof of earnings from employment, we will need to see your or your partner's copies of:

- last five payslips (if you are paid weekly);
- last two payslips (if you are paid monthly); or
- last three payslips (if you are paid every two weeks).

Or you could download a certificate of earnings form from our website and ask your employer to complete this.

If you are not sure what to send as proof, please contact us on 0300 1234 121 for help and advice.

You can give us permission to speak with your employer - Please see part 39.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Earnings from employment

If you do not have **any** payslips, or your payslips are handwritten, you will have to get evidence of your or your partner's earnings from your or your partner's employer.

If you do not have **enough** payslips, please send us the copies of payslips you have and send the rest as soon as you have them.

Your employer could also complete a separate form showing yours or your partners earnings.

Please contact us if you need one of these forms. Alternatively you could download a certificate of earnings form from our website.

If you are not sure what to send as proof, please contact us on 0300 1234 121 for help and advice.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 25 Earnings from employment (continued)

	You	Your partner
What is your job title?	<input type="text"/>	<input type="text"/>
Please give your employer's name and address (including postcode and telephone number).	Employer's name <input type="text"/> Address <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Telephone number <input type="text"/>	Employer's name <input type="text"/> Address <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Telephone number <input type="text"/>
When did this job start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How many hours a week do you work?	<input type="text"/>	<input type="text"/>
How much do you earn before deductions (such as tax and National Insurance)?	£ <input type="text"/> How often? <input type="text"/>	£ <input type="text"/> How often? <input type="text"/>
Do you receive bonuses, tips or commission?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, how much? £ <input type="text"/> How often? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, how much? £ <input type="text"/> How often? <input type="text"/>
Do you expect to receive a pay increase?	No <input type="checkbox"/> Yes <input type="checkbox"/> When is it due? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When is it due? <input type="text"/>

If you or your partner have more than two jobs, please give details in part 40.

You

Your partner

Do you or your partner have more than one job?

No Go to **part 27**.
 Yes Please give full details below.

No Go to **part 27**.
 Yes Please give full details below.

What is your job title?

Please give your **employer's** name and address (including postcode and telephone number).

Employers name

Employers name

Address

Address

Postcode

Postcode

Telephone number

Telephone number

When did you start this job?

 / /
 / /

How many hours a week do you work?

How much do you earn before deductions (such as tax and National Insurance)?

£ How often? Every

£ How often? Every

Do you receive bonuses, tips or commission?

No
 Yes If yes, how much? £
 How often? Every

No
 Yes If yes, how much? £
 How often? Every

Do you expect to receive a pay increase?

No
 Yes When is it due? / /

No
 Yes When is it due? / /



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Outgoings

Contributions to student grants

If you or your partner pay maintenance for a son or daughter who is a student, tick 'Yes' and give details.

As proof, we will need to see a copy of the letter that shows how much you are expected to pay.

Private pension schemes

If you or your partner make payments to a personal pension scheme, tick 'Yes' and give details.

We will need to see proof of the payments you make.

Subletting

A tenant or a subtenant is someone who has to pay you or your partner to live in part of your home. It does not include:

- your partner;
- a dependent child (see part 6);
- a non-dependant (see part 8); or
- a joint occupier.

A 'joint occupier' is someone other than your partner who is jointly responsible for paying Council Tax or rent, for example:

- a joint tenant; or
- a joint owner.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 27 Outgoings

You

Your partner

Contributions to student grants or loans

Do you or your partner pay a parental contribution towards a student grant or loan?

- No Go to the next question.
'Private pension schemes'.
Yes Please give details below.

If you do not have enough room, please continue in part 40.

- No Go to the next question.
'Private pension schemes'.
Yes Please give details below.

If you do not have enough room, please continue in part 40.

Private pension schemes

Are you or your partner making payments into a private pension scheme or have you or your partner made payments into a private pension scheme in the past?

- No Go to **part 28**.
Yes Please give details below.

If you do not have enough room, please continue in part 40.

- No Go to **part 28**.
Yes Please give details below.

If you do not have enough room, please continue in part 40.

