

Telephone (0115) 915 4944 Benefits
 Minicom (0115) 876 4708
 Fax (0115) 876 3131
 Email benefits.housing@nottinghamcity.gov.uk

Nottingham City Council
 Admail 3428
 Nottingham
 NG1 4XX



**Nottingham
 City Council**

A Claim Form for Housing Benefit and Council Tax Reduction

Name, address and postcode

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Office use only	Date	Signature
Form Issued		
Intention to Claim		

You can claim housing benefits if you are paying rent and are on a low income. You can claim Council Tax Reduction if you are liable to pay Council Tax and are on a low income.

If you are of pensionable age, your income is too high to get Council Tax Reduction and there is a non-dependant living with you who is on a low income, you can claim Second Adult Rebate. This will automatically be checked to see which calculation would make you better off.

If you do not understand anything on the form and need advice you can call in at our contact centre or contact us on:

Nếu bạn không hiểu bất cứ điểm nào trong tờ đơn và cần hướng dẫn, xin ghé đến quầy Giải Đáp Thắc Mắc hoặc liên hệ chúng tôi theo số

જો તમે આ ફોર્મ ઉપરની કોઈ માહિતી ના સમજી શકતા હોવ અને સલાહની જરૂર હોય તો અમારા ઇન્કવાયરી કાઉન્ટર ઉપર આવો અથવા આગળના જણાવેલ નંબર ઉપર અમારો સંપર્ક સાધો

若你不明白這份表格的內容和需要他人協助，請到我們的查詢櫃台求助或致電聯絡我們。電話是：

آرآ کھواس ظارم میں کسی چیز کی کچھ نہیں آتی اور آ کچھ مشورے کی ضرورت ہے تو آپ ہمارے انکوآزی کو کونٹر تک لاسکتے ہیں یا ہمیں اس نمبر پر فون کیجئے

यदि आपको यह फार्म बिल्कुल समझ नहीं आ रहा है और आपको सलाह चाहिए तो आप हमारे इन्कवारी काउन्टर पर आकर या इस दिये गये फोन नंबर पर सम्पर्क कर सकते हैं।

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਫਾਰਮ ਦੀ ਬਿਲਕੁਲ ਸਮਝ ਨਹੀਂ ਆਉਂਦੀ ਜਾਂ ਇਸ ਬਾਰੇ ਸਲਾਹ ਲੈਣੀ ਹੈ ਤਾਂ ਸਾਡੇ ਇਨਕੁਆਰੀ ਕਾਉਂਟਰ ਜਾਂ ਦਿੱਤੇ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।

☎ 0115 915 4944

Important: Have you phoned the Benefits Section at Nottingham City Council to tell us that you intend to claim?

If you haven't then you could lose out – please call us immediately on (0115) 915 4944 so that we can record that you intend to make a claim. If you requested this form from the Benefits Section or an Area Housing Office (listed on page 2) a record will already have been made of your intention to claim. If you send your claim form within 1 calendar month you will receive any Housing Benefit and/or Council Tax Reduction you are entitled to from the Monday following the date of your call. If you do not tell us you intend to claim, you will usually receive any Housing Benefit and/or Council Tax Reduction you are entitled to from the Monday following the date we receive your claim form.

If you are elderly or disabled we can arrange for a visitor to help you complete your form at home. Contact the Benefits Office on (0115) 915 4944.

If you do not have all the original proofs we ask for, send the form straight away and you can send in the original proofs later.

Please do not send valuable items through the post. If you can, bring them into our contact centre or any of the Housing Offices listed on page 2. We will take the details we need and give you the documents back straight away.

Returning your form:

When you have filled in the form and signed it you can do any of the following:

- Take it to your Local Housing Office (listed below). They can check you have filled in the form correctly. They will take photocopies of any original proofs.
- Take it to the contact centre at Angel Row, Nottingham. We can check you have filled in your form correctly and take photocopies of any original proofs.
- If your landlord is listed below you can take it to them. They can check you have filled in your form correctly and take photocopies of any original proofs.
- Post your form and original proofs to the Admail address below. Please ensure adequate postage is paid.

By post to:

Nottingham City Council, Admail 3428, Nottingham NG1 4XX

In person to:

Customer Contact - Benefits
Angel Row
Nottingham

Aspley Area Housing Office
14 Strelley Road, Strelley
Nottingham

Bestwood Area Housing Office
Elmbridge, Bestwood Park
Nottingham

Bulwell Area Housing Office
1 Gilead Street, Bulwell
Nottingham

Clifton Area Housing Office
Clifton Cornerstone, Joint Service Centre
Southchurch Drive, Clifton
Nottingham NG11 8EW

St Anns Area Housing Office
Robin Hood Chase, St Anns
Nottingham

Mary Potter Joint Service Centre
(Radson & Hyson Green Area Housing Office)
Gregory Boulevard
Hyson Green
Nottingham NG7 5HY

Opening times

Housing Benefit Office
Monday - Friday 8.15am to 5.30pm

Housing Offices
Mon, Tues, Thur, Fri 8:30am to 4:30pm
Wed - times vary. Check with local office.

If you are a tenant of one of the following Housing Associations you can take this form to them.

