

Name:

Address:

Postcode:



Application for Housing Benefit and Council Tax Benefit

Please tick as applicable:

I own my home	<input type="checkbox"/>	Boarder	<input type="checkbox"/>
Council tenant	<input type="checkbox"/>	Hostel / Supported Housing	<input type="checkbox"/>
Private landlord	<input type="checkbox"/>	Housing Association	<input type="checkbox"/>

Please return this form within 1 calendar month of the date of issue to protect your benefit entitlement

RETURNING THIS FORM

 By Hand: Contact Harlow Civic Centre The Water Gardens Harlow Essex CM20 1WG	 By Post: Revenues and Benefits Civic Centre The Water Gardens Harlow Essex CM20 1WG
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January 2010

Office use only:

Date Issued:

Reason: Letter
 Telephone
 Reception / Contact Harlow
 Other

Date Received:

About this form

The Housing Benefit and Council Tax Benefit claim form has been specially designed to be easy to fill in. It may look rather long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of benefit.

You may not have to fill in all parts of the form, but you must fill in any part that is relevant to you. Every part starts with a question to help you to decide if you need to fill in that part.

Second Adult Rebate

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

- Is 18 or over; and
- Is on a low income; and
- Does not pay them rent.

If you are claiming Second Adult Rebate, only fill in Parts 1, 3 & 16 of this form.

Evidence (Original Documents)

We need to see evidence of all of the things you tell us about. There is a checklist at the end of the form to help you (Part 15). If you are not sure if we need to see evidence of something, get in touch with us. We cannot pay you benefit until we have seen the evidence we have asked you for. If it is not supplied within one calendar month of request your claim may be cancelled.

Filling in this form

If you are filling in this form by hand use ink, do not use pencil. If you make a mistake just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer "Yes" or "No" questions by putting a tick (✓) in the relevant box. Do not put a cross in any boxes. If you answer a question with a cross we will have to send the form back and this will delay the claim.

If someone else fills in the form for you there is a special place for them to sign.

If you need help filling in the form

If you need any help, our phone number is 01279 446633 between 8.30am and 5pm from Monday to Friday.

Contact Harlow is open to the public from 8:30am to 5pm Monday to Friday and 9am to 12pm on Saturday.

If you are unable to get to the Council Offices and have no one to assist you, you can request a home visit on 01279 446633

Independent advice and assistance

If you need independent advice and assistance, you can get general help (including assistance with the completion of the claim forms) from Harlow Citizens Advice Bureau and specialist advice (including representation at appeal tribunals) from Harlow Welfare Rights & Advice.

Both services are based at the Advice Centre 2 Eastgate, The High, Harlow, CM20 1ND and are quality marked to provide the level of service listed.

You can contact the Harlow Citizens Advice Bureau on 08451 203 717 and

Harlow Welfare Rights & Advice on 01279 446622

What to do next

When you have filled in the form, sign it and send it to us, with the evidence we need to see. Or you can take the form and evidence to Contact Harlow. Do not send valuable items such as benefit order books, bank books or passports in the post take them to Contact Harlow and we will get the information we need and give them back to you.

If you cannot get the evidence we need straightaway, do not worry. Send the form back to us, but let us know that you will be sending some evidence later. If you do not send the form to us straightaway, you might lose benefit. If you cannot get the evidence to us within 2 or 3 weeks, let us know. We may be able to help you.

When we usually pay benefit from

First/New claim: we will usually pay your benefit from the Monday after we get your form.

Repeat Claim: if we get your form within 4 weeks of when your last claim ended, we will pay your benefit from the day after your last claim ended. If the form arrives more than 4 weeks after your last claim finished we will normally only be able to pay your benefit from the Monday after we get your form.

Local Housing Allowance and Direct Payments

Local Housing Allowance is usually paid to the tenant. The tenant cannot decide to have their Local Housing Allowance paid to their landlord. We can pay Local Housing Allowance to the landlord if we decide a tenant cannot manage their money.

There are many reasons why a tenant cannot manage their money, they may be someone who:

- Has severe debt problems
- Is addicted to drugs, alcohol or gambling
- Has learning difficulties
- Has a recent County Court Judgement against them
- Is an un-discharged bankrupt
- Is unable to open a bank or building society account
- Has some of their Income Support or Jobseekers Allowance paid direct to the gas, electricity or water company by the Department of Work and Pensions
- Is getting Supporting People help
- Is getting help from a homeless charity
- Has an illness that stops them managing on a day to day basis
- Cannot read English
- Cannot speak English

This list is not exhaustive.

Harlow Council has a Direct Payment policy; therefore you will need to complete the "Direct Payments to Landlords" form attached to the leaflet, this will help us decide if we can pay your Landlord direct.

For further information please see our website www.harlow.gov.uk or request a leaflet.

You can obtain a leaflet by calling 01279 446633, collect one from Contact Harlow or download it from our website.

