

Please only use this form if you are already receiving Housing Benefit and/or Council Tax Support from Stevenage Borough Council or East Herts Council, and you are moving to another property in our area.

Please use capital letters

Name:
Address:
Postcode:

Office use only

Ref:

Do not delay returning this form if you do not have all the information that is asked for.

Filling in this form

Use 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 all the questions on this form and tick ✓ the relevant boxes. 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 space for them to sign in Part 6. You must still sign Part 6 too.

Please tick which benefits you want to claim:

- **Housing Benefit** can be claimed if you pay rent to a landlord
- **Council Tax Support** can be claimed if you are liable to pay Council Tax

Please return the form and documents by post to:

- The Benefits Service, Council Offices, Wallfields, Hertford SG13 8EQ

Date of issue

/ /

Don't forget to read and sign the declaration in part 6

I have moved from

Please use capital letters

Name:
Address:
Postcode:

What date did you move from this address?

/ /

If you are returning this form before you move in, you must write to us, telling us the date that you actually moved.

Please complete and return this form with documents as soon as possible to:

The Benefits Service, Council Offices, Wallfields, Hertford SG13 8EQ

SBC Tel: 01438 242440 EHC Tel: 01279 655261

Notes for Filling in the claim form

About this form

The Housing Benefit and Council Tax Support form has been designed to be easy to fill in.

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.

Evidence

We need to see evidence of some of the things you tell us about. The checklist at the end of the form will help you. If you are not sure if we need to see evidence of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the evidence we have asked for.

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, Council Tax Support and other Welfare Benefits.

We may pass the information to other agencies such as the Department for Work and Pensions and HM Revenue and Customs, 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; and
- 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.

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. If you want information we have about you, or the way we use it, please ask us.

If we award benefit

If we decide to pay benefit, we will review your claim regularly. This may involve an unannounced visit to your home by our Visiting Officer. We may also post you a form that you should complete and return to us with all relevant supporting evidence.

Changes you must tell us about

 Tell us straight away if:

- any of your children leave school or leave home; or
- anyone moves in or out of your home (including lodgers, joint tenants and subtenants); or
- your income or the income of anyone living with you, including benefits, changes; or
- your capital, savings or investments change; or
- 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 gets, changes or leaves a job; or
- your rent changes; or
- you move house; or
- you or your partner are going to be away from home for more than a month; or
- 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.

If you don't tell us about these changes, you may lose money 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 on the message.

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.

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 husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple.) Even if your partner only comes home at weekends, or part of the week, you must include them

No Yes

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

You

Surname or family name

Other Names

Any other surnames or family names you have used, such as before marriage or in a previous marriage

Title (Mr, Mrs, Ms and so on)

Address

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

Postcode

What date did you move in to this address? (first spent the night there)

Your daytime phone number

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

E-mail address

We want to deal with your claim as quickly as we can and if we have your e-mail address we will contact you this way.

Date of birth

National insurance number

You can find this on payslips or letters from social security or the tax office. We can decide your claim only if we see evidence that this is your National Insurance number.

Letters

Numbers

Letter

If you do not have a National Insurance number, or cannot find it, tick this box.

Who else lives in your new home

1.

2.

3.

4.

5.

6.

What is this number?

Please tick.

Home Work Mobile

Part 2 About rent

Do you rent your home?

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

No Go to **Part 4**.

Yes Answer all the questions in this section.

When did you move in to your home?

If you have not moved in yet, tell us when you expect to move in. When you actually move in, tell us at that time.

 / /

We may 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

What is your landlord's name and address?

By landlord we mean the person or organisation who 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

What sort of tenancy do you have?

For example, shorthold, assured, tied, introductory etc.

Do you have a written tenancy agreement?

No Yes Please supply this.

How long is the tenancy for?

 / / to / /

Please tick to show if the property is let as:

Completely furnished

Just two or three items

Some furniture, but not all

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.)

Part 2 About rent continued

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 (R05).

Are there any weeks 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?

Does your rent include money for the following?

Meals

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?

£

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 the garage as part of your tenancy agreement? No Yes

Personal Car and support

No

Yes

How much each week?

£

Is anything else included in your rent that you have not already told us about?

No

Yes

What is it?

£

Do you pay any service charges separate from your rent? For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance

No

Yes

How much each week?

£

What for?

Part 3 About where you live

What sort of building do you live in?

Tick one box only.

- | | | | | | |
|---------------------|--------------------------|------------------|--------------------------|-----------------------------------|--------------------------|
| Detached house | <input type="checkbox"/> | Flat in a 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 | <input type="checkbox"/> |

Other (please say what)

Does your home have a central heating? No Yes

Does your home have a garden? No Yes

Has your home been built or adapted for people with disabilities? No Yes

How many floors are there in the building?

Which floors do you live on?

2nd Floor	<input type="checkbox"/>
1st Floor	<input type="checkbox"/>
Ground Floor	<input type="checkbox"/>
Basement	<input type="checkbox"/>

Other (please specify)

Do you and 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
 Left Centre Right

When viewed from the road is your room on the left, centre, right of the property?

How many rooms are there in the building?

	In the whole building?	Just for you and your household?	That you share with other people?
Bedsitting rooms	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Bedrooms	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Bathrooms or shower rooms	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Separate toilets	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Kitchens	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Other rooms	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

What are these other rooms?

Do you use your home for business? No Yes

Do you have a main home somewhere else? No Yes

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

Postcode

Part 4 Backdating

We can usually award benefit from the Monday after the day we get your claim. Sometimes, we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim before. We can only backdate benefit for up to one month from the date we get your claim.

Tell us the date you want to claim benefit from. / /

Tell us all the reasons why you could not claim before today.

Part 5 Anything else you need to tell us

Use the box below to tell us anything else you think we should know about. Use a separate sheet of paper and attach it to this form if you need to.

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

Part 6 Declaration

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, it would be helpful if they sign below to confirm that all the details about them are correct. Please read this declaration before you sign and date it.

I understand the following:

- If I give information that is incorrect 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 or Council Tax Support or both, or to assess any discount or grant for Council services. You may check the information with other sources as the law allows.
- You may use any information I have provided for 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.

I know I must let the Council know immediately in writing about any change in my circumstances or the circumstances of anyone living with me, which might affect my claim. If I do not, you may take action against me.

This may include court action.

I **declare** that this is my claim for Housing Benefit and/or Council Tax Support and the information I have given on this form is correct and complete. I authorise the Council to make any necessary enquiries to check that the information is true and correct.

I have read and understood this declaration, and my responsibilities in reporting any changes in my circumstances to the Council.

Signature of person claiming Date / /

Signature of person claiming Date / /

If this form has been partly or fully filled in by someone who is not the person claiming, please tell us why you are filling in this claim 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. If I am making this claim on behalf of the above person, I understand that I am liable for what I have written on the form and accept that the declaration applies to me.

Name of the person who filled in the form Date / /

Signature of person who filled in the form

Relationship of person claiming

Part 7 Checklist

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 adults living in your home.

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 you any benefit until we have all the evidence. Please tell us now in Part 5 if you cannot supply the evidence within one month.**

Part 8 How you will be paid and the choices you have

● If you are awarded Council Tax Support we will credit this to your council tax account.

● If you pay rent to a private landlord we will pay any benefit directly to you. If you feel this will cause you difficulties please ring us for a "Direct Payments to Landlord form"

To myself To my landlord

● If you pay rent to a Housing Association you can either have your housing benefit paid to you or direct to your landlord. Please "tick" how you would like to be paid

Payment to you or your landlord will be made by direct credit to a current or basic bank account. Please complete the details of the account to be credited.

Name of bank/building society

Branch

Account name

Account number

Sort code

Your signature: Please pay any Housing Benefit I may be entitled to be 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 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 can't open any sort of bank account, or can't manage a bank account, we may be able to pay your Housing Benefit to your landlord, Please explain here why you can't open a bank account or receive payment direct to an account.