

Name
Address
Postcode

## Don't delay – claim today!

Please return this form as quickly as possible, even if you do not have everything we ask for. You can send the rest to us later.

## Filling in this form

- You need to complete this form if you are currently getting Housing Benefit or Council Tax Support and you have changed address.
- Please answer all the questions in the form. If you do not fill in the form properly, it may take us longer to deal with your claim.
- Use blue or black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it.
- Do not use correction fluid or tape. Please initial any alterations.
- Answer 'Yes' or 'No' questions by ticking  the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. If you do not answer a question 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 separate section for them to sign.

Please return the form either by post to:

**Benefit Section, St Albans District Council Offices, Civic Centre, St Peter's Street, St Albans, Herts AL1 3JE.**

Or, in person by visiting the Benefits Helpdesk at the District Council Offices:

Monday to Thursday 8.45am – 5.00pm.

Friday 8.45am – 4.30pm.

Alternatively you can e-mail a scanned copy of the form to **[Benefits@stalbens.gov.uk](mailto:Benefits@stalbens.gov.uk)**

## About this form.

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 decide if you need to fill in that part. Please answer every part.

## Second Adult Rebate.

Second Adult Rebate is Council Tax Reduction you can get if you share your home with someone who:

- is not your partner; and
- is 18 or over; and
- is on a low income; and
- does not pay you rent.

If you are claiming Second Adult Rebate, fill in Parts 1, 2 and 8. Also, in respect of the second adult only, fill in parts 3, 4, 5 and 6. In other words, give the second adult's details in parts 3, 4, 5 and 6, not your own or your partner's details.

## Evidence.

Unless you are a Council Tenant it is likely we will need to see proof of the rent you are charged at your new address, such as a tenancy agreement or a letter from your landlord. The quickest and easiest way to send us evidence is to e-mail scanned copies or photographs to **Benefits@stalbans.gov.uk**

## How we collect and use information.

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for Housing Benefit and/or Council Tax Reduction.

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 we hold. 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 other organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

The Council is the data controller for the purposes of the Data Protection Act.

This authority/organisation is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see **www.stalbans.gov.uk/nfi**

## Changes you must tell us about.

Tell us straightaway if:

- any of your children leaves school or leaves home; or you stop paying child care costs;
- anyone moves in or out of your home (including lodgers and subtenants);
- there is any change in your income or the income of anyone living with you, including benefits (Tax Credits and Pension Credits);
- your bank account details change, or your amount of capital, savings or investments change;
- you or anyone with you becomes a student; goes into hospital or a nursing home; goes into prison; starts or changes jobs; leaves a job;
- your rent changes;
- you move house;
- you or your partner are going to be away from home for more than a month;
- you receive any decision from the Home Office; or
- anything you have told us about changes.

You must tell us about these changes in writing – a phone call is not enough. However, you can e-mail us at **Benefits@stalbans.gov.uk**

If you don't tell us about these changes, you may lose money you are entitled to. You must make sure that you tell us about these changes. Don't rely on someone else to pass on the message. It is an offence not to tell us about any change of circumstance that affects your award and the DWP may take action against you. This may include being taken to court.

If we pay you too much benefit it is highly likely you will have to pay it back.

**If you are just claiming Second Adult Rebate, only fill in Parts 1, 3, 6 and 7 of this form.**

# Part 1 About you and your partner.

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

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

No

Yes

Office use only

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

### You

### Your partner

**Surname or family name.**



**Other names.**



**Any other surnames or family names you have used**

for example before marriage or in a previous marriage.



**Title** (Mr, Mrs, Ms and so on).



**New address**

Do not tell us your partner's address if it the same as yours.

  
  
  


Postcode

  
  
  


Postcode

**Date of birth.**

 /  / 
 /  / 

**What date did you move in to this address?** i.e. spent the first night there.

 /  / 
 /  / 

**Old address.**

  
  
  


Postcode

  
  
  


Postcode

**What date did you give notice to your landlord of leaving address (if rented).**

 /  / 
 /  / 

**National Insurance number**

You can find this on payslips or letters from social security or the tax office.

Letters   Numbers        Letter

Letters   Numbers        Letter

**Your daytime phone number**

You do not have to tell us this, but it may help us to deal with your claim more quickly.



**Your e-mail address**

If you give us your e-mail address we may contact you via e-mail:

## Part 2 About children – continued.

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

- under 16; or
- 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 4 children, use a separate sheet of paper to tell us all the information we ask for on this page.

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

**Surname or family name.**

**Other names.**

Date of birth.

First child	Second child	Third child	Fourth child
<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"/> / <input type="text"/> / <input type="text"/>

## Part 3 About other people who live with you.

**Do you have any other adults who normally live with you?**

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

Do not tell us about people who just share a hall, bathroom or toilet with you. If you want to tell us about more than five people, use a separate sheet of paper.

No  Go to **Part 4**.

Yes  Answer all questions in this section.

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

Please list the names and give the weekly income of everybody who usually lives with you and any partner you have.