Jump The Queue!



Need your benefit now?

Your benefit claim will jump to the front of the queue and be treated as top priority if you provide the following with your fully completed and signed application form:

- 1. Two forms of identification and National Insurance Number for you and your partner if you have one.**
- 2. Proof of all income for you, your partner if you have one and any other adult living in your property. This includes any state benefits you receive.**
- 3. Latest statements covering two full months for any bank, building society or savings accounts you or your partner have. Plus proof of any investments, stocks, shares, property or any other capital you may have.**
- 4. Proof of your rent, if you pay rent to a private landlord or housing association.**

Please remember all proof supplied must be original documents. Unfortunately we can't accept photocopies. But don't let that delay you providing your application form as you can bring in the proof later, as long as it's within one calendar month.

So are you ready to jump the queue?

For further information on what evidence we can accept as proof please see section 15.

Tell us straight away if:

- Any of your children leave school, leaves home or Child Benefit stops for them;
- Anyone moves into or out of your home (including lodgers and subtenants);
- You get married, form a civil partnership or start living with someone as if you are married or civil partners;
- You separate from your partner, get divorced or have your civil partnership dissolved;
- Your income or the income of anyone living with you, including benefits, changes;
- Your capital, savings or investments change;
- You or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison or becomes employed, changes or leaves employment;
- Your rent changes;
- You move;
- You or your partner are going to be away from home for more than a month;
- You receive a decision from the Home Office;
- If any of the details on your entitlement letters sent to you are wrong; or
- Anything else you have told us about changes.



You must tell us about these changes. Please telephone, e-mail or write to us to find out what you need to do.

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

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

It is an offence not to tell us about any change of circumstance that affects your benefit, We may take court action against you if we pay you too much benefit, you will probably have to pay it back.

The Council is under a duty to protect public fund and the information on this form may be used for the prevention and detection of fraud and may be shared with other bodies administering public funds solely for this purpose.

How we collect and use information

We will use the information you give us in this form, and in any supporting evidence you send us, to process your claim for Housing and Council Tax Benefit, and in the recovery of overpaid Housing Benefit and Council Tax Benefit. We may pass the information to other agencies or organisations such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

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

- Make sure the information is accurate;
- Prevent or detect crime; and
- Protect public funds

These third parties include government departments, local authorities and private sector companies such as banks and organisations that may lend you money.

Harlow District Council undertakes that it will treat any personal information (i.e. data from which you can be identified, such as your name, address, e-mail address, etc) that you provide to us, or that we obtain from you in accordance with the Data Protection Act 1998.

When you have provided all the necessary information your benefit will be worked out, where possible, within 14 days. If you do not hear from us within 28 days please contact us on 01279 446633.


Part 1 About you and your partner – continued

You	Your Partner
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Please tick if you or your partner are:

- An apprentice
- On youth training
- In legal custody
- Severely mentally impaired
- Registered blind
- Long term sick or disabled

We will contact you if we need any more information.



Important We must see proof. Send original documents. Please read the checklist in **Part 15**.

Part 2 About children

You may be able to get more benefit if there are children in your household and they are:

- Under 16;
- Aged 16 or 17 and registered for work or youth training; or
- Aged 16, 17 or 18 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

Are there any children in your household?

No Go to **Part 3**.

Yes If there are more than 3 children, use the space provided in **Part 13** to tell us all the information we ask for on this page.

	First child	Second child	Third child
Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address if different from yours	<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"/>
	Postcode	Postcode	Postcode
Child Benefit Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>

We need to see proof of this.

Part 2 About children – continued

	First child	Second child	Third child
If the child is 15 or over, give the date you think they will leave school.	/ /	/ /	/ /
Does the child have any savings or investments?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How much are their savings or investments?	£	£	£
We need to see evidence of this.			
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
We need to see evidence of this.			
Does the child get Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How much?			
Care: £			
Mobility: £			
Do you pay a registered Childminder, nursery or after-school club any childminding cost for this child?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Tell us the name and registration number of the minder.			
How much do you pay a week?	£	£	£
We need to see evidence of this.			
Is the child getting or waiting to hear about any benefit.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Tell us about the benefit below			
The name of the benefit or pension.			
Waiting to hear? <input type="checkbox"/>	Waiting to hear? <input type="checkbox"/>	Waiting to hear? <input type="checkbox"/>	
Getting now? <input type="checkbox"/>	Getting now? <input type="checkbox"/>	Getting now? <input type="checkbox"/>	
How much?			
£	£	£	
How often?			
Every	Every	Every	
Who is it paid to?			



Important

We must see proof. Send original documents. Please read the checklist in **Part 15**.

Part 3 About other people who live with you

Do any adults usually live with you and your partner?

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

No Go to **Part 4**.

Yes Please give details below.

Now tell us about all the people who usually live with you and your partner.