Nottingham Community Housing Association
Unit 3 Clumber Court, Pelham Avenue
Sherwood Rise, Nottingham

Tuntum Housing Association
90 Beech Avenue
New Basford, Nottingham

Metropolitan Housing Trust
Raleigh House
68 - 84 Alfreton Road, Nottingham

North British Housing Association
12 Vivian Avenue
Sherwood Rise, Nottingham

Telephone Lines

Tel: (0115) 915 4944 Monday - Friday 8.15am to 5.50pm Benefits enquiries
Tel: (0115) 915 4851 Monday - Friday 8.15am to 5.50pm Council Tax enquiries

For deaf and hearing impaired customers **with minicom only**

Please Tel: (0115) 876 4708 Monday - Friday 8.15am to 5.50pm

Completing this form:

Please read these notes carefully and complete the checklist in part P to make sure you provide all the information we need to deal with your claim.

- The Housing Benefit and Council Tax Reduction claim form has been designed to be easy for you to fill in. It may seem long but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of Housing Benefit and/or Council Tax Reduction.
- It is very important that you read the notes on every page. They will help you to complete the claim form correctly and provide the original proof we need to see.
- Answer 'Yes' or 'No' questions by putting a tick in the relevant box. If you are picking an answer from a list of options, put a tick in the relevant box.
- Please use black ink to fill this form in.
- Please do not use a pencil.
- If you are elderly or disabled we can arrange for a visitor to help you complete your form at home. Contact the Benefits Office on (0115) 915 4944.
- If you do not have all the original proofs we ask for, send the form straight away and you can send in the original proofs later. If you cannot get the original proof we need within 1 to 2 weeks please let us know as we may be able to help. Please put your name and address on any extra information or original proofs that you send to us.
- If any of the details you have given us change, you must let us know immediately. We need to see original proof of any changes that you tell us about.

Useful information before moving into a new property

• Local Housing Allowance (LHA)

Local Housing Allowance (known as LHA) was introduced in April 2008. It does not affect you if you live in a Council rented property or social housing.

LHA is based on the location and size of accommodation a customer requires, rather than the rent that is being charged.

The amount of Housing Benefit will depend on the LHA rate that applies after also taking into account a customer's financial and household circumstances.

From 1 April 2013, the LHA rates are set on an annual basis for different sized accommodation. These LHA rates are published and updated on our website: www.nottinghamcity.gov.uk. If you want to find out more information about the current LHA rates please ring the Benefits Office on (0115) 9015 4944 or ask at the Contact Centre at Angel Row, Nottingham.

• Council Tax

You must notify the Council Tax Section if you move into a new property or when there is a change to your household. For further information you can contact the Council Tax Section on 915 4851.

What type of property do you live in? (Please tick one box only)

Council Property	<input type="checkbox"/>	Supported Accommodation	<input type="checkbox"/>
Private Rented Property (See notes above) Pay rent to a private landlord	<input type="checkbox"/>	The landlord or someone acting on their behalf also provides care, support and supervision; or where you hold a valid community care assessment (caa) provided by the local Social Services.	
Owner Occupier Property Own your property	<input type="checkbox"/>	Hostel Accommodation	<input type="checkbox"/>
Shared Ownership	<input type="checkbox"/>	Bed and Breakfast, Night Shelter, Refuge	
Housing Association Property Pay rent to a Housing Association	<input type="checkbox"/>	Warden Aided Accommodation	<input type="checkbox"/>
		Other	<input type="checkbox"/>

How many bedrooms does this property have?



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.

No Answer the questions below about **you**.

Yes Answer the questions below about **you and your partner**.

You

Your partner

Last name

Other names

Title (Mr, Mrs, Ms etc)

Address

Postcode

Postcode

What date did you move in?

 / / / /

Date of birth

 / / / /

National Insurance number

Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Letters Numbers Letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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You can find this on payslips or letters from the Department of Works and Pensions or HMRC office. It may delay your claim if we don't have your National Insurance Number. We **must** see original proof of your National Insurance Number.

About Income Support, Income-based Jobseeker's Allowance, Pension Credit (Guarantee Credit) and Income-related Employment and Support Allowance

You

Your partner

Are you or your partner getting any of the following?

Income Support

No Yes

No Yes

Income-based Jobseeker's Allowance

No Yes

No Yes

Pension Credit (Guarantee Credit)

No Yes

No Yes

Income-related Employment and Support Allowance?

No Yes

No Yes

When did you start getting it?

 / / / /

Are you or your partner waiting to hear about a claim for any of the following at the moment?

Income Support

No Yes

No Yes

Income-based Jobseeker's Allowance

No Yes

No Yes

Pension Credit (Guarantee Credit)

No Yes

No Yes

Income-related Employment and Support Allowance?

No Yes

No Yes

When did you claim?

 / / / /

We must see proof of your benefits, allowances or pension before we can decide how much you are entitled to. Read the checklist at Part P to see what you can use as proof.



About you and your partner - continued

Identity – If you are not getting or claiming Income Support or Income Based Jobseekers Allowance we need to see proof of your identity. Please look carefully at the checklist at Section P for examples of the proofs we will accept.

If you and your partner do not have any income please tell us how are you meeting your essential living expenses. e.g. food, heating etc?

You

Your partner

Tell us any other names you have used?

Your E-Mail Address

Your daytime phone number (including mobile number)

CHANGES IN YOUR ADDRESS

If you have moved home in the last 12 months, please tell us your last address

What date did you leave that address?

/ /

/ /

What date did the tenancy end at that address?

/ /

/ /

IMPORTANT: Have you or your partner claimed Housing Benefit or Council Tax Reduction before?

No Yes

No Yes

When did you or your partner last claim?

/ /

/ /

What address did you or your partner claim for?

Have you or your partner lived in the UK, Republic of Ireland, Channel Islands or the Isle of Man for the last 5 years?

No Yes

No Yes

The UK is England, Northern Ireland, Scotland and Wales

What is your nationality?

If your nationality is not British, on what date did you last enter and apply to stay in the UK?

/ /

/ /

We may need to contact you to help with our assessment of your claim.

Have you come to live in the UK under a sponsorship arrangement?

No Yes

No Yes

Are you or your partner in hospital?

No Yes

No Y

When did you or you partner go in?

/ /

/ /

When do you or your partner expect to come out?

/ /

/ /

If you don't know when you will leave hospital you must tell us as soon as you can.



About you and your partner - continued

Does anyone get Carer's Allowance (known before as Invalid Care Allowance) for looking after you or your partner?

If 'Yes', please say who gets it.

You

No Yes

Name

Address

Postcode

Your partner

No Yes

Name

Address

Postcode

Do you, or your partner, have a carer who lives somewhere else but provides care overnight in your home?

No Yes

No Yes

If Yes, we will contact you to find out more information which could help your claim.

Are You or Your partner:

• a full time student.

No Yes

No Yes

If Yes, we will need to see proof of your student grant or loan

• At which establishment are you studying?

• What is the name of the course?

• How many learning hours do you have each week?

 Full time student involves more than 16 learning hours per week.

 Full time student involves more than 16 learning hours per week.

• A part-time student

No Yes

No Yes

• A student nurse

No Yes

No Yes

• Severely mentally impaired

No Yes

No Yes

• Registered blind

No Yes

No Yes

• Long term sick or disabled and incapable of work

No Yes

No Yes

• In legal custody

No Yes

No Yes

If Yes, start date / /
& length of sentence

If Yes, start date / /
& length of sentence

• On remand

No Yes

No Yes

If Yes, since / /

If Yes, since / /

• Prisoner on end of custody licence or early release

No Yes

No Yes

Are you living away from home at the moment?

No Yes

If 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 and where you would normally live.

If your home has been sub-let, tell us who lives there now.



About children

Do you want to claim for any children? No Go to part C Yes

Tell us about the children you get Child Benefit for if they normally live with you and they are:

- Under 16
- Aged 16 or over, but still under 20 and in education doing a course not higher than GCE A Level or GNVQ (Advanced) training
- Aged 16 or 17 and registered for work or youth training

We need to see original proof of your child benefit e.g. the latest child benefit award letter.

If you are using a separate sheet, as you wish to claim for more than 5 children, please tick this box

Last name	Other names	Date of birth	Child's sex	Child's relationship to you	Child Benefit number	Who gets the Child Benefit for them?

Are you or your partner waiting to hear about a claim for child benefit? No Yes

If so, when did you or your partner claim? / /

Are any of these children registered blind? No Yes

Have you or your partner fostered a child, or become an approved foster carer in the last 12 months? No Yes

Are any of these children getting Disability Living Allowance? No Yes

If yes, please tell us the type of Disability Living Allowance, the amount and who it is for.

If you answered yes, we will contact you to find out more information which could help your claim.

Do you have a disabled child that you consider should not share a bedroom with another person? No Yes

If any of these children have not always lived with you, please tell us the date they moved in?

Child's name:
Date moved in:

Do any of these children usually live at a different address from yours? No Yes

If 'Yes', please give child's name and the address:

CHILDMINDING COSTS:

Do you pay a registered childminder, nursery or after-school club any childminding costs for any of these children? No Yes

If 'Yes', it is important that you provide all the following details and proof of the costs from the provider.

Name of child	Name of childminder/nursery/school club	Registration number of minder	Hours per week?	How much do you pay per week?
				£
				£
				£
				£

If there are different costs for school holidays/term time please provide the details. We will need to see original proof of these childminding costs from the provider.



About other people who live with you

Do any adults normally live with you and your partner? No Go to part D Yes

- By adults we mean people over 16 who nobody gets Child Benefit for. This does not include joint tenants. Answer the questions on this page. If you have more than three adults living with you and your partner tell us about all of them on another piece of paper and send it with this form. If you are using a separate sheet of paper, tick this box
- We need to see original proof of their income. If you can't provide this proof we may not be able to process your claim.

EXAMPLES OF ACCEPTABLE PROOF - If they are working: their last 5 payslips if they are paid every week, their last 3 payslips if they are paid every 2 weeks, or their last 2 payslips if they are paid every month. If they are not working a letter signed by them, which allows us to check the amount of their Benefits, OR original proof of their Benefits.

	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"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
National Insurance No.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Their relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>

For example aunt daughter brother father grandson or friend

- If a member of the household is a student, studying away but who intends to return home, please include them

Is this person an adult child of the claimant/partner? No Yes No Yes No Yes

Are they currently serving in the armed forces? No Yes No Yes No Yes

Do they intend to return to this home after deployment? No Yes No Yes No Yes

Do they get Income Support, income-based Jobseeker's Allowance, Pension Credit (Guarantee Credit) or income-related Employment and Support Allowance No Yes No Yes No Yes

Do they get Disability Living Allowance or Attendance allowance? No Yes No Yes No Yes

Do they normally work for 16 hours or more a week? No Yes No Yes No Yes

We need to see original proof of their earnings. Tell us their earnings before deductions for things like National Insurance and tax.

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

Please tell us if they have any other income at all? Tell us what it is and how much they receive.

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

We need to see original proof of this Income.

Please tell us the amount of savings they have.