Part 28 Subletting

Do you or your partner **rent out or sublet** part of your home? No Go to **part 29**. Yes Please answer the rest of the questions in this part.

How many tenants or subtenants do you have?

First tenant's or subtenant's name

Do you provide furniture for your tenant or subtenant?

- No
Yes

How much rent do you get from your tenant or subtenant?

£
Every

Do you provide meals for your tenant or subtenant?

- No
Yes

Second tenant's or subtenant's name

- No
Yes

£
Every

- No
Yes

Part 28 Subletting (continued)

	Do you provide furniture for your tenant or subtenant?	How much rent do you get from your tenant or subtenant?	Do you provide meals for your tenant or subtenant?
Third tenant's or subtenant's name <input type="text"/>	No <input type="checkbox"/>	£ <input type="text"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Every <input type="text"/>	Yes <input type="checkbox"/>
Fourth tenant's or subtenant's name <input type="text"/>	No <input type="checkbox"/>	£ <input type="text"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Every <input type="text"/>	Yes <input type="checkbox"/>

If you have more than four tenants or subtenants, please give details in **part 40**.

	Single bedsit	Double bedsit	Bedrooms	Living rooms	Dining rooms	Kitchens	Bathrooms	Separate Toilet	Other
Total number of rooms in your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rooms that only you use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rooms that your tenants or subtenants have	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 29 Do you own or rent your home?

Home owners

Do you or your partner own the property you are claiming for? No Go to the next question.
Yes Go to **part 38**.

Private tenants

Do you or your partner pay rent to a private landlord? No Go to the next question.
Yes Go to **part 30**.

Social tenants

Do you or your partner rent your home from a registered social landlord or Cornwall Council? No Go to the next question.
Yes Go to the next question.

Do you own or rent your home?

If you have a mortgage on the property you live in, please tick to say that you own the property you are claiming for.

If you were a council tenant but your property was transferred to a housing association, please tick 'Yes' under 'Social tenant'.

If you are a housing association tenant, please tick 'Yes' under 'Social tenant'.

If you pay ground rent or mooring fees, please tick 'Yes' under 'private tenant'.

If you rent your property from private landlord or property management company/agent please tick 'Private tenant'.

A registered social landlord is a housing association.

If you have a lease that was for 21 years or more, please read the notes on the next page.

Tenancy details

We will need to see a copy of your tenancy agreement (if you have one) plus one of the following:

- a proof-of-rent form filled in by your landlord;
- your rent book showing regular payments;
- a letter from your landlord confirming the amount of rent you pay;
- proof of rent registration from The Rent Service; or
- a current rent statement.

You cannot receive Housing Benefit for a 'long tenancy'. A 'long tenancy' is a tenancy for a period of 21 years or longer.

If the tenancy was **not** created for a fixed period, even though it has lasted for more than 21 years, it is **not** a 'long tenancy' and you may be able to receive Housing Benefit.

If the tenancy was **not** created by deed, it is **not** a 'long tenancy' and you may be able to receive Housing Benefit.

Care leaver's under 22 may have their Housing Benefit worked out on a higher level of rent.

If you do not have all the documents or proof that we need, send the form in anyway.

You can send the missing information later.

If you are not sure what to send as proof, please contact us on 0300 1234 121.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 30 Tenancy details

We will need to see your tenancy agreement.

What is the tenancy start date?

When did you move into the property or when do you expect to move in?

If this date is in the future, we will ask for confirmation nearer the time.

Has your rent been registered as a fair rent by the Rent Service?

No Yes

What is the name and address of the **person you pay rent to?**

Name

Address

Postcode

Telephone number

What is the name and address of the **person who owns the property?**

Name

Address

Postcode

Telephone number

If you are under 22 are you a care leaver?

Yes No

Are you, your partner or any of your children related to, or a friend of, the owner or landlord?

No Go to the next question.

Yes

What is the relationship?

Are you or your partner renting your previous joint home from an ex-partner?

No Go to the next question.

Yes Please give details.

Did you or your partner ever own the property you are renting?

