Housing benefit and council tax support
claim form

Name:
Address (for which you wish to claim):

Reference:
Date issued:
Date received: (office use only)
Form issued by:

Please return this form as soon as possible
Housing benefit and council tax support are normally paid from the Monday after we receive your claim. If you do not have all the documents or proof that we need, return the form anyway. You can provide the missing information later. Additional documents can be downloaded from the website and can be returned via email.
Email: benefits@cornwall.gov.uk
www.cornwall.gov.uk
To complete a telephone claim form or for help completing this form please contact us on 0300 1234 121.

Please check the checklist at Part 41, and provide your documents to us.
Notes
The outside column on each page of this form gives notes to:
- help you fill in the form correctly;
- tell you what evidence you need to provide;
- **Please only provide photocopies.**
- We can also accept clear photographs, or clear scans in PDF, Jpeg or Word document.

Identity
If this is a renewal claim, you do not have to provide proof of your identity or National Insurance (NI) number.
You can use the following documents to prove your identity.
- Recent utility bill (gas, electric, phone and so on)
- Driving licence
- Medical card
- Passport (current and valid)
- Life insurance or assurance policies
- Letters about asylum from the Home Office
- Marriage certificate
- National Insurance (NI) number card
- Certificate of employment in HM armed forces
- UK residence permit
If you are not sure about what proof we need to see, please contact us on 0300 1234 121 for help and advice.

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

Identity
We cannot deal with your claim without proof of your and your partner’s identity.
The documents listed in the notes field can help prove identity. We need some of them as proof of your income or capital, so you will need to send them in anyway.
At least one document must show your National Insurance (NI) number (and one for your partner).

Capital
If you and your partner have more than **£6000** in capital (savings, investments, land or property) we cannot pay you Council Tax Support but we can consider an award of Housing Benefit, but if you and your partner have more than **£16,000** then we cannot pay Housing Benefit either.
If you are of state retirement pension age and do not receive Guaranteed Pension Credit and your capital is less than **£16,000**, then you can still apply for Council Tax Support. If you have £16,000 or more you may still qualify for a Second Adult Rebate, see part 1 of the form.

War Pensions and War Widow’s Pensions
The National Benefits Scheme ignores £10 a week of any War Widow’s or War Disablement Pension. Cornwall Council ignores the whole of the War Widow’s or War Disablement Pension, but you must include it on your claim form.
**We may count certain benefits or pensions paid with your war pension.**

Ethnic background
Under the **Equality Act 2010**, we have a responsibility to collect details of our clients’ backgrounds. We use this information to help us with our equal opportunities policies.
This information is confidential and we will only use it to improve access to our services and help provide equal opportunities for everyone.
**You do not have to fill in this survey.**
**Part 1 Second Adult Rebate**

Do you want to apply for Second Adult Rebate only?

No  [ ] Please fill in the rest of this form.

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

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**Part 2 About you and your partner**

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

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name</td>
<td></td>
</tr>
<tr>
<td>Other names</td>
<td></td>
</tr>
<tr>
<td>Title (for example, Mr, Mrs, Miss, Ms)</td>
<td></td>
</tr>
<tr>
<td>Address that you are claiming for (including postcode)</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td>/ /</td>
</tr>
<tr>
<td>National Insurance (NI) number</td>
<td>Letters</td>
</tr>
<tr>
<td>Are you or your partner registered blind?</td>
<td>No [ ]</td>
</tr>
</tbody>
</table>

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**Second Adult Rebate for people over state retirement age only**

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

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

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

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

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**Partner**

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

We use ‘partner’ to mean:

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

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**National Insurance number**

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

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

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

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

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

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

This is our preferred method of contact.

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

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

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

More about you and your partner

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

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

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

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

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

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

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

We may need to contact you again about this.