If you want to tell us about more than 3 people, use the space provided in **Part 13** to tell us all the information we ask for on this page.

	First person	Second person	Third person
Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
The person's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
The person's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, sub tenant, lodger or friend.		
Are any of these people you have told us about married to each other, civil partners, or living together as if they are married or civil partners?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Tell us their names.	
	<input type="text"/>	Is the partner of	<input type="text"/>
		AND	
	<input type="text"/>	Is the partner of	<input type="text"/>
Are any of these people jointly responsible for rent and or Council Tax?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	If yes, tell us the percentage of the rent and Council Tax they are responsible for? Then go to part 4. If no, please complete the rest of part 3.		
	<input type="text" value=""/> %	<input type="text" value=""/> %	<input type="text" value=""/> %
Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	How much?	How much?	How much?
	<input type="text" value="£"/> a week	<input type="text" value="£"/> a week	<input type="text" value="£"/> a week
	We need to see evidence of the amount they pay you.	We need to see evidence of the amount they pay you.	We need to see evidence of the amount they pay you.
Does this amount include payment for meals?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does this amount include payment for heating?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they severely mentally impaired?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	When are they expected to come out?	When are they expected to come out?	When are they expected to come out?
	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Do they get Income Support or income-based Job Seeker's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do they get Disability Living Allowance or Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	How much?	How much?	How much?
	<input type="text" value="£"/> a week	<input type="text" value="£"/> a week	<input type="text" value="£"/> a week

Part 3 About other people who live with you – continued

	First person	Second person	Third person
Are they registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they a full time student, a student nurse, a care worker, an apprentice or youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which <input type="text"/>
Are they in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will they come out? (If you know this) <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will they come out? (If you know this) <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will they come out? (If you know this) <input type="text"/> / <input type="text"/> / <input type="text"/>
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> a week We need to see evidence of their earnings.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> a week We need to see evidence of their earnings.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> a week We need to see evidence of their earnings.
Do they have any other income at all? This includes any benefits or allowances you have not told us about in this form and interest from savings and investments.	No <input type="checkbox"/> Yes <input type="checkbox"/> Give us the name of the first other income. <input type="text"/> How much is it before deductions? £ <input type="text"/> a week Give us the name of the second other income. <input type="text"/> How much is it before deductions? £ <input type="text"/> a week Give us the name of the third other income. <input type="text"/> How much is it before deductions? £ <input type="text"/> a week We need to see evidence of other incomes.	No <input type="checkbox"/> Yes <input type="checkbox"/> Give us the name of the first other income. <input type="text"/> How much is it before deductions? £ <input type="text"/> a week Give us the name of the second other income. <input type="text"/> How much is it before deductions? £ <input type="text"/> a week Give us the name of the third other income. <input type="text"/> How much is it before deductions? £ <input type="text"/> a week We need to see evidence of other incomes.	No <input type="checkbox"/> Yes <input type="checkbox"/> Give us the name of the first other income. <input type="text"/> How much is it before deductions? £ <input type="text"/> a week Give us the name of the second other income. <input type="text"/> How much is it before deductions? £ <input type="text"/> a week Give us the name of the third other income. <input type="text"/> How much is it before deductions? £ <input type="text"/> a week We need to see evidence of other incomes.



Important

We must see proof. Send original documents.
Please read the checklist in **Part 15**.

Part 4 About rent

Do you pay rent for your home?

Tick 'Yes' if you would pay rent but you already get Housing Benefit.

When did you start renting your home?

When did you move to this address?

If you have not moved in yet tell us when you expect to move in, then tell us when you have actually moved in.

Are you living away from home at the moment?

No Go to **Part 6**.

Yes Answer the next question.

No Yes

Tell us why you are not living at home.

When did you last live at home?

When do you expect to go back home?

Tell us the address of where you are living at the moment.

Postcode

If your house has been sublet, tell us who lives there now.

Do you pay rent to the council?

Tick 'Yes' if you would pay rent but you already get Housing Benefit.

Does your landlord live in your home?

What is your landlords name and address?

By landlord we mean the person or organisation who owns the property you live in.

If your landlord has an agent, tell us their full name and address.

By agent we mean the person or organisation you actually pay your rent to.

Are you, your partner, or any of you or your partners children related to your landlord or agent, or to your landlords partner or the agents partner?

No Answer the next question.

Yes Go to **Part 6**.

No Yes

Name:

Address:

Postcode

Name:

Address:

Postcode

No Yes

What is the relationship?

Is my landlord's or agent's

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

Part 4 About rent – continued

What sort of tenancy do you have?

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

How long is the tenancy for?

 / / to / /

Do you have a written tenancy agreement?

No Yes

Do you have a verbal tenancy agreement?

No Yes

Please tick if the property is let as:

- Furnished
- Partly furnished
- Minimally furnished
- Unfurnished

How much is the rent for your home?