No Go to **part 31**. Yes Please give details.

Part 31 More tenancy details

Are you or your partner renting from a trust that any of the following is a trustee or beneficiary of?

- You
- Your partner
- Your or your partner's child
- Your or your partner's close relative
- Your or your partner's ex-partner

No Go to the next question. Yes Please give details below.

Are you or your partner renting from a company that any of the following is a director or employee of?

- You
- Your partner
- Your or your partner's ex-partner

No Go to the next question. Yes Please give details below.

Are you or your partner living in the property as a condition of employment by your landlord?

No Go to the next question. Yes Please give details below.

How much does your landlord charge you?

£

How often do you pay this amount? Every week Every two weeks Every four weeks Every month

Every three months Every six months Other (please give details)

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

No Go to the next question. Yes How many?

Are you behind with your rent? No Go to the next question. Yes How much do you owe? £

Are you a joint tenant? No Yes Who with?

More tenancy details

A trust is an agreement that property is transferred to one or more people who are known as trustees.

Trustees must look after the property or deal with it for someone else (for example, a charity).

'Company' means a registered company.

'Close relative' means a parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, step-parent, step-son, step-daughter, brother, sister, or any partners of these people.

If you have to live in the property as part of your job (or your partner's job), tick 'Yes'.

If you or your partner have retired from the job which forced you to live in the property, tick 'No'.

Please tell us the **full** amount of your rent **before** any Housing Benefit has been taken off.

A joint tenant is another person whose name appears on the tenancy agreement or rent book.

Speaking to your landlord

If we have decided to make direct payments to your landlord, the law allows us to give certain information to him or her without your permission, including:

- the date your entitlement to Housing Benefit starts;
- the amount of benefit we will pay and how it will be paid;
- the date your entitlement to Housing Benefit ends; and
- details about overpayments if we are recovering the overpayment from your landlord (for example, the period covered by the overpayment, the amount of the overpayment, how it will be recovered and the reason for the overpayment).

In part 39, we ask your permission to share information we hold about you with your landlord even if we are paying your Housing Benefit direct to you.

Property details

We need to know what kind of property you live in. Please tick the box that best describes your home.

If none of the descriptions fit your home, please use the 'Other' box to tell us what your accommodation is like.

Flat or rooms

You need to tick either front, middle or back and also either right, centre or left.

About your property

If you have had any bedrooms adapted to meet a disability need or which are used solely for an overnight carer please provide evidence from a medical practitioner to support this.

If your child cannot share a room due to a disability, we will need proof that they are in receipt of Disability Living Allowance high or or middle rate care.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 32 Property details

What kind of property do you live in?

Detached house	<input type="checkbox"/>	Semi-detached house	<input type="checkbox"/>	Terraced house	<input type="checkbox"/>	Detached bungalow	<input type="checkbox"/>
Terraced bungalow	<input type="checkbox"/>	Semi-detached bungalow	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>
Flat in a house	<input type="checkbox"/>	Hotel or guest house	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	Room or rooms	<input type="checkbox"/>
Caravan	<input type="checkbox"/>	Mobile home	<input type="checkbox"/>	Other (please give details)	<input type="text"/>		

Flat or rooms

Do you live in a room or a flat? No Go to the next question 'About your property'.

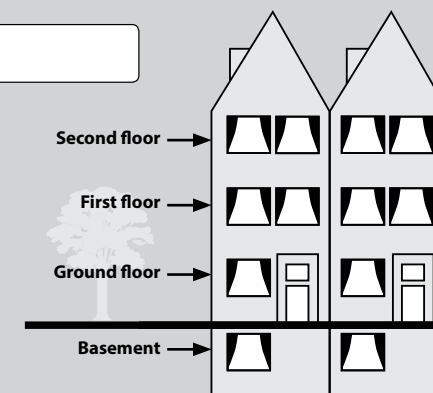
Yes What is the number of your room or flat?

Looking at the front of the building where do you live?

Front	<input type="checkbox"/>	Middle	<input type="checkbox"/>	Back	<input type="checkbox"/>
Right	<input type="checkbox"/>	Centre	<input type="checkbox"/>	Left	<input type="checkbox"/>

Which floor is it on?