Surname or family name	Other names	Relationship to you or your Partner	Date of birth	Weekly income
<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"/> / <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"/>

If anyone has moved in or out of your home or there has been any change in their income, please tell us the date of change

/  /  and what the change is

We will need to see proof of any income change, such as a payslip or benefit, Tax Credit, Pension Credit or Pension award letters. See the check list at part 11.

## Part 4 About rent.

### Do you rent your home?

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

No  Go to **Part 5**.

Yes  Answer the next 3 questions.

### When date did your tenancy start?

 / 

### What date did you move into this address?

(first spent the night there)

 / 

### May we discuss the progress of your claim with your landlord?

We will not disclose personal/income information.

No

Yes  Please sign here.

I authorise the Council to discuss the progress of my claim with my landlord.

Signed

Date

### Do you rent your home from the Council?

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

No  Answer all the questions in this section.

Yes  Go to **Part 6**.

### What is your landlord's name and address?

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

Postcode

### 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.

Postcode

### Are you, your partner, or any of your or your partner's children related to your landlord or agent, or to your landlord's partner or the agent's partner?

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.

No

Yes  What is the relationship?

Is my landlord's or agent's

### Are you or your partner a director, shareholder or employee of your landlord?

No

Yes

### Have you or your partner owned your current home in the last 5 years?

No

Yes

## Part 4 About rent – continued.

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

For example, shorthold, assured tied, introductory etc.

**Do you have a written tenancy agreement?**

No  Ask your landlord/agent to complete part 8

Yes  Please supply this

**How long is the tenancy for?**

 /  /  to  /  / 

**Please tick to show if the property is let as:**

furnished  That is, completely furnished

partly furnished  That is, some furniture, but not all

minimally furnished  That is, just two or three items

unfurnished  That is, no furniture at all

**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.)

**When is the next rent increase due?**

 /  / 

**Are there any weeks when you do not have to pay rent?**

No

Yes  How many in a year?

**Does your rent include the following?**

No

Yes  How much each week?

£

Which meals are included? All  Breakfast  Evening

**Water authority charges.**

No

Yes  How much each week?

£

**Heating.**

No

Yes  How much each week?

£

**Lighting.**

No

Yes  How much each week?

£

## Part 4 About rent – continued.

**Hot water.** No   
Yes  How much each week? £

**Fuel for cooking.** No   
Yes  How much each week? £

**Laundry done for you.** No   
Yes  How much each week? £

**Cleaning rooms or windows.** No   
Yes  How much each week? £

**Gardening.** No   
Yes  How much each week? £

**Garage or parking space.** No   
Yes  How much each week? £

Do you have to rent a garage as part of your tenancy agreement? No   
Yes

**Personal care and support.** No   
Yes  How much each week? £

**Is anything included or separate from your rent? That you have not already told us about?** No   
Yes  How much each week? £

For example, for cleaning or lighting in shared areas an alarm system, a warden, general counselling or support, meals or lift maintenance.

What for?

**Are you living away from home at the moment?** 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 where you are living at the moment.

  
  
 Postcode

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

**We must see evidence of your rent and tenancy before we can decide how much benefit you can get. See Part 8 to see what you can use as evidence.**

## Part 5 About where you live.

**What sort of building do you live in?** Tick one box only.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Detached house      | <input type="checkbox"/> Flat or house    | <input type="checkbox"/> Caravan, mobile home or houseboat |
| <input type="checkbox"/> Semi-detached house | <input type="checkbox"/> Flat in a block  | <input type="checkbox"/> Board and lodgings                |
| <input type="checkbox"/> Terraced house      | <input type="checkbox"/> Flat over a shop | <input type="checkbox"/> Hotel                             |
| <input type="checkbox"/> Maisonette          | <input type="checkbox"/> Bedsit or rooms  | <input type="checkbox"/> Residential nursing home          |
| <input type="checkbox"/> Bungalow            | <input type="checkbox"/> Hostel           | <input type="checkbox"/> Residential care home             |

Other (please say what)

**Does your home have central heating?**

No

Yes

**Do you have a bedroom which is used overnight by someone who cares for you or your partner but does not live at your address?**

No

Yes

Please give us their name and address?

Name
Address
Postcode

**Do any of your children have medical needs resulting in them needing a separate bedroom?**

No

Yes

Please give us medical evidence to support this and give details in the box below.

**Is your home been built or adapted for people with disabilities?**

No

Yes

**Which floors do you live on?** All  Basement  Ground  1st  2nd  3rd

**How many floors are there in the building?**

**Do you or your household occupy only part of the building you have ticked?**

No

Yes

**Where in the building do you live?** At the front  In the middle  At the back



# Part 5 About where you live – continued.

### How many rooms are there in the building?

In the whole building?

Just for you and your household?

That you share with other people?

Living rooms

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Separate toilets

Kitchens

Other rooms

What are these other rooms?

### Do you use your home for business?

No

Yes

### Do you have a main home somewhere else?

If your main home is elsewhere in the UK or abroad, tick 'Yes', even if you do not pay rent on it.

No

Yes

What is the address?

  
  
 Postcode

# Part 6 Anything else you need to tell us.

Please use the box below to tell us anything else you think we should know about. Remember we need to know about any changes that have happened since your last claim. (Please see page 2 for guidance on the changes you need to tell us about.)