 £ every

For example, every week/fortnight/4 weeks/month.

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

No Yes

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

How much of the rent do you pay?

 £ every

For example, every week/fortnight/4 weeks/month.

Who is the rent payable to?

Has your rent changed in the last 12 months?

No

Yes Send us evidence of the date it changed, and how much it changed.

When is the next rent increase due?

 / /

Has your rent been registered as a fair rent by a rent officer?

No

Yes Please send us the notice of registration (RO5)

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

No Yes How many in a year?

Are you behind with your rent?

No Yes By how many weeks?

Who receives the Council Tax bill for your home?

- You or your partner
- Your landlord
- Someone else

Tell us who received the council tax bill.

Part 4 About rent – continued

Does your rent include money for the following?

Meals	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Which meals are included?	<input type="text"/>					
Water authority charges?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Heating	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Lighting	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Hot Water	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Fuel for cooking	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Laundry	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Cleaning rooms or windows	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Gardening	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Garage or parking space	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Do you have to rent the garage as part of your tenancy agreement?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>		
TV rental/satellite/cable TV	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Personal care and support	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
General care and support	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much each week?	<input type="text" value="£"/>
Do you pay any service charges separate from your rent?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>		
	For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.					
What for?	<input type="text"/>				How much each week?	<input type="text" value="£"/>
	<input type="text"/>				How much each week?	<input type="text" value="£"/>

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



Important

We must see proof. Send original documents. Please read the checklist in **Part 15**.

Part 6 About benefits and pensions

Are you or your partner actually getting Income Support, Income-based Jobseekers Allowance or Pension Credit guarantee at the moment?

You

No Yes

Your Partner

No Yes

When did you start getting it?
 / /

When did they start getting it?
 / /

Are you or your partner still waiting to hear about a claim for Income Support, Income-based Jobseekers Allowance or Pension Credit guarantee at the moment?

No Yes

When did you claim?
 / /

No Yes

When did they claim?
 / /

Are you or your partner getting any benefits and pensions, or waiting to hear about benefits you have claimed?

No Go to **Part 7**.

Yes Tell us about the benefits below. Tell us the full rate of the benefits before any deductions.

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

- | | |
|--|--|
| <ul style="list-style-type: none"> • Adoption Allowance • Bereavement Allowance • Carers Allowance • Child Benefit • Child Tax Credit • Fostering Allowance • Employment Training Allowance • Guardian's Allowance • Incapacity Benefit • Employment & Support Allowance • Industrial Injuries Disablement Benefit • Industrial Death Benefit • Jobseekers Allowance (Contribution-based) | <ul style="list-style-type: none"> • Maternity Allowance • Pension Credits • Reduced Earnings Allowance • Private or Occupational Retirement Pension • Severe Disablement Allowance • State Retirement pension • Statutory Paternity Pay • Statutory Sick Pay or Statutory Maternity Pay • War Disablement Benefit, War Pension, War Widow's Pension or Dependant's Pension • Widow's or Widower's Benefits • Working Tax Credit • Youth Training Scheme Payment |
|--|--|

Pensions	You		Your Partner	
	How much?	How often?	How much?	How often?
State Retirement pension	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Pension Credits: Guaranteed credit	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Pension Credits: savings credit	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Private or occupational pension (amount after tax)	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Widow's Allowance or Widow's Pension	£ <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 Parent's Allowance	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
War Widow's or Dependant's Pension	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
War Disablement Pension	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Industrial Injuries or Disablement Pension	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>

Part 6 About benefits and pensions – continued

Benefits and allowances	You		Your Partner	
	How much?	How often?	How much?	How often?
Contribution-based Jobseeker's Allowance	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Employment Training Allowance	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Youth Training Scheme Payment	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Child Benefit	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Working Tax Credit	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Child Tax Credit	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Statutory Sick Pay (paid by your employer)	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Statutory Maternity or Paternity Pay (paid by your employer)	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Statutory Adoption Pay	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Short-term Incapacity Benefit	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Long-term Incapacity Benefit	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Employment & Support 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"/>
Severe Disablement Allowance	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Exceptionally Severe Disablement Allowance	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>
Industrial Injuries or Disablement Benefit	£ <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"/>
Maternity Allowance	£ <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"/>	£ <input type="text"/>	every <input type="text"/>
Carers Allowance	£ <input type="text"/>	every <input type="text"/>	£ <input type="text"/>	every <input type="text"/>

If you are getting or have claimed any benefit that is not listed, tell us about it in the space provided in **Part 13**



Important

We must see proof. Send original documents. Please read the checklist in **Part 15**.

Part 7 About being self-employed

Are you or you partner self-employed?

No Go to **Part 8**.

Yes Answer the questions on this page, and then go to **Part 8**. You must send us your trading accounts for the last financial year. If you have only recently set up the business and do not have full years accounts, we will need to see some other evidence of your income. We will write to your about this.