Basement	<input type="checkbox"/>	Ground floor	<input type="checkbox"/>	First floor	<input type="checkbox"/>
Second floor	<input type="checkbox"/>	Third floor	<input type="checkbox"/>	All floors	<input type="checkbox"/>



About your property

How many floors are there in the whole building?

	Single bedsit	Double bedsit	Bedrooms	Living rooms	Dining rooms	Kitchens	Bathrooms	Separate toilet	Other
Total number of rooms in your home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rooms that only you use If you use all the rooms, please tick here.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rooms that you share If you do not share any of the rooms, please tick here.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many designated bedrooms are there in the property?

Have any bedrooms been adapted to meet a disability need? No Yes If yes, how many

Have you got an additional bedroom for a disabled child? No Yes If yes, how many

Are any bedrooms used specifically for an overnight carer? No Yes If yes, how many

Part 32 Property details (continued)

Caravans and boats

Do you pay ground rent or mooring fees? No Go to **part 33**.
Yes How much? £ How often?

How many living rooms or cabins are there in your caravan or boat?

If you live on a boat, please tell us the length and beam (width) of the boat. Length Beam (width)

Part 33 More about your home

Furniture

Does your landlord provide the furniture in your home? No Go to the next question.
Yes If yes, do they provide:
all of the furniture?
some furniture?
hardly any furniture?

Central heating

Do you have central heating? No
Yes If yes, which type do you have?
Radiators
Under-floor heating

Garage

Does your rent include a garage? No Go to **part 34**.
Yes Did you have a choice whether to rent the garage? No
Yes

Property details

A living room is a lounge, dining room, bedroom or other room suitable for living in. Please do not count kitchens and bathrooms.

Central heating

Central heating is a system which has radiators and a central boiler.

Night-storage heaters do not count as central heating.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

General service charges

Council Tax – Tick ‘No’ if you pay Council Tax direct to Cornwall Council.

Water and sewage – Tick ‘No’ if you pay water rates direct to South West Water.

Hot water, heating, fuel for cooking, lighting –

Tick ‘No’ if you pay direct to a gas, electricity, oil or other supplier, or you have a separate meter for your accommodation.

Laundry facilities – Tick ‘Yes’ if your landlord provides a laundry room or washing machine for you.

Laundering – Tick ‘Yes’ if your landlord washes or irons your clothes for you.

Linen – Tick ‘Yes’ if your landlord provides clean bed linen for you.

Television licence – Tick ‘Yes’ if your landlord provides a television licence for you.

Satellite or cable TV – Tick ‘Yes’ if your landlord provides satellite TV or cable TV for you.

Cleaning your room or rooms – Tick ‘Yes’ if your landlord cleans the room or rooms that only you use.

Support service charges

Maintaining the security of your home – Tick ‘Yes’ if your landlord reminds you to lock up and so on.

Maintaining the safety of your home – Tick ‘Yes’ if your landlord arranges for your appliances to be serviced, or provides adaptations to help you cope with a disability or advice on using your cooker, iron and so on safely.

General support – Tick ‘Yes’ if your landlord helps with your shopping, runs errands for you, or arranges social events for tenants.

Meeting the terms of your tenancy agreement – Tick ‘Yes’ if your landlord helps you deal with disagreements between neighbours, with budgeting or debt counselling, with claiming benefits, by giving advice on preparing and storing food, with minor repairs, with finding somewhere else to live, or with contacting people such as Social Services departments or relatives who also help you.

Personal support – Tick ‘Yes’ if your landlord gives you help at meal times, help with personal hygiene, bathing, dressing or getting to bed, counselling to deal with alcohol or drug addiction, counselling to deal with overcoming mental health problems, including running group therapy sessions or gives you your medication or reminds you to take it.

Part 34 General service charges

Which of the following service charges are included in your rent?