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

### More about you and your partner

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

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

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

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

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

![⚠️ Remember – we only need to see photocopies of your documents.](image)

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

### Students

#### You

- **Are you a student?**
  - Yes
  - No

- **Please tell us the start and end dates of your academic year.**
  - Start / /  
  - End / /

- **Please tell us the start and end dates of the whole course.**
  - Start / /  
  - End / /

- **How many hours of study are there each week?**
  - Hours
  - Full time
  - Part time

- **Title of course**
  

- **Is the course you are studying further education?**
  - Yes  
  - No

- **Do you receive a loan/grant for your course?**
  - Yes
  - No

- **If you do not receive a loan/grant is one available to claim?**
  - Yes
  - No

  Please send us a copy your latest grant, loan or EMA award letter.
Short-term stays away from home

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

◆ in hospital; or
◆ in legal custody.

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

Children who live with you

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

A dependent child is someone:

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

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

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

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

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

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

Part 5 Short-term stays away from home

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

No ☐   Yes ☐

Where are you or your partner living?

Why are you or your partner away from home?

When did you or your partner leave home?  

/   /   /

When do you or your partner expect to return home?  

/   /   /

Part 6 Children who live with you

Are there any children in your household?  

No ☐ Please go to part 8.  Yes ☐ Tell us about these children.

Do you receive Child Benefit for all of these children?  

Yes ☐ No ☐ If not, please specify at Part 40.

First child

First names ____________________________ Last name ____________________________

Date of birth /   /   

Their relationship to you ____________________________

Sex □ Male □ Female

Is this child registered blind?  

Yes ☐ No ☐ If ‘Yes’, please provide proof.

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

Yes ☐ No ☐ If ‘Yes’, please provide proof.

Second child

First names ____________________________ Last name ____________________________

Date of birth /   /   

Their relationship to you ____________________________

Sex □ Male □ Female

Is this child registered blind?  

Yes ☐ No ☐ If ‘Yes’, please provide proof.

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

Yes ☐ No ☐ If ‘Yes’, please provide proof.
### Third child

<table>
<thead>
<tr>
<th>First names</th>
<th>Last name</th>
<th>Date of birth</th>
<th>Their relationship to you</th>
<th>Sex</th>
<th>Is this child registered blind?</th>
<th>Do you receive Disability Living Allowance/PIP for this child?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### Fourth child

<table>
<thead>
<tr>
<th>First names</th>
<th>Last name</th>
<th>Date of birth</th>
<th>Sex</th>
<th>Is this child registered blind?</th>
<th>Do you receive Disability Living Allowance/PIP for this child?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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

### Childcare costs

If any of the children shown in part 6 are cared for by someone else (This includes after-school clubs and childminders), you may be entitled to childcare costs.

<table>
<thead>
<tr>
<th>Name</th>
<th>How much you pay</th>
<th>How often</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td></td>
<td>£</td>
<td>Every</td>
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<td></td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td></td>
<td>£</td>
<td>Every</td>
</tr>
</tbody>
</table>

If you pay for childcare we may decide not to include some of your earnings in our Housing Benefit and Council Tax Support calculation. The answers you give to the questions opposite will decide whether you qualify for this extra help.

If you are telling us about how much you pay and so on, we will need to see proof of:
- the payments you make; and
- the childminder’s registration number (if any).
- the date this started / changed

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

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

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

If you do not provide the documents we need, we may not pay your entitlement until you do.
**Part 7 Childcare costs (continued)**

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

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (including postcode)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are the children cared for at this address? No [ ] Yes [ ]

Where are they cared for? [ ]

Is the childminder registered? No [ ] Yes [ ]

What is their registration number? [ ]

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

If yes, please specify [ ]

Do you pay different amounts at different times? (for example, in school term-time and school holidays) No [ ] Yes [ ]

Please give details in part 40.

**Part 8 Other people who live with you**

Do any adults normally live with you and your partner? No [ ] Yes [ ]

If yes, please go to part 10

Tell us about the other adults who live with you.

If there are more than three other adults living with you, please give details in part 40.