What kind of work do you do?

You	Your Partner
<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?

You	Your Partner
Name: <input type="text"/>	Name: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Postcode <input type="text"/>	Postcode <input type="text"/>

Are there any other partners in the business?

No Yes

No Yes

Tell us their name and address

Tell us their name and address

Name: <input type="text"/>
Address: <input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode <input type="text"/>

Name: <input type="text"/>
Address: <input type="text"/>
<input type="text"/>
<input type="text"/>
Postcode <input type="text"/>

How many hours a week do you usually work?

Do you get a Business Start-up Allowance or any other grant to start the business?

No Yes

No Yes

How much?

£

How much?

£

How often?

Every

How often?

Every

Do you pay into a private pension scheme?

No Yes

No Yes

How much?

£

How much?

£

How often?

Every

How often?

Every

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



Important

We must see proof. Send original documents. Please read the checklist in **Part 15**.

Part 8 About working for an employer

Do you or your partner work for an employer?

No Go to **Part 9**.

Yes Answer the questions on this page. If you work for more than one employer, tell us about all the employers in the space provided in **Part 13**.

What kind of work do you do?

You	Your Partner

What is your employer's name and address?

You	Your Partner
Name:	Name:
Address:	Address:
Postcode	Postcode

When did you start this job?

 / /
 / /

What is your payroll, employee or staff number?

Are you employed for a limited period?

No Yes

No Yes

When will you finish?

 / /

When will they finish?

 / /

How often do you get paid?

 Every

 Every

How much do you get paid before tax and National Insurance are taken off?

 £

 £

How are you paid?

For example, in cash, by cheque or straight into a bank or building society account.

When was your last pay rise?

 / /
 / /

When will your next pay rise be?

 / /
 / /

How many hours a week do you usually work?

Give details of any regular overtime, bonuses, tips or commission.

Are you or your partner getting Statutory Sick Pay (SSP) from your employer at the moment?

No Yes

No Yes

What date did it start?

 / /

What date did it start?

 / /

Are you or your partner getting Statutory Maternity Pay (SMP) or Statutory Paternity Pay (SPP) from your employer at the moment?

No Yes

No Yes

What date will it end?

 / /


What date will it end?

 / /

Part 8 About working for an employer – continued

	You	Your Partner
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you pay into a private pension, company pension or superannuation scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
How much?	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text" value="Every"/>	<input type="text" value="Every"/>

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



Important We must see proof. Send original documents. Please read the checklist in **Part 15**.


Part 9 About any other work

Do you or your partner do any other work at all?

No Go to **Part 10**.
 Yes Answer the questions on this page.

	You	Your Partner
What other work do you do?	<input style="width: 100%; height: 50px;" type="text"/>	<input style="width: 100%; height: 50px;" type="text"/>
What is the name and address of the person you do this work for?	Name: <input style="width: 95%;" type="text"/> Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> Postcode <input style="width: 40%;" type="text"/>	Name: <input style="width: 95%;" type="text"/> Address: <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/> Postcode <input style="width: 40%;" type="text"/>
When did you start this work?	<input style="width: 80%; height: 20px;" type="text" value=" / /"/>	<input style="width: 80%; height: 20px;" type="text" value=" / /"/>
How many hours a week do you usually work?	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
Do you get paid?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If you only get expenses or tips, still tick 'Yes' and give details.	How much do you get before deductions? £ <input style="width: 90%;" type="text"/>	How much do you get before deductions? £ <input style="width: 90%;" type="text"/>
	How often? <input style="width: 90%;" type="text" value="Every"/>	How often? <input style="width: 90%;" type="text" value="Every"/>

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



Important We must see proof. Send original documents. Please read the checklist in **Part 15**.

Part 10 About other money coming in

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

No Go to **Part 11**.
Yes Answer the questions on this page.

This includes maintenance or child support for you, your partner or any of the children you have told us about on this form; annuities, income from abroad, occupational pensions, private pensions, benefits and pensions, money from a trust fund; training allowances; a student grant or loan; and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers, subtenants. You do not need to tell us about payments for the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

Other money 1

What is the money for?

Who gets it?

How much do they get?

How often?

When did they start getting this income?

When is the income likely to go up?

Other money 2

What is the money for?

Who gets it?

How much do they get?

How often?

When did they start getting this income?

When is the income likely to go up?

Does anyone owe money to you, your partner, or any children you are claiming for?

No Yes

What for?

How much?

Are you, your partner or children expecting to get any money in the next 12 months?

No Yes

What for?

For example, a redundancy payment or a payment instead of notice or holiday, maintenance or payment from health insurance.

How much?

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



Important

We must see proof. Send original documents. Please read the checklist in **Part 15**.

Part 11 About capital, savings and investments

Do you or your partner have any of the following accounts, capital, savings or investments in the UK or abroad? (Even if the balance is nil)

This includes **cash, current accounts and savings accounts** with bank or building society, post office accounts, premium bonds, National savings Certificates and stocks and shares.