Service charge	Amount (if you know)			Service charge	Amount (if you know)		
Council Tax	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Water and sewerage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Hot water	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Heating	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Fuel for cooking	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Laundry facilities	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Laundering	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Linen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Lift	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Television licence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Satellite or cable TV	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Phone	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Gardening	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Cleaning your rooms	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	£	<input type="text"/>	
Other (please give details)							£
						<input type="text"/>	£
Meals	Breakfast	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Evening meal	<input type="checkbox"/>	£
						<input type="text"/>	£

Part 35 Support service charges

Please tell us if your landlord provides any of the following services.

Maintaining the security of your home	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Maintaining the safety of your home	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Meeting the terms of your tenancy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	General support	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Cleaning rooms and windows (because you cannot)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Personal support	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
						An emergency alarm system	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Part 36 Payment of Housing Benefit

If you are not a council tenant, we normally pay any Housing Benefit direct to an account of your choice.

Whose name or names is the account in?

- In your name
- In your partner's name
- In the names of both you and your partner
- In the name of your appointee (someone who acts on your behalf)

What name or names is the account in?

Please write the name or names as they appear on the cheque book, passbook or statement.

Full name of bank or building society

Sort code

 - -

Account number

(This is seven to ten numbers long)

More information if it is a building society account

Building society roll or reference number

If you haven't got an account for us to pay your Housing Benefit into, please contact us on 0300 1234 121.

Part 37 Direct payments

If you are a private tenant you cannot choose for us to pay your Housing Benefit direct to your landlord unless there is a reason why you cannot manage your own rent payments or you live in a caravan, a mobile home or a property that belongs to a housing association.

Would you like us to pay your Housing Benefit direct to your landlord?

- No Go to **part 38**. This does not automatically mean that we will pay you.
- Yes Please tell us why you cannot manage your own rent payments.

We may need you to complete a separate form if you ask us to pay your landlord direct.

You can download a Safeguard form from our Website

This does not automatically mean that we will pay your Housing Benefit direct to your landlord.

How you will be paid

- If you are awarded Council Tax Support, we will pay this into your Council Tax account.
- If you are a council tenant we will pay any Housing Benefit you are entitled to into your rent account.
- If you are a private tenant, we normally pay any Housing Benefit you are entitled to straight into a bank, building society or National Savings Bank account – **but not a Post Office Card Account**. In some cases, we can pay Housing Benefit direct to your landlord.

We recommend that you get your money paid direct in to an account because:

- it is safe and secure;
- it is convenient – you decide when and how much you want to withdraw;
- using an account can help you save;
- from some accounts you can have regular bills paid (this could save you money but you will need to make sure there is enough money in you account to pay the bills – if not, you may be charged a fee); and
- you can get your money from many different places.

We need the sort code of your bank, building society or other account provider.

Please tell us all six numbers, for example 12-34-56.

Direct payments

If you are a private tenant you cannot choose for us to pay your Housing Benefit direct to your landlord unless there is a reason why you cannot manage your own rent payments.

If you live in a caravan, mobile home, houseboat or a property that belongs to a housing association, you may still ask us to pay your Housing Benefit direct to your landlord.

Reasons why you cannot manage your own rent payments might include the following.

- You have a learning disability
- You have a medical condition
- You cannot read or write
- You do not speak English
- You have drug, alcohol or gambling problems
- Severe debt problems
- You are classed as bankrupt
- You cannot open a bank account

Notes

Housing Benefit and Council Tax Support are normally paid from the Monday after the 'date of claim'.

The 'date of claim' is the date when you first tell us that you want to make a claim, for example, by phone, as long as we receive the claim within a month of the date the claim form was issued.

The date it was issued is shown on the front of this form.

You can ask us to backdate your benefit payments, but you must show us there was a good reason why you didn't claim earlier. Backdating is **not** automatic.

Council Tax Support can only be considered for backdating for those of State Retirement age. Housing Benefit can be considered for those of working age and State Retirement age.

The sort of things we might accept as a good reason are:

- if you were seriously ill and had no one to claim for you;
- if someone who lives with you has recently died; or
- if you are or were not able to manage your affairs and no one had been appointed to deal with them.