**First person**

<table>
<thead>
<tr>
<th>First names</th>
<th>Last name</th>
<th>Date of birth</th>
<th>National Insurance number</th>
<th>Their relationship to you</th>
<th>Do they get Income Support or income-based Jobseeker’s Allowance or income related Employment Support Allowance?</th>
<th>Do they get Universal Credit? (if yes please ensure you provide their full document award letter)</th>
<th>Are they a student, youth trainee or apprentice?</th>
<th>Do they get any other benefits? (Or does anyone receive other benefits for them?)</th>
<th>Do they normally work for 16 hours or more a week?</th>
<th>What is their total weekly income before deductions (such as tax and national insurance)?</th>
<th>Please provide proof of all income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No [ ] Yes [ ]</td>
<td>No [ ] Yes [ ]</td>
<td>No [ ] Yes [ ]</td>
<td>No [ ] Yes [ ]</td>
<td>No [ ] Yes [ ]</td>
<td>£</td>
<td></td>
</tr>
</tbody>
</table>
### Part 8 Other people who live with you (continued)

#### Second person

<table>
<thead>
<tr>
<th>First names</th>
<th>Last name</th>
<th>Date of birth</th>
<th>National Insurance number</th>
<th>Their relationship to you</th>
</tr>
</thead>
</table>

- Do they get Income Support or income-based Jobseeker’s Allowance or income related Employment Support Allowance?  
  - No [ ] Yes [ ]
- Do they get Universal Credit? (if yes please ensure you provide their full document award letter)  
  - No [ ] Yes [ ]
- Are they a student, youth trainee or apprentice?  
  - No [ ] Yes [ ]
- Do they get any other benefits? (Or does anyone receive other benefits for them?)  
  - No [ ] Yes [ ]
- Do they normally work for 16 hours or more a week?  
  - No [ ] Yes [ ] Go to next person
  - What is their total weekly income before deductions (such as tax and national insurance)?  
    - £

#### Third person

<table>
<thead>
<tr>
<th>First names</th>
<th>Last name</th>
<th>Date of birth</th>
<th>National Insurance number</th>
<th>Their relationship to you</th>
</tr>
</thead>
</table>

- Do they get Income Support or income-based Jobseeker’s Allowance or income related Employment Support Allowance?  
  - No [ ] Yes [ ]
- Do they get Universal Credit? (if yes please ensure you provide their full document award letter)  
  - No [ ] Yes [ ]
- Are they a student, youth trainee or apprentice?  
  - No [ ] Yes [ ]
- Do they get any other benefits? (Or does anyone receive other benefits for them?)  
  - No [ ] Yes [ ]
- Do they normally work for 16 hours or more a week?  
  - No [ ] Yes [ ] Go to next person
  - What is their total weekly income before deductions (such as tax and national insurance)?  
    - £

### Part 9 More about the other people who live with you

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

---

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

If you do not provide the documents we need, we may not pay your entitlement until you do.
Other people who live with you

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

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

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

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

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

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

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

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

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

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

First person

Where are they living?

When did they leave your address?  /  /  When do they expect to come home?  /  /

Second person

Where are they living?

When did they leave your address?  /  /  When do they expect to come home?  /  /

Third person

Where are they living?

When did they leave your address?  /  /  When do they expect to come home?  /  /

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

Part 10 Working while receiving benefits

You

Are you or your partner working?  Yes □  Go to Part 11.

No □  Go to the next question

Has your employment ended within the last 39 weeks?  No □  Go to Part 11.

Yes □  Go to the next question

Your Partner

Are you or your partner working?  Yes □  Go to Part 11.

No □  Go to the next question

Has your employment ended within the last 39 weeks?  No □  Go to Part 11.

Yes □  Go to the next question
Part 10 Working while receiving benefits (continued)

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

<table>
<thead>
<tr>
<th>You</th>
<th>Your Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employers name</td>
<td>Employers name</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Telephone number</td>
<td>Telephone number</td>
</tr>
<tr>
<td>Date employment ended</td>
<td>Date employment ended</td>
</tr>
</tbody>
</table>

Part 11 Disability benefits

Do you or your partner get either:  
- the care component of Disability Living Allowance;  
- Attendance Allowance;  
- Constant Attendance Allowance; or  
- Personal Independence Payments?

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please give details.</td>
<td></td>
</tr>
</tbody>
</table>

Does anybody get Carers Allowance for looking after you?

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please give their name and address.</td>
<td></td>
</tr>
</tbody>
</table>

Part 12 Guarantee part of Pension Credit

Do you get the guarantee part of Pension Credit?