Do you or your partner have any bank accounts?

Name of bank
Account number
How much is in the account?

Name of bank
Account number
How much is in the account?

Name of bank
Account number
How much is in the account?

Do you or your partner have any building society accounts?

Name of building society
Account number
How much is in the account?

Name of building society
Account number
How much is in the account?

Name of building society
Account number
How much is in the account?

No Go to **Part 12**.

Yes Answer all the questions in this part. We must see evidence of all the capital, savings and investments. Read the checklist at **Part 15** to see what you can use as evidence.

You		Your Partner	
No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

Tell us about all your **bank accounts**, even empty or overdrawn ones. If there are more than 3 bank accounts, tell us about the others in the space provided on page 25.

<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"/>

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
£ <input type="text"/>	£ <input type="text"/>

No Yes No Yes

Tell us about all your **building society accounts**, even if you do not use them regularly. If there are more than 3 building society accounts, tell us about the others in the space provided on page 25.

<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"/>

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
£ <input type="text"/>	£ <input type="text"/>

Part 11 About capital, savings and investments – continued

Do you or your partner have any post office accounts?

This includes savings accounts and Giro bank accounts.

You	Your Partner
No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

Tell us about all your **post office accounts**. If there are more than 3 post office accounts, tell us about the others in the space provided on page 25.

Type of account

Account number

How much is in the account?

£

£

Type of account

Account number

How much is in the account?

£

£

Type of account

Account number

How much is in the account?

£

£

Do you or your partner have any ISAs, TESSAs or PEPs

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

Tell us about all your **ISAs, TESSAs or PEPs**. If there are more than 3 ISAs, TESSAs or PEPs, tell us about the others in the space provided on page 25.

Name of bank or building society

Account number

How much is in the account?

£

£

Name of bank or building society

Account number

How much is in the account?

£

£

Name of bank or building society

Account number

How much is in the account?

£

£

Do you or your partner have any premium bonds?

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

Value

£

Value

£

Part 11 About capital, savings and investments – continued

	You		Your Partner	
Do you or your partner have any National Savings Certificates?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Issue number	<input type="text"/>		<input type="text"/>	
How many?	<input type="text"/>		<input type="text"/>	
Value	<input type="text" value="£"/>		<input type="text" value="£"/>	
Issue number	<input type="text"/>		<input type="text"/>	
How many?	<input type="text"/>		<input type="text"/>	
Value	<input type="text" value="£"/>		<input type="text" value="£"/>	
Do you or your partner have any National Savings Bonds?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Issue number	<input type="text"/>		<input type="text"/>	
How many?	<input type="text"/>		<input type="text"/>	
Value	<input type="text" value="£"/>		<input type="text" value="£"/>	
Issue number	<input type="text"/>		<input type="text"/>	
How many?	<input type="text"/>		<input type="text"/>	
Value	<input type="text" value="£"/>		<input type="text" value="£"/>	
Do you or your partner have any unit trusts or shares?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Unit Trusts	Issue Number	How many?	Issue Number	How many?
	<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"/>
Shares	Company name	How many?	Company name	How many?
	<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"/>
Do you or your partner have any trusts funds?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	How much are they worth?		How much are they worth?	
	<input type="text" value="£"/>		<input type="text" value="£"/>	
Do you or your partner have any other capital, savings or investments?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
For example, cash, TOISA's, compensation, or any other money you have not told us about on this form.	Details	Value	Details	Value
	<input type="text"/>	<input type="text" value="£"/>	<input type="text"/>	<input type="text" value="£"/>
	<input type="text"/>	<input type="text" value="£"/>	<input type="text"/>	<input type="text" value="£"/>
Have you or your partner received a Far Eastern Prisoner of War Payment?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Part 11 About capital, savings and investments – continued

Do you or your partner own, jointly own or partly own any property, land or timeshare, other than the home you live in, either in the UK or abroad?

Tick 'Yes' even if you have a mortgage or loan for the property, land or timeshare.

No Yes

What is the address?

How much is it worth?

£

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

£

What date did you buy the property?

	/		/	
--	---	--	---	--

If you own another property is it occupied by a relative or ex-husband or ex-wife or partner you are separated from?

No Yes

Please state the relationship.

--

You can give details of any other capital, savings or investments in the space provided below.

--



Important

We must see proof. Send original documents. Please read the checklist in **Part 15**.

Part 13 Anything else you need to tell us

Use the box below to tell us anything else you think we should know about. This includes any extra information that you could not fit on the form in the space provided.