There are different rules on how far we can backdate depending on how old you are. If you are of working age we can consider a backdate of 1 month. If you are of pension age we can consider 3 months.

You will be required to provide evidence of income for this period.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

Part 38 Backdating your benefit

Housing Benefit and Council Tax Support are normally paid from the Monday **after** the date of your claim.

Do you think you should have claimed before now? No Yes

When do you think you should have claimed from? / /

Please tell us in detail below why you did not claim before now. Remember, you must show a continuous good reason for the whole period you are claiming for. Please supply any evidence you have to support this.

If you do not have enough room, please continue on a separate sheet of paper.

Part 39 Speaking to other people

Sometimes, we may need to contact other people in order to gather information relating to your claim. Under the Data Protection Act, we need your permission to speak to them in relation to your Housing Benefit/Council Tax Support claim. If you and/or your partner agree to this please specify which organisations you are happy for us to contact and sign in the appropriate box.

Previous employer Current employer Housing department CAB Landlord

Landlords agent Social Services Other - please specify

Signature of the person claiming

Partner's signature

Please use this page to give us any extra information about your claim, including any special circumstances that are not covered anywhere else.

If you do not have enough room, please continue on a separate sheet of paper.

Please remember to add your name, address and national insurance number to any added sheets.

If you wish to receive your notifications by email please sign up to our free online housing benefit self-service system and view your claim at www.cornwall.gov.uk/benefits.



Remember – we only need to see photocopies of your documents.

If you do not provide the documents we need, we may not pay your entitlement until you do.

**Even if someone else has filled in this form for you, you must sign this declaration if you can.
If you have a partner, they should also sign the form. Please read this declaration carefully before you sign and date it.**

I understand the following:

- If I give information that is not correct or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit, Council Tax Support, both of these benefits or any other financial assistance provided by the Council.
- You may check some of the information with other sources (such as the Department for Work and Pensions) as allowed by the law.
- You may use the information I have provided for the administration of Council Tax, Business Rates and council house rents.
- I understand that you may use information I have provided in connection with this and any other claims for social security benefits that I have made or may make. The Authority is under a duty to protect public funds and may use the information I have provided for the prevention/detection of fraud. It may also, for these purposes, share the information with other bodies responsible for auditing/administering public funds. For further information please see www.cornwall.gov.uk/nfi. It may also, as the law allows, share the information with other organisations that may lend me money.

I know I must let the council's benefits team know immediately about any change in my circumstances which might affect my claim. I understand that if I do not tell you about any changes, you may take action against me. This may include court action.

I declare the information I have given on this form is correct and complete. I give my permission for you to check information with my employer or any other sources that are relevant to my claim.

Signature of the person claiming

Partner's signature

By signing this declaration, I confirm that I understand the above.

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

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

Name of the person who filled in this form.

Signature of the person who filled in this form.

Relationship to the person claiming.

Data protection

How we collect and use information

We will use the information we collect from this form and your proof to process your Housing Benefit and Council Tax Support claims. We may also use the information provided for staff training purposes.

We may also use it to decide whether to make Discretionary Housing Payments, Exceptional Relief/ Transitional Support awards or a Crisis and Care award.

We may pass this information to the Department for Work and Pensions, Jobcentre Plus, other councils, HM Revenue & Customs (which used to be known as Inland Revenue), the Rent Service, the Supporting People Team or other organisations as the law allows.

We may check any information you provide or information we have about you with other information we hold. We may also get information from other organisations or give information to them. This is to check how accurate the information is, to prevent or detect crime, or to protect public funds in other ways as the law allows.

These other organisations include government departments and local authorities.

We are the data controller for the purposes of the Data Protection Act 1998.

If you want to know more about what information we have about you, or the way we use your information, you can ask at the **address shown on the information sheet enclosed with this form.**

Please remember only to provide photocopies of your documents.

It is important to us that your needs are met. If you need this information in another format or language please contact:

Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY

Telephone: 0300 1234 121

Email: benefits@cornwall.gov.uk

www.cornwall.gov.uk

(Please do not send benefit forms to this address)