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



About other people who live with you - continued

	First person	Second person	Third person
Please put full names again	<input type="text"/>	<input type="text"/>	<input type="text"/>
What date did they move in?	<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"/>
Are they a student nurse, care worker, apprentice or on youth training?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> tell us which	Yes <input type="checkbox"/> tell us which	Yes <input type="checkbox"/> tell us which
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they a full time student? If you answered Yes, please state where they are studying. If they are away at university and intend returning home please tell us where they are studying and that they intend to return home.	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they pay rent to you or your partner? Rent does not mean board like an older child might pay their parent Does this include food/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"/>
	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 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 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"/>
If Yes, when are they expected to come out?	<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"/>
Are they in Hospital?	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 did they go in?	<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"/>
When are they expected to come out?	<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"/>
Are any of the people who normally live with you married, 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"/>	
<input type="text"/>	is the partner of	<input type="text"/>	



About working for an employer

Do you or your partner work for an employer? No Go to part E Yes

Answer the questions on this page. If you work for more than one employer, tell us about all the employers on another piece of paper and send it with this form.

We need to see original proof of the income you get from your job(s).

We need to see - your last 5 weeks wage slips, or, your last 3 wage slips if you are paid fortnightly, or, your last 2 wage slips if you are paid monthly.

If you haven't got the wage slips we need please use the separate proof of income sheet we have provided and give it to your employer to complete. As this is the proof of your income please make sure your employer completes and returns the form quickly. You must not delay in sending in this application form, you can send your employers form in separately.

If you are using a separate sheet, tick this box.

You

Your partner

What kind of work do you do?

What is your employer's name and address?

Postcode

Postcode

Telephone No.

Telephone No.

When did you start this job?

/ /

/ /

Are you employed for a limited period?

No Yes

No Yes

When will you finish?

When will they finish?

/ /

/ /

What is your payroll number?

How often do you get paid?

Every

Every

How much do you get paid?

£

£

When was your last pay rise?

How many hours a week do you work?

Do you pay into a private company pension scheme or personal pension scheme?

No Yes

No Yes

(Please provide original proof of this) How much?

£

£

How often?

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

No Yes

No Yes

How much?

£

£

How often?

D

About working for an employer - continued

	You	Your partner
Are you getting Statutory Maternity Pay (SMP) from your employer at the moment?	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"/>	<input type="text"/>
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"/>
What is it for?	<input type="text"/>	<input type="text"/>
How much?	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text"/>	<input type="text"/>

E

About any other work

Do you or your partner do any other work at all? No Yes Answer the questions below.

What kind of work do you do?	<input type="text"/>	<input type="text"/>
What is the name and address of the person you do this work for?	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Postcode <input type="text"/>	Postcode <input type="text"/>
When did you start this work?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do you get paid?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<small>If you only get expenses or tips, still tick 'yes' and give details.</small>		
How much?	£ <input type="text"/>	£ <input type="text"/>
How often?	Every <input type="text"/>	Every <input type="text"/>

F

About being self-employed

Are you or your partner self-employed? No Yes Go to part G

We will need to see proof of all of your income and expenditure. This will need to be for the most recent complete financial year

If you have certified accounts we will need to see them. A Self employment questionnaire is required for all cases. Please contact the Benefit Section on 9154944 for further information.



About Benefits and Pensions

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

No Go to part H Yes

- We need to see original proof of the incomes you receive
- **We can't accept photocopies.** It will delay your claim if you don't provide any proof of your income.
- An award notice or letter from the Department of Works and Pensions office will confirm how much you get. If you have an order book please do not send this through the post - take it with your form to one of the offices that are listed inside the front page of this claim. Photocopies can be taken there for you.
- Read the list of benefits below and tell us about any you or your partner are getting now or are waiting to get. If you do not get the benefit listed, please tick the box saying 'No'. If you do, please tick the box saying 'Yes', and tell us how much you get **each week** in the box next to it.

	You				Your partner			
Attendance Allowance	No	Yes	£		No	Yes	£	
Carer's Allowance	No	Yes	£		No	Yes	£	
Child Tax Credit	No	Yes	£		No	Yes	£	
Disability Living Allowance Care Component	No	Yes	£		No	Yes	£	
Disability Living Allowance Mobility Component	No	Yes	£		No	Yes	£	
Disabled Person's Tax Credit	No	Yes	£		No	Yes	£	
Employment and Support Allowance (Contribution based)	No	Yes	£		No	Yes	£	
Fostering Allowance	No	Yes	£		No	Yes	£	
Guardian's Allowance	No	Yes	£		No	Yes	£	
Incapacity Benefit	No	Yes	£		No	Yes	£	
Industrial Injuries Disablement Benefit	No	Yes	£		No	Yes	£	
Industrial Death Benefit	No	Yes	£		No	Yes	£	
Invalid Care Allowance	No	Yes	£		No	Yes	£	
Jobseeker's Allowance (Contribution based)	No	Yes	£		No	Yes	£	
Maternity Allowance	No	Yes	£		No	Yes	£	
Pension/Savings Credit	No	Yes	£		No	Yes	£	
Personal Independence Payment: Daily Living component	No	Yes	£		No	Yes	£	
Mobility component	No	Yes	£		No	Yes	£	
Severe Disablement Allowance	No	Yes	£		No	Yes	£	
State Retirement Pension	No	Yes	£		No	Yes	£	
Statutory Maternity Pay	No	Yes	£		No	Yes	£	
Statutory Sick Pay	No	Yes	£		No	Yes	£	
War Disablement Benefit	No	Yes	£		No	Yes	£	
War/War Widow's Pension	No	Yes	£		No	Yes	£	
Widow's or Widower's Benefits	No	Yes	£		No	Yes	£	
Widowed Parent's Allowance	No	Yes	£		No	Yes	£	
Working Tax Credit	No	Yes	£		No	Yes	£	



About other money coming in

Do you or your partner, or any children you are claiming for, have any money coming in that you haven't already told us about on this form?