Part 14 Backdating

If you could not apply earlier you may be able to get backdated benefit for a period of 6 months from the date of your request if you are of working age and 3 months if you are a pensioner if you have a good reason for the delay in making your claim. A good reason is any reason that stopped you from claiming benefit. Some examples are: - having to go into hospital, being seriously ill, death of a close relative or problems with language and/or literacy- this list is not exhaustive. However simply not applying is not a good enough reason neither is not understanding the benefit rules unless there was also a reason that stopped you from finding out how you could claim.

Please tick if you would like to be sent a form by post or alternatively collect a form from Contact Harlow

Part 15 Checklist

Please tick to tell us what evidence you are sending with this form. We must see **Original** documents, not copies. Please do not send valuable items through the post. If you can bring them into **Contact Harlow**. We will take the details we need and give you the documents back straightaway. If you cannot get into the office, phone us for more advice.

If you do not provide all the evidence we need, we might not be able to pay you any benefit. We need the same evidence for your partner, if you have one, and for any other adult non dependants living in your home. Examples of non dependants are relatives, friends, grown up children or your parents.

If you have tenants or boarders living in your home we will need to see evidence of the rent they pay to you. Tenants and boarders are people who have a formal agreement with you to rent part of your home, subject to terms and conditions. A tenant receives no cooked or prepared meals. A boarder receives some cooked or prepared meals.

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim, **but we will not be able to pay any benefit until we have all the evidence.**

Evidence of identity

- Such as a birth certificate, marriage certificate, passport, national insurance number card, medical card, driving licence, UK Residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

Evidence of National Insurance number

- Such as National Insurance number card, payslips or letters from the Department for work and Pensions or the tax office.

Evidence of Capital, savings and investments.

- Such as all your bank, building society or post office books, full bank statements or certificates for premium bonds, National Savings Certificates, TESSA's, ISA's, stocks, shares, bonds and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. We need to see this evidence for children in your household as well. The evidence you send must show details for at least the last 2 months.

Evidence of private rent and tenancy.

- Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord. If you do not have a written agreement, receipts or rent book please ask your landlord to complete **Part 18**.

Evidence of earnings.

- This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than 6 months, a summary of your trading records so far. If you are unable to obtain wage slips we may contact your employer to confirm details.

Evidence of other income.

- Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings.

Evidence of benefits, allowances or pensions.

- Such as current award notices or letters from Department for Work and Pensions or Tax office confirming how much you get. If you do not have evidence, let us know straight away. Please do not send order books through the post.

Evidence of other money paid out.

- Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

Part 16 Declaration

- Please read this declaration carefully before you sign and date it.
WARNING:- any person who provides false statements, information or documents at the time of, or in support of, his or her claim or who continues to receive benefit when he or she knowingly fails to inform the Council of any relevant change of circumstances which occurs will be liable to prosecution.
- I/we declare that the information I/we have given on this form is correct and complete to the best of my/our knowledge.
- I/we authorise the Council to make any necessary enquiries to verify the information on this form.
- I/we authorise the Council to cross check the information I/we have given with the other sections of the Council, Rent Officer, other Councils, Benefit Authorities, Employment Services and the Benefit Agency.
- I/we understand that if I/we give information that is incorrect or incomplete or fail to report any changes which might affect my/our benefit I/we may be prosecuted.

(Remember that failure to provide any of the evidence requested on this form will result in the Authority being unable to pay any benefit.)

After you have filled in this form, please check that all the required questions have been answered and that you have signed the declaration.

- You are responsible for letting the Benefits and Council Tax Unit know, in writing, of any changes in your circumstances and the changes of circumstances of all other people in your household.
Examples:- Changes in income or savings, people moving in or out of household, someone becomes a student etc.
- Failure to report a change is an offence under the Fraud Act; Section 111A and 112 (A). The new offence came into force on the 1st July 1997.
- You must tell Benefits and Council Tax if any details on the letters sent to you are wrong.

Your signature Your partner's signature

Date / / Date / /

Did someone else fill in this form for you? No Yes

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

Name of the person who filled in the form.

Signature of the person.

Address

Postcode

Relationship to the person claiming

Date / /

Part 17 Sharing information with your landlord or their representative

Only complete this section if you are:

- a private tenant or
- a Housing Association tenant and you are receiving your Housing Benefit payments.

Sharing information with your landlord or their nominated representative could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

Sometimes we may need to confirm information with your landlord or their nominated representative. In these circumstances we can contact your landlord or their representative without your permission.

Under the data protection Act 1998 we need your permission to discuss anything else with your landlord or their nominated representative.

If you give us your permission we would be able to tell your landlord or their nominated representative whether:

- You have claimed or renewed your claim for Housing Benefit, or
- We have made a decision on your claim, or
- We need more information to make a decision on your claim and what the information may be.

We will not give your landlord or their nominated representative any information about:

- Personal circumstances which relate to you and your family
- Your finances

You can withdraw your permission at any time.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord or their nominated representative.

If you want to give us permission to discuss your claim with your landlord or their nominated representative please sign below.

I give Harlow Council Benefits Service permission to share information about the progress of my claim with my landlord or their representative.