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th>Applied for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to part 13.</td>
<td>Go to part 29.</td>
<td>Go to part 16.</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th>Applied for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to part 14.</td>
<td>Go to part 28.</td>
<td>Go to part 15.</td>
</tr>
</tbody>
</table>

Working while receiving benefits

Disability benefits

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

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

Pension Credit

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

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

Income Support or Income-based Job Seekers Allowance

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

**Part 14 Universal Credit**

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do you get Universal Credit?</strong></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Go to part 15.</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>How much for working?</td>
<td>£</td>
</tr>
<tr>
<td>How much for children?</td>
<td>£</td>
</tr>
<tr>
<td>Other?</td>
<td>£</td>
</tr>
</tbody>
</table>

### Income related Employment Support Allowance

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

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do you get income related Employment Support Allowance?</strong></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Go to part 16.</td>
</tr>
<tr>
<td>Yes</td>
<td>Go to part 29.</td>
</tr>
<tr>
<td>Applied for</td>
<td>Go to part 16.</td>
</tr>
</tbody>
</table>

### Contribution-based JSA/ESA

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

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do you get contribution-based Jobseeker’s Allowance?</strong></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Go to part 17.</td>
</tr>
<tr>
<td>Yes</td>
<td>How much? £</td>
</tr>
<tr>
<td>How often? Every</td>
<td></td>
</tr>
<tr>
<td><strong>Do you get contribution-based Employment and Support Allowance?</strong></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Go to part 17.</td>
</tr>
<tr>
<td>Yes</td>
<td>How much? £</td>
</tr>
<tr>
<td>How often? Every</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do you receive the support component?</strong></td>
<td>No</td>
</tr>
</tbody>
</table>
# Part 17 Land and property

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

Land and property includes:
- mobile homes;
- caravans; and
- houseboats.

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

If you rent out your land or property or you are selling it, we will need to see proof, for example:
- a statement of income from the rent you receive; or
- details from your estate agent.

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

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you own any land or property other than the home you live in the UK or abroad?</td>
<td>No ☐ Go to part 18.</td>
</tr>
<tr>
<td>Yes ☐ Please tell us where the land or property is.</td>
<td>Yes ☐ Please tell us where the land or property is.</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Ordinance Survey map reference (for land)</td>
<td></td>
</tr>
<tr>
<td>How much is it worth?</td>
<td>£</td>
</tr>
<tr>
<td>What is the value of any loan or mortgage on the land or property?</td>
<td>£</td>
</tr>
<tr>
<td>Is the property rented out or for sale?</td>
<td>No ☐</td>
</tr>
<tr>
<td>Yes ☐ Please give details in part 40. We will need to see some proof.</td>
<td>Yes ☐ Please give details in part 40. We will need to see some proof.</td>
</tr>
</tbody>
</table>

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

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

‘Capital’ means all your savings and investments. For example, it includes:
- bank current accounts;
- bank deposit accounts;
- Post Office accounts;
- Post Office card accounts (the type that State pensions and benefits are paid in to);
- building society accounts;
- Bereavement Payment;
- Premium Bonds;
- redundancy pay;
- stocks and shares;
- TESSAs;
- ISAs;
- PEPs;
- fixed-term investments; and
- money lent to you.

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

As proof of the amounts you have, we will need to see copies of:
- statements or passbooks which show all transactions for the last two months; and
- documents showing proof of ownership (for example, dividend statements and certificates).

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

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

### Part 18 Capital, including all current accounts, savings and investments

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

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

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

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>Bank name</td>
</tr>
<tr>
<td>£</td>
<td>Bank name</td>
</tr>
<tr>
<td>£</td>
<td>Bank name</td>
</tr>
<tr>
<td>£</td>
<td>Bank name</td>
</tr>
<tr>
<td>£</td>
<td>Building society name</td>
</tr>
<tr>
<td>£</td>
<td>Building society name</td>
</tr>
<tr>
<td>£</td>
<td>Building society name</td>
</tr>
<tr>
<td>£</td>
<td>Building society name</td>
</tr>
<tr>
<td>£</td>
<td>Building society name</td>
</tr>
<tr>
<td>£</td>
<td>Building society name</td>
</tr>
<tr>
<td>£</td>
<td>Post office account 1</td>
</tr>
<tr>
<td>£</td>
<td>Post office account 2</td>
</tr>
<tr>
<td>£</td>
<td>Post office card account</td>
</tr>
<tr>
<td>£</td>
<td>Internet bank account 1</td>
</tr>
<tr>
<td>£</td>
<td>Internet bank account 2</td>
</tr>
</tbody>
</table>