No

Go to part i

Yes

Answer the questions on this page

We need to see original proof of the incomes you receive.

This includes occupational pensions; annuities, maintenance or child support for you, your partner or any of the children you have told us about on this form; and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants.

You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

You

Your partner

Personal pension or pension from any previous employers

No Yes

No Yes

Who is this payment from?
We need to see some original proof of this income

How much do you get and how often?

£

£

Pension from deceased partner's former employer

No Yes

No Yes

Who is this payment from?

How much do you get and how often?

£

£

Tell us about any other money you get

Other money

What is the money for?

Who is it from?

How much do you get?

How often?

Every

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

No Yes What for?

How much? £

About any money you have to pay out

Do you pay a parental contribution to a student grant?

No

Yes

How much?

week, month
£ every



About Bank and Building Society Accounts, Capital, Savings and Investments

We must see original proof of all your capital, savings and investments. You can provide the last two monthly statements of the accounts you have. We need to see certificates of premium bonds, National Savings certificates, ISAs, stocks, shares and unit trusts. Don't post bank/building society or post office books please. Please take them with this form to any of the addresses listed at the front of this claim form. Photocopies will be taken for you.

Do you or your partner have any of the following?

If you answer 'Yes' to any of the questions below, please give the name of the bank or building society, the account number and the latest balance.

Please remember this means any accounts in your name even if they are overdrawn.

		You	Your partner
Do you or your partner have any Current Accounts? No <input type="checkbox"/> Yes <input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>
		A/C No. <input type="text"/> £ <input type="text"/>	A/C No. <input type="text"/> £ <input type="text"/>
	2	<input type="text"/>	<input type="text"/>
		A/C No. <input type="text"/> £ <input type="text"/>	A/C No. <input type="text"/> £ <input type="text"/>
	3	<input type="text"/>	<input type="text"/>
		A/C No. <input type="text"/> £ <input type="text"/>	A/C No. <input type="text"/> £ <input type="text"/>
	4	<input type="text"/>	<input type="text"/>
		A/C No. <input type="text"/> £ <input type="text"/>	A/C No. <input type="text"/> £ <input type="text"/>
Do you or your partner have any Deposit Accounts? No <input type="checkbox"/> Yes <input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>
		A/C No. <input type="text"/> £ <input type="text"/>	A/C No. <input type="text"/> £ <input type="text"/>
	2	<input type="text"/>	<input type="text"/>
		A/C No. <input type="text"/> £ <input type="text"/>	A/C No. <input type="text"/> £ <input type="text"/>
	3	<input type="text"/>	<input type="text"/>
		A/C No. <input type="text"/> £ <input type="text"/>	A/C No. <input type="text"/> £ <input type="text"/>
	4	<input type="text"/>	<input type="text"/>
		A/C No. <input type="text"/> £ <input type="text"/>	A/C No. <input type="text"/> £ <input type="text"/>
Do you or your partner have any TESSAs, PEPs or ISAs? No <input type="checkbox"/> Yes <input type="checkbox"/>	1	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>
	2	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>
	3	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>
	4	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>
Do you or your partner have any Savings in cash? No <input type="checkbox"/> Yes <input type="checkbox"/>		£ <input type="text"/>	£ <input type="text"/>



About Bank and Building Society Accounts, Capital, Savings and Investments - continued

Do you or your partner have any National Savings Certificates or National Savings Bonds or Premium Bonds? No Yes

If 'Yes', please give details of the issue number or type and the amount invested. We need to see original proof of your savings, investments

	You		Your partner	
		Amount		Amount
National Savings Certificates	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4	<input type="text"/>	<input type="text"/>	<input type="text"/>
National Savings Bond	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Bonds		<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you or your partner have any unit trusts or shares? No Yes

If 'Yes', please give the number held, the type of share, the name of the company and the last valuation

Unit Trusts	1	Number	<input type="text"/>	Number	<input type="text"/>
		Name		Name	
	2	Number	<input type="text"/>	Number	<input type="text"/>
		Name		Name	
	3	Number	<input type="text"/>	Number	<input type="text"/>
		Name		Name	
	4	Number	<input type="text"/>	Number	<input type="text"/>
		Name		Name	
Shares	1	Number	<input type="text"/>	Number	<input type="text"/>
		Name		Name	
	2	Number	<input type="text"/>	Number	<input type="text"/>
		Name		Name	
	3	Number	<input type="text"/>	Number	<input type="text"/>
		Name		Name	
	4	Number	<input type="text"/>	Number	<input type="text"/>
		Name		Name	



About Bank and Building Society Accounts, Capital, Savings and Investments - continued

Do you or your partner have any other savings, investments or trust funds? No Yes

You must provide details of all current accounts and savings with a bank or building society, post office accounts, premium bonds or stocks and shares.

You

Your partner

How much are they worth?

£

£

Have you or your partner received any backdated benefit or deferred payments, e.g. State Pension, which you have added to your savings? No Yes

Please give details

Have you, your partner or any children you are claiming for received any of the following:

Far Eastern Prisoner of War Compensation payment

No Yes We will write to you about this.

No Yes We will write to you about this.

Compensation payment made to victims of atrocities that happened during the Second World War?

Payment from the vCJD (Creutzfeldt-Jacob Disease) Trust.

We need to know this to make sure we do not count it as part of your savings.

Property or Land

Do you own the property you live in? No Yes

Do you share responsibility for the Council Tax for your property? No Yes

If Yes, who else pays the Council Tax?