If you are sending separate sheets of paper with this form, tell us how many


## Part 7 Declaration – Please read this section carefully.

**Even if someone else has partly or fully filled in this form for you, you MUST sign this declaration if you can. If you have a partner, please have them sign below to confirm that all the details about them are correct. Please read this declaration carefully before you sign and date it.**

### I understand the following:

- If I give information that is incorrect or incomplete, action may be taken against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit and/or Council Tax Reduction, or to assess any discount or grant for Council services. You may check the information with other agencies as allowed by the law.
- You may use any information I have provided in connection with this and any other claim for Social Security Benefits that I have made or may make. This includes any Discretionary Housing Payment. You may give some information to other government organisations, such as government departments and local councils if the law allows this.
- This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.stalbans.gov.uk/nfi](http://www.stalbans.gov.uk/nfi)
- I know I must let the Council know immediately about any change in my circumstances or the circumstances of anyone living with me, which might affect my claim. If I do not, action may be taken against me. This may include court action.
- If you do not understand any question on this form, please contact the Benefits Section via [Benefits@stalbans.gov.uk](mailto:Benefits@stalbans.gov.uk) or by telephoning **01727 819220** to seek advice.

Signature of person claiming.

Date.

Partner's signature.

Date.

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If this form has been partly or fully filled in by someone other than the person claiming:

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

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Name of the person who filled in the form.

Signature of person.

Relationship to the person claiming.

Date.

## Part 8 Rent proof.

**To be completed by your landlord or agent when there is no formal written agreement.**

**Evidence of rent and tenancy:** If you have a written tenancy agreement, please supply this. If not, please ask your landlord or their agent to complete and sign this form.

Name of tenant or occupier

Are there any joint tenants? No

Yes  Name(s)

I confirm that the above person has a current agreement with me at a rent of £  per

to occupy Flat/Room number  Position of room (1st floor, back, for example)

### Which of the following are included in this rent?

Heating

No

Yes  How much each week?

£

Personal laundry facilities

No

Yes  How much each week?

£

Furniture

No

Yes  How much each week?

£

Laundry (use of washing machine etc.)

No

Yes  How much each week?

£

Hot water

No

Yes  How much each week?

£

Water charges

No

Yes  How much each week?

£

Lighting in communal areas (ie hallways)

No

Yes  How much each week?

£

Lighting in private accommodation

No

Yes  How much each week?

£

Council Tax

No

Yes  How much each week?

£

Cleaning rooms/windows

No

Yes  How much each week?

£

Cleaning of communal areas

No

Yes  How much each week?

£

Meals

No

Yes  How much each week?

£

Fuel for cooking

No

Yes  How much each week?

£

Garage or parking space

No

Yes  How much each week?

£

Which meals are included?

No

Yes  How much each week?

£

Any other services  
(please state what  
these are)

The tenancy started on  /  /

Date moved in  /  /

Signed

Date  /  /

Name and address of  
landlord/agent

  

Postcode

Telephone number of the person signing

**Remember: It is a criminal offence to give false information.**

## Part 9 Payment of Housing Benefit.

If you are not a council tenant, you can have any Housing Benefit paid to you or ask to have it paid straight to your landlord. Some landlords may insist on this as part of your tenancy agreement. Please tick the box and complete the details below for the method of payment you prefer. You can detach this page and send it later. **DO NOT DELAY YOUR CLAIM.**

Address you are applying for Housing Benefit at:

Postcode

**Payment to you by bank credit:**

We will pay any Housing Benefit you are entitled to straight into your current or basic account at your bank/building society. Please fill in the account details below, and sign where shown below at 'Your signature'.

**Payment direct to your landlord by bank credit:**

We will pay any Housing Benefit you are entitled to straight to your landlord (or agent if there is one) that you have named in Part 4 of this form. We will pay direct into your landlord's or agent's current or basic account. Please ask your landlord or agent to sign below and to fill in their account details here if we do not already hold their details.

**Payment to you, your landlord or their agent by direct credit to a current or basic account**

Office use only
input checked
<input type="checkbox"/> <input type="checkbox"/>

Please complete the details of the account to be credited.

Name of bank/building society	<input type="text"/>
Branch	<input type="text"/>
Account name	<input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Sort code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**Your signature:** Please pay any Housing Benefit I may be entitled to by the method I have ticked. I understand that once I have selected a payment method, the Council cannot change it without written instructions. I understand that if the payments go to my landlord or agent, they must agree in writing to any change.

**Landlord's or agent's signature:** Only if payments are to go to the landlord or agent.

I agree to accept any Housing Benefit payments on behalf of the above tenant. I understand that I must tell the Council about any changes in circumstances that I may reasonably be aware of, and that I may have to repay any overpaid Housing Benefit that my tenant was not entitled to.

If you have not got a current or basic account, and have previously been unable to open one, please ask us about Basic Bank Accounts. With a basic Bank Account you will receive a cash machine card, which in most cases you can use to draw cash in post offices, but you will not get a debit card, cheque book or overdraft.