No [ ] Go to part 19.
Yes [ ] Please tell us about your capital, savings and investments.
### Part 18 Capital, including all current accounts, savings and investments (continued)

#### You

<table>
<thead>
<tr>
<th>£</th>
<th>Credit union name</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>Bank name</td>
</tr>
<tr>
<td>£</td>
<td>Name of stocks or shares</td>
</tr>
<tr>
<td>£</td>
<td>Name of stocks or shares</td>
</tr>
</tbody>
</table>

- **Credit union account**
- **Community bank account**
- **Stocks and shares 1**
- **Stocks and shares 2**
- **Premium Bonds**
- **Bereavement Payment**
- **ISA**
- **Fixed-term investment**
- **Redundancy pay**
- **Money left to you**

#### Your partner

<table>
<thead>
<tr>
<th>£</th>
<th>Credit union name</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>Bank name</td>
</tr>
<tr>
<td>£</td>
<td>Name of stocks or shares</td>
</tr>
<tr>
<td>£</td>
<td>Name of stocks or shares</td>
</tr>
</tbody>
</table>

- **Credit union account**
- **Community bank account**
- **Stocks and shares 1**
- **Stocks and shares 2**
- **Premium Bonds**
- **Bereavement Payment**
- **ISA**
- **Fixed-term investment**
- **Redundancy pay**
- **Money left to you**

---

**Do you or your partner have any other types of capital?**

- **No** [ ] Go to **part 19**.
- **Yes** [ ] Please give details below.

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

<table>
<thead>
<tr>
<th>£</th>
<th>Credit union name</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>Bank name</td>
</tr>
<tr>
<td>£</td>
<td>Name of stocks or shares</td>
</tr>
<tr>
<td>£</td>
<td>Name of stocks or shares</td>
</tr>
</tbody>
</table>

- **Credit union account**
- **Community bank account**
- **Stocks and shares 1**
- **Stocks and shares 2**
- **Premium Bonds**
- **Bereavement Payment**
- **ISA**
- **Fixed-term investment**
- **Redundancy pay**
- **Money left to you**

---

**Do any of the above include money from selling your home?**

- **No** [ ] Go to **part 19**.
- **Yes** [ ] Please give details below.

---

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

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

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

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

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

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

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

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

You can send the missing information later.

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

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

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

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

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

Please answer all the questions. If you do not get a benefit, please write ‘none’ in the relevant box.

<table>
<thead>
<tr>
<th>Name of disability benefit</th>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Allowance</td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td>Personal Independent Payment (Mobility)</td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td>Personal Independent Payment (Daily Living)</td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td>Disability Living Allowance (Care)</td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td>Disability Living Allowance (Mobility)</td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td>Incapacity Benefit</td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td>Severe Disablement Allowance</td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td>Carer’s Allowance</td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td>Industrial Death Benefit</td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td>Industrial Injuries Disablement Benefit</td>
<td>£</td>
<td>Every</td>
</tr>
<tr>
<td>Mobility Supplement</td>
<td>£</td>
<td>Every</td>
</tr>
</tbody>
</table>

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

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

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

Please answer all the questions.

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

<table>
<thead>
<tr>
<th>You</th>
<th>Type of pension</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>How much?</td>
<td>How often?</td>
<td>How much?</td>
</tr>
<tr>
<td>£</td>
<td>Every</td>
<td>£</td>
</tr>
<tr>
<td>£</td>
<td>Every</td>
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<tr>
<td>£</td>
<td>Every</td>
<td>£</td>
</tr>
<tr>
<td>£</td>
<td>Every</td>
<td>£</td>
</tr>
</tbody>
</table>

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

No [ ] Go to part 21.

Yes [ ] Please give details below.