Did you previously own or have any share in the property you are now renting? No Yes

Do you or your partner own or have a share in any other property or land (either in the UK or abroad)? No Yes

Please give details, including address

Have you or your partner sold a property within the last 5 years? No Yes

If you have sold a property within the last 5 years we may contact you for more information

If you or you partner get rent from any Property, other than your main home, how much rent do you get?

£

How often should it be paid?



About your rent and where you live

Are you charged rent for your home? No Go to part L Yes Answer the next question

Are you charged rent by the Council? Yes Go to part L No Answer the questions below

IMPORTANT

We will need to see original proof of the rent you pay.

This can be a tenancy agreement; letter from your landlord; a rent book with a letter from your landlord; a letter from the agent.

This proof must include the following -

- The name and business address of your landlord and the managing agent.
- The date the tenancy agreement started.
- The amount that you pay.
- If your rent is paid up-to-date.
- How often you pay your rent, for example, every week etc.
- Names of all joint tenants.
- Landlord - is the person or organisation who owns the property you live in.
- Agent - is the person or organisation you pay your rent to. If you rent your accommodation through an agent, we still need the name and address of the agent.

Please note (see page 3):

Local Housing Allowance (LHA) is the way we now pay customers in private rented accommodation. It does not affect you if you live in Council rented property or in Housing Association property.

The amount of Housing Benefit will depend on the LHA rate that applies to your specific circumstances. It is based on the location & size of accommodation rather than the rent being charged.

The LHA rates are set on an annual basis (from 1.4.2013) for different sized accommodation and are updated on our website www.nottinghamcity.gov.uk

Your Rent Details

When did you start renting your home? / /

What is the start date of the tenancy? / /

When did you move to this address? / /

If you have not moved in yet, you must tell us as soon as you do.

How much rent do you pay and how often? £ Every
(week / fortnight / 4 weeks / month)

Is it a shorthold tenancy? Yes What is the end date? / /

No What type of tenancy is it?
Assured Registered Shared ownership
Boarder Other

What is your Tenancy Reference? (if you have one)

Does anyone else share the rent with you and your partner? No Yes

Tell us their names, relationship to you and your partner and if they have a separate tenancy agreement.

How much of the rent do they pay and how often? £ Paid every
(week / fortnight / 4 weeks / month)

Percentage of total rent:

Has your rent changed in the last 12 months? No Yes

If Yes, please say when it was changed / /

When is the next rent increase due? / /



About your rent and where you live - continued

Do you have any weeks when no rent is charged?

No Yes How many?

Does your rent include money for meals?

No Yes If Yes, how much?

Which meals are included?

Who pays the Council tax on your home?

You and your partner Your landlord

Someone else Tell us who else pays

Do you share responsibility for the Council Tax payments for your home?

No Yes

If 'Yes', please tell us what amount you pay, e.g. 50%.

Do you pay water charges direct to the water authority?

No Yes

Does your rent include any money for the following?

Fuel for heating; lighting; Council Tax; Hot water; Fuel for cooking; water rates; laundry; TV, video for your use only; gardening; a garage or parking space; your own clothing washed by your landlord; cleaning of your own room?

If your rent does include some of these, please tell us which ones and how much:

Do you pay any service charges separately? For example for cleaning and lighting in shared areas; an alarm system; a warden

No Yes How much and what is it for? £



About your rent and where you live - continued

About your tenancy

What is your landlord's name, address and contact number?

Telephone No:

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

Does the landlord/lady own the property?

No Yes

Is there any reason why your landlord cannot be contacted about your Benefit claim?

No Yes

Please give reasons:

Are you or your partner related to your landlord or agent?

No Yes

Please state your relationship & this includes related through marriage even if the marriage has ended.

Is your landlord your ex-partner?

No Yes

Is your landlord the parent of any of your children?

No Yes

Do you use your home for business?

No Yes

Do you have a main home somewhere else?

No Yes

If Yes, what is the address?

Do you occupy your accommodation as a condition of your employment?

No Yes

Do you rent your accommodation from any voluntary organisation, a religious order or a company of which you are a director or employee?

No Yes

Do you rent your accommodation from a trust of which you or any of your children are a trustee or beneficiary?

No Yes

Problems with your landlord – the law protects people living in residential property against harassment and illegal eviction. In most cases, your landlord must serve notice if they want you to leave your accommodation. It is a criminal offence to evict you without a court order.

J

About your rent and where you live - continued

Description of your accommodation

What sort of building is it?

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

Which floor is your accommodation on?

All floors in the whole building	<input type="checkbox"/>	
Basement floor	<input type="checkbox"/>	
Ground floor	<input type="checkbox"/>	
1st floor	<input type="checkbox"/>	
2nd floor	<input type="checkbox"/>	
3rd floor	<input type="checkbox"/>	

Is the property let as? **Furnished** **Partly furnished**
Minimally furnished **Unfurnished**

Does your home have a central heating system? **No** **Yes**

Who is responsible for internal decoration? **You** **Your Landlord**

How many rooms are there in the building?

	In the whole building	Those just for you and your household	Those that are shared with others
Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Living rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedsitting rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets (separate from bathroom)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have a bedroom that is only used by someone who regularly provides overnight care for you and your partner? **No** **Yes**

If you answer Yes, we may need to contact you for some more information about overnight care that may help with your claim.



About your rent and where you live - continued

Payment

IF YOU ARE A TENANT OF NOTTINGHAM CITY HOMES, PAYMENTS WILL BE MADE DIRECT TO YOUR RENT ACCOUNT.

IF YOU ARE ENTITLED TO COUNCIL TAX REDUCTION, PAYMENT WILL BE MADE DIRECT TO YOUR COUNCIL TAX ACCOUNT

A. Private Landlords' tenants

If you pay rent to a private landlord, Housing Benefit payments will usually be paid to you, direct into your bank or building society account. To pay benefit to you, we must have details of a bank or building society account. Please complete Part C. If you have circumstances that mean you may be unlikely or unable to pay your rent, or you have rent arrears, we may decide to pay your landlord.

We also may be able to pay your landlord direct if it would help you secure or retain your tenancy. For this to be considered it is implicit that the rent being charged should be both reasonable and affordable to you. The terms affordable and reasonable are not defined within our Regulations, but the guidance is that an affordable rent is one which is set at (or reduced) to the Local Housing Allowance rate based on your circumstances. The relevant Local Housing Allowance rate(s) can be found on our website: www.nottinghamcity.gov.uk. Please see Part D if you think this may apply and you would like payments to be made to your landlord.

B. Housing Association Tenants

If you are a tenant of a registered social landlord/housing association we can make Housing Benefit payments direct to your landlord. If you wish us to do this, please tick the box below and fill in your landlord's bank details in section C below.

I wish payments to be made direct to my landlord.

C. Bank or Building Society details

To pay benefit to you, we must have details of a bank or building society account. Please complete the bank details section below.

Name and Address of the bank/building society	Bank Sort Code <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Account Number <input type="text"/>
	Roll Number (if applies) <input type="text"/>
	<input type="text"/>
	Name(s) of account holders

If you do not have a bank or building society account, please contact us on 0115 9154944 or by visiting our Contact Centre.

D. Payments to landlords in special circumstances

If you have circumstances that mean you are unable to manage your financial affairs and pay your rent, we can consider making payments to your landlord. This might include special circumstances such as if you have rent arrears or have issues to do with health, disability or lifestyle that mean you have difficulty paying your rent. Please tick the box below if you believe that you will have difficulties.

I am unable to manage my affairs and pay my rent and would like my payments to be made to my landlord.

You should provide supporting evidence of the reasons why you want us to consider making payment to your landlord.

You can fill in our Safeguard policy form which can be requested by ringing 0115 915 4944 or by visting our Contact Centre.

My landlord has set the rent at an affordable level and I would like my Housing Benefit to be paid directly to my landlord.



Your Landlord

Sharing information with your landlord

Sharing information with your private landlord 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.

If you give us permission, we would be able to discuss with your landlord whether:

- you have claimed for Housing Benefit, or
- we have made a decision on your claim and made payments, or
- we need more information to make a decision on your claim, and what that information may be, or
- we need to ask the landlord to clarify, for example, how much your rent is, if it is considered affordable, if you have arrears etc.

We will not give your landlord any information about:

- your personal or household circumstances, or
- your financial circumstances.

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. If you want to give us permission to discuss your claim with your landlord, please sign below.

I give my local council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Signature



Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay from an earlier date if you have a good reason for not claiming earlier. If you need more advice on this, please contact us.

Do you want us to consider paying Housing Benefit and/or Council Tax Reduction from an earlier date?

No Yes

What date do you want to claim from?

/ /

Use part M to tell us why you didn't claim at the time. You will need to provide us with proof of your income for the period you want to claim for, give reasons why you did not make your claim at that time and provide any relevant documents that you believe will help your claim.



Anything else you need to tell us

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

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



Monitoring

We want to make sure that everyone gets a good service from us. To do this we may use the information in this section to encourage people to claim benefits they are entitled to. It may be shared with our partner agencies to improve the service you receive.

I would describe my ethnic origin as

White

- British
- Irish
- Any other white background (please specify below)

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background (please specify below)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (please specify below)
- Chinese

Black or Black British

- Caribbean
- African
- Any other Black background (please specify below)
- Other ethnic group (please specify below)

If other please specify

Disability - Do you consider yourself to be a disabled person and/or do you have any long-term illness, health problems or disability that, with or without the use of aids or medication, limits your daily activities?

No Yes



Alternative formats

If you are blind or visually impaired we can provide further correspondence in different formats. If you would like to use this service please tick which one you would like to use.

- Braille
- Audio Tape
- Large Print

A minicom (textphone) is a device used by deaf, hearing impaired and speech impaired people to communicate using the telephone. If you are deaf or hearing impaired you can contact the Benefits Office using a minicom. The telephone number is 0115 915 4085.

Do you have a minicom? No Yes

What is your telephone number?



Checklist

If you do not provide all the proof we need, we might not be able to pay you any Housing Benefit and/or Council Tax Reduction. We need the same proof for your partner, if you have one, and for any other adults living in your home.

If you cannot send the proof we need at the moment, send the form back to us now and send the proof later. We can start to process your claim, but we will not be able to pay you any Housing Benefit or Council Tax Reduction until we have all the proof.

Please do not send valuable items through the post. If you can, bring them into our enquiry counter or any of the Housing Offices listed on page 2. We will take the details we need and give you the documents back straight away.

Please tick to tell us what proof you are sending with this form, and what proof you will send later. **We must see original documents, not copies.**

	Enclosed	To follow
<p>Proof of identity This is needed for new customers who are not receiving Income Support or Job Seekers Allowance. We accept 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 need to see 2 of these documents for each person.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Proof of national insurance numbers</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Proof of capital, savings and investments Such as all your bank, building society or post office books, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts or your last 2 bank/building society accounts statements. We need to see proof of any interest or dividends you get on investments and savings.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Proof 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. Alternatively ask your employer to complete the proof of income form.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Proof of other income Such as pension slips from a former employer, proofs of annuities, or a letter from a court showing how much maintenance you are getting. We need to see proof of any money people pay you as rent.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Proof of benefits, allowances or pensions Such as award notices or letters from the Department of Works and Pensions confirming how much you get. If you do not have proof, let us know straight away.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Proof of private rent and tenancy Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord. It must have all the information we need.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Proof of other money paid out Such as letters about student grants or maintenance, agreements or receipts from registered child carers, proof of payments made to a pension scheme.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other people who live with you Proof of income, savings and investments of anybody you have entered in part C.</p>	<input type="checkbox"/>	<input type="checkbox"/>





Changes in Circumstances

You are committing a criminal offence if you do not immediately tell us of a change in your circumstances. We need to see original proof of any changes that you tell us about.

If any of the details you have given us change, you must let us know immediately.

Any changes that may result in an increase in your Housing Benefit and/or Council Tax Reduction **must be reported in writing within one calendar month of the change.**

Do not rely on someone else to pass the information on. You must explain what has changed and the date of the change.

Examples of changes you must tell us about:

- If you move.
- If you or your partner stop or start getting Income Support or Job Seeker's Allowance
- If you or your partner go into hospital for more than six weeks
- If you or your partner stop or start work
- If you or your partner's wages go up or down
- If you or your partner's occupational pension goes up or down
- If you or your partner's savings change
- If a partner, **or anyone else**, moves in or out
- If you or your partner are going to be away from home for more than 1 month
- If you receive any decision from the Home Office
- If your rent changes
- Any changes in payments you get from sub-tenants or boarders
- If you or your partner start or stop getting any state benefits, or if your benefit changes to a different benefit
- If someone you look after stops getting Attendance Allowance
- If any of your children leave school or leave home
- If you have another child
- If someone living with you, who is aged 18 or over, starts or stops work
- If the wages of someone living with you, who is aged 18 or over, go up or down
- If someone else living with you stops or starts getting Income Support or Job Seeker's Allowance
- If you or your partner's Working Tax Credit changed
- If you stop caring for someone and stop getting Invalid Care Allowance
- If anything you have told us about changes.
- If you get married or register a Civil Partnership.

This is not a full list, please ask for advice if you are not sure.

Please write immediately if there is a change in your circumstances.

IMPORTANT NOTE

If you are aged 60 or over and receive Pension Credit, either Guarantee Credit or Savings Credit, you should inform the local Pension Service of any changes to your personal circumstances.

The local Pension Service will share this information with us if it will affect the amount of Pension Credit you receive or the amount of Housing Benefit and/or Council Tax Reduction you receive.

It is important, however, to remember to tell us about any change to:

- Your rent, or
- The people who live with you.

These changes may affect the amount of Housing Benefit and/or Council Tax Reduction you get.



Useful Information

What happens next?

- We will look at your claim. If we need to check some information or ask you for more information we may write to you or we will telephone you or email you if you have provided us with your home telephone and/or your e-mail address. This will allow us to contact you quickly which may help speed up the processing of your claim.
- If we have all the information we need we will write to you telling you how much you will get and when it will start.
- Please check all the details to check if we have used the right information to work out your claim.
- If you disagree with any details please write to us straight away.
- If you are going to get Housing Benefit and/or Council Tax Reduction, it usually starts from the Monday after we receive your form unless an intention to claim has been made and recorded. Please see front page of this claim form.
- If you have to pay Council Tax, the Council Tax Reduction will reduce your Council Tax and we will then send you a new Council Tax bill.
- If you are a Council tenant your Housing Benefit will be paid directly to your rent account.
- If you have not heard from us and are worried about paying your rent or Council tax, please get in touch with the benefit office on 915 4944.

What happens after my claim is processed?

Whilst you are receiving any Housing Benefit or Council Tax Reduction a visit to your home may be arranged to make sure we have all the correct information about your claim. This is to make sure that we are paying you the right amount of benefit.

It is your responsibility to inform us about any changes in circumstances as soon as they happen. If changes are not reported straight away it may result in a large overpayment that will have to be repaid. If the delay was found to be deliberate you could even be fined or prosecuted.

Advice is also available from any of the agencies listed below.

Age Concern	844 0011	Pension Service	0845 606 0265
Help the Aged (Senior Line)	0808 800 6565	Mary Potter Joint Service Centre	(0115) 883 8000
(9am to 4pm Monday to Friday)		Meadows Advice Group	968 0197
Citizens Advice Bureau	(0115) 938 8050	Nottingham Law Centre	978 7813
Clifton Cornerstone		St. Anns Advice Group	950 6867
Joint Service Centre	(0115) 878 6100	Telephone advice is also available from:	
Bestwood Advice Centre	962 6519	Community Legal Services	
Bulwell Advice Centre	915 1500	Advice Line	0845 456 6840
Clifton Advice Centre	940 5551	National Debt Line (Debt Advice)	0808 808 4000
Forest Fields Advice Centre	962 6582	Shelterline (Housing Advice)	0808 800 4444



Declarations

Even if someone else has filled in this form for you, you must sign this declaration if you can.

Please read this declaration carefully before you sign and date it.

I understand that 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. The Council may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.

I know that I must let you know in writing about any change in circumstances which might affect my claim.

I declare that the information I have given on this form is correct and complete. I have checked the information myself or have had it read back to me.

I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.

I agree that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Reduction, or both. The Council may check some of the information with other sources as allowed by the law.

Please tick this box to confirm you/your partner have read and fully understood the declaration.

Signature of person claiming

Date

Partner's signature

Date

If this form has been filled in by someone other than the person claiming, please tell us why you are filling in this form for the person claiming.

I declare that 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

Date

Relationship to the person claiming

Telephone number: (optional but helpful if we have a query)