My Landlord/Representative name is:

Your signature

Date

Part 18 Housing Association Tenants only - Paying benefit to your landlord



You and your Housing Association should read and sign this agreement.

Before we can pay Housing Benefit straight to your Housing Association, you and your Housing Association must agree to this in writing.

The Tenant - please read the following notes and then sign the agreement at the bottom.

Please give your name and address below.

Your name	<input type="text"/>
Your address	<input type="text"/>
	<input type="text"/>
	Postcode

Please pay my Housing Benefit straight to my Housing Association. I understand the following:

- I must always tell the Council about any changes in circumstances that may affect my benefit.
- If I do not tell the Council about changes and I am paid too much benefit as a result, I will have to pay back the extra benefit, even if the Council pay my Housing Benefit straight to my Housing Association.
- I may be prosecuted if I do not tell the Council about changes in my circumstances.
- I am responsible for paying my Housing Association any rent that is not covered by Housing Benefit.
- If the Council pay my Housing Benefit straight to my Housing Association, the Council may keep all, or part, of my benefit to recover any overpayment the Council have made to my Housing Association. If the overpayment was related to another tenant's benefit, my landlord must accept the amount taken back as rent paid.

Your signature

Date



Part 19 Landlord declaration

Tenant's name and address.

Name:
Address:
Postcode

Rent reference

Are you, your partner, or any of your or your partner's children related to your tenant or to your tenants partner?

No Yes

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandfather, son in law or step daughter.

What is the relationship?

What date did the tenant move in?

 / /

What date did the tenancy start?

 / /

How much is the rent?

£ every

(For example, every week/fortnight/4 weeks/month)

Do you have a written tenancy agreement?

No Yes

Do you have a verbal tenancy agreement?

No Yes

Do you also live in the property?

No Yes

Please name any other joint tenants at the property.

Are any of the following items included in the rent which you charge?

Use of garage/parking spaces	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Gardening	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Laundry	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Heating	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Lighting	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Hot water	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Cleaning of room(s) or windows	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Cleaning of communal areas	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Fuel for cooking	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Use of telephone	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Satellite/Cable TV/TV rental	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Water charges	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Care & support	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>
Alarm system	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	How much?	£ <input type="text"/>

Part 19 Landlord declaration – continued

Any other charges? (Please state)

Do you provide meals for your tenant? Please tick boxes

Breakfast
Lunch
Evening meal
None

Landlord's Declaration

I declare that the information I have given is true. I understand that to provide false information or to contrive a tenancy with a tenant in order to obtain Housing Benefit is a criminal offence. To do so could result in prosecution and recovery of any benefit granted.

Data Protection

The information declared on this form will be used to assess entitlement to Housing and Council Tax Benefit for the applicant, and in the recovery of overpaid Housing and Council Tax Benefit.

You have a right to access to the information that this council holds about you. To request this please write to Data Protection Officer, Mrs Bentley, Harlow District Council, Civic Centre, The Water Gardens, College Square, Harlow, Essex, CM20 1WG.

We must protect the public funds we handle, and so may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

I understand that:

- I can be prosecuted if I accept benefit I know I am not entitled to;
- I must tell the Housing Benefit Section of any change in the rent;
- I must notify any changes in circumstances of my tenant that I know;
- The council may recover any over payment direct from the landlord or the tenant;
- I have read and understood the instructions given on this page;
- If I am receiving Housing Benefit payments on behalf of my tenant, I undertake to repay, on request, any overpaid Housing Benefit to Harlow Council you can take the amount of overpaid Benefit from the benefit I get for any other tenants. This will not affect their rent.

Signature

Date

Your name

Your telephone number

Your address

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

Postcode

 Please return this form to: Revenues and Benefits, Civic Centre, The Water Gardens, Harlow, Essex, CM20 1WG

Equalities monitoring

The law makes it the responsibility of all Councils to monitor the structure of their workforce, job applicants and service users. At Harlow Council, we value this opportunity to make sure that our employment and service policies and practices are fair, effective and meet the needs of all who come into contact with us.

Thank you for completing this form.

Your name

A) Ethnicity: (Please tick the box which best describes you)

White

White UK White non-UK Irish

Black or Black British

Black African Black Caribbean Black other

Asian or Asian British

Indian Pakistani Bangladeshi
Asian other

Mixed Background

White & Black Caribbean White & Black African
White & other

Chinese Vietnamese

Other – Not shown

(please give details)

B) Gender: (Please tick)

Male Female

C) Age: (Please tick the box which best describes you)

16-25 26-35 36-45
46-55 56-65 66-70 Over 70

D) Disability and long term illness:

Do you have a registered disability? No Yes

Do you consider that you have a disability which is not registered? No Yes

Please give details

Do you have a long-term illness or have you recovered from a long-term illness in the past year? No Yes

Please give details