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

| £       | Every       | £       | Every       |
| £       | Every       | £       | Every       |
| £       | Every       | £       | Every       |

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

Pensions

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

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

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

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

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

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

You can send the missing information later.
**Family benefits and allowances**

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

For other family benefits, we will need to see copies of:
- your latest award letter; or
- a bank statement showing the amount paid.

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

---

**Part 21 Family benefits and allowances**

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

*Please answer all the questions.*

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

<table>
<thead>
<tr>
<th>Name of benefit</th>
<th>How much?</th>
<th>How often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Benefit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fostering Allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guardian’s Allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adoption Allowance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part 22 Other benefits**

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

*Please answer all the questions.*

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

<table>
<thead>
<tr>
<th>Name of benefit</th>
<th>How much?</th>
<th>How often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Tax Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working Tax Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Deal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maternity Allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduced Earnings Allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bereavement Allowance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Widowed Parents Allowance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Other benefits**

As proof of a state benefit, credit or allowance, we will need to see copies of:
- your latest benefit, tax credit or allowance award letter; or
- a certificate properly filled in by the office responsible for paying the benefit, credit or allowance.

We can normally get proof of tax credits direct from the Department of Work and Pensions (DWP). However, it would help us if you could send or bring in proof yourself.

---

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

If you do not provide the documents we need, we may not pay your entitlement until you do.
Do you or your partner have any other unearned income?  

No ☐  
Yes ☐  

How much? £  

How often?  

Paid by  

Paid to  

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

No ☐  
Yes ☐  

Go to part 24.  

Give details below.  

This could include:  
• payments from insurance policies to cover mortgage repayments and loss of earnings  
• payments from charities  
• payments from the Infected Blood Scheme  
• payments from the Thalidomide Health Grant  
• spousal maintenance  

This could also include payments from a Home Income Plan. If so, we will need proof of:  
• any tax to pay on the income; and  
• any mortgage payments made using the income.  

It is important that you provide evidence of 'other income' even though some payments may be disregarded.  

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

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

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

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

We may ask for other proof like:
- invoices; or
- receipts.

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

Company directors

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

Registering with HMRC

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

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

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

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

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

### Part 24 Earnings from self-employment

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Are you self-employed?</strong></td>
<td><strong>Are you self-employed?</strong></td>
</tr>
<tr>
<td>No ☐</td>
<td>Go to part 25.</td>
</tr>
<tr>
<td>Yes ☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>What kind of work do you do?</strong></th>
<th><strong>What kind of work do you do?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>When did the business start?</strong></th>
<th><strong>When did the business start?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>/ / /</td>
<td>/ / /</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>What is the business name and address (including postcode)?</strong></th>
<th><strong>What is the business name and address (including postcode)?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Is there any other partners in the business?</strong></th>
<th><strong>Is there any other partners in the business?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Yes ☐</td>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Please tell us their name and address.</strong></th>
<th><strong>Please tell us their name and address.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Is the business a limited company?</strong></th>
<th><strong>Is the business a limited company?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Yes ☐</td>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>How many hours a week do you normally work?</strong></th>
<th><strong>How many hours a week do you normally work?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>How much do you earn before deductions (such as tax and National Insurance)?</strong></th>
<th><strong>How much do you earn before deductions (such as tax and National Insurance)?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Your partner</strong></th>
<th><strong>Your partner</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No ☐</td>
<td>Go to part 25.</td>
</tr>
<tr>
<td>Yes ☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Your partner</strong></th>
<th><strong>Your partner</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No ☐</td>
<td></td>
</tr>
<tr>
<td>Yes ☐</td>
<td>Please tell us their name and address.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Is the business a limited company?</strong></th>
<th><strong>Is the business a limited company?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>No ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Yes ☐</td>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>How many hours a week do you normally work?</strong></th>
<th><strong>How many hours a week do you normally work?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>How much do you earn before deductions (such as tax and National Insurance)?</strong></th>
<th><strong>How much do you earn before deductions (such as tax and National Insurance)?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>
**Part Earnings from self-employment**

<table>
<thead>
<tr>
<th>Do you get a business start-up allowance?</th>
<th>No ☐</th>
<th>Your partner: Yes ☐ How much? £</th>
<th>No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you use any part of your home for business purposes?</td>
<td>No ☐</td>
<td>Yes ☐ Please give details below.</td>
<td>No ☐</td>
</tr>
<tr>
<td>Do you have any business accounts prepared by an accountant?</td>
<td>No ☐</td>
<td>Yes ☐ Please provide these.</td>
<td>No ☐</td>
</tr>
<tr>
<td>Do you have more than one business?</td>
<td>No ☐</td>
<td>Please go to <strong>part 25</strong>.</td>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

**Part Earnings from employment**

<table>
<thead>
<tr>
<th>Do you work for an employer?</th>
<th>No ☐</th>
<th>Your partner: Yes ☐</th>
<th>No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you or your partner getting any of the following?</td>
<td>Yes ☐</td>
<td>No ☐</td>
<td>Yes ☐</td>
</tr>
<tr>
<td>Statutory Sick Pay</td>
<td>No ☐</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Statutory Maternity Pay</td>
<td>No ☐</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Statutory Paternity Pay</td>
<td>No ☐</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>Statutory Adoption Pay</td>
<td>No ☐</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
</tbody>
</table>

**Earnings from employment**

As proof of earnings from employment, we will need to see your or your partner’s copies of:
- last five payslips (if you are paid weekly);
- last two payslips (if you are paid monthly); or
- last three payslips (if you are paid every two weeks).

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

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

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

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

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

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

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

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

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

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

---

### Part 25 Earnings from employment (continued)

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

---

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

If you do not provide the documents we need, we may not pay your entitlement until you do.
### Part 26 Second job and voluntary work

<table>
<thead>
<tr>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do you or your partner have more than one job?</strong></td>
<td><strong>Do you or your partner have more than one job?</strong></td>
</tr>
<tr>
<td>No □ Go to <strong>part 27.</strong></td>
<td>No □ Go to <strong>part 27.</strong></td>
</tr>
<tr>
<td>Yes □ Please give full details below.</td>
<td>Yes □ Please give full details below.</td>
</tr>
<tr>
<td><strong>What is your job title?</strong></td>
<td><strong>What is your job title?</strong></td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td><strong>Please give your employer's name and address (including postcode and telephone number).</strong></td>
<td><strong>Please give your employer's name and address (including postcode and telephone number).</strong></td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ]</td>
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<td>[ ]</td>
<td>[ ]</td>
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<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td><strong>When did you start this job?</strong></td>
<td><strong>When did you start this job?</strong></td>
</tr>
<tr>
<td>/ /</td>
<td>/ /</td>
</tr>
<tr>
<td><strong>How many hours a week do you work?</strong></td>
<td><strong>How many hours a week do you work?</strong></td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td><strong>How much do you earn before deductions (such as tax and National Insurance)?</strong></td>
<td><strong>How much do you earn before deductions (such as tax and National Insurance)?</strong></td>
</tr>
<tr>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>How often? Every</td>
<td>How often? Every</td>
</tr>
<tr>
<td><strong>Do you receive bonuses, tips or commission?</strong></td>
<td><strong>Do you receive bonuses, tips or commission?</strong></td>
</tr>
<tr>
<td>No □</td>
<td>No □</td>
</tr>
<tr>
<td>Yes □ If yes, how much? £</td>
<td>Yes □ If yes, how much? £</td>
</tr>
<tr>
<td>How often? Every</td>
<td>How often? Every</td>
</tr>
<tr>
<td><strong>Do you expect to receive a pay increase?</strong></td>
<td><strong>Do you expect to receive a pay increase?</strong></td>
</tr>
<tr>
<td>No □</td>
<td>No □</td>
</tr>
<tr>
<td>Yes □ When is it due? / /</td>
<td>Yes □ When is it due? / /</td>
</tr>
</tbody>
</table>

---

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

If you do not provide the documents we need, we may not pay your entitlement until you do.
**Contributions to student grants**

If you or your partner pay maintenance for a son or daughter who is a student, tick ‘Yes’ and give details. As proof, we will need to see a copy of the letter that shows how much you are expected to pay.

**Private pension schemes**

If you or your partner make payments to a personal pension scheme, tick ‘Yes’ and give details. We will need to see proof of the payments you make.

**Subletting**

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

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

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

- a joint tenant; or
- a joint owner.

**Part 27 Outgoings**

<table>
<thead>
<tr>
<th>Contributions to student grants or loans</th>
<th>You</th>
<th>Your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you or your partner pay a parental contribution towards a student grant or loan?</td>
<td>No ☐ Go to the next question. ‘Private pension schemes’.</td>
<td>No ☐ Go to the next question. ‘Private pension schemes’.</td>
</tr>
<tr>
<td></td>
<td>Yes ☐ Please give details below.</td>
<td>Yes ☐ Please give details below.</td>
</tr>
</tbody>
</table>

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

**Private pension schemes**

| Are you or your partner making payments into a private pension scheme or have you or your partner made payments into a private pension scheme in the past? | No ☐ Go to part 28. | No ☐ Go to part 28. |
| | Yes ☐ Please give details below. | Yes ☐ Please give details below. |

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

**Part 28 Subletting**

| Do you or your partner rent out or sublet part of your home? | No ☐ Go to part 29. | Yes ☐ Please answer the rest of the questions in this part. |
| | How many tenants or subtenants do you have? | |
| Do you provide furniture for your tenant or subtenant? | | Do you provide meals for your tenant or subtenant? |
| First tenant’s or subtenant’s name | No ☐ | No ☐ |
| | Yes ☐ | Yes ☐ |
| Second tenant’s or subtenant’s name | No ☐ | No ☐ |
| | Yes ☐ | Yes ☐ |

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

If you do not provide the documents we need, we may not pay your entitlement until you do.
### Part 28 Subletting (continued)

<table>
<thead>
<tr>
<th>Third tenant’s or subtenant’s name</th>
<th>Do you provide furniture for your tenant or subtenant?</th>
<th>How much rent do you get from your tenant or subtenant?</th>
<th>Do you provide meals for your tenant or subtenant?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td>£</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Every</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth tenant’s or subtenant’s name</th>
<th>Do you provide furniture for your tenant or subtenant?</th>
<th>How much rent do you get from your tenant or subtenant?</th>
<th>Do you provide meals for your tenant or subtenant?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No</td>
<td>£</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Every</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

### Part 29 Do you own or rent your home?

#### Home owners

Do you or your partner own the property you are claiming for?

- No [ ] Go to the next question.
- Yes [ ] Go to **part 38**.

#### Private tenants

Do you or your partner pay rent to a private landlord?

- No [ ] Go to the next question.
- Yes [ ] Go to **part 30**.

#### Social tenants

Do you or your partner rent your home from a registered social landlord or Cornwall Council.

- No [ ] Go to the next question.
- Yes [ ] Go to the next question.

**Do you own or rent your home?**

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

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

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

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

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

A registered social landlord is a housing association.

If you have a lease that was for 21 years or more, please read the notes on the next page.
We will need to see a copy of your tenancy agreement (if you have one) plus one of the following:
- a proof-of-rent form filled in by your landlord;
- your rent book showing regular payments;
- a letter from your landlord confirming the amount of rent you pay;
- proof of rent registration from The Rent Service; or
- a current rent statement.

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

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

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

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

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

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

Tenancy details

We will need to see your tenancy agreement.

What is the tenancy start date? / / 

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

Has your rent been registered as a fair rent by the Rent Service? No Yes

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

Name 
Address 
Postcode 
Telephone number 

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

Name 
Address 
Postcode 
Telephone number 

If you are under 22 are you a care leaver? Yes No

Are you, your partner or any of your children related to, or a friend of, the owner or landlord? No Go to the next question. Yes 

What is the relationship? 

Are you or your partner renting your previous joint home from an ex-partner? No Go to the next question. Yes Please give details.

Did you or your partner ever own the property you are renting? No Go to part 31. Yes Please give details.
Trust is an agreement that property is transferred to one or more people who are known as trustees. Trustees must look after the property or deal with it for someone else (for example, a charity).

‘Company’ means a registered company.

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

If you have to live in the property as part of your job (or your partner’s job), tick ‘Yes’. If you or your partner have retired from the job which forced you to live in the property, tick ‘No’.

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

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

More tenancy details

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

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

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

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

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

How much does your landlord charge you? £

How often do you pay this amount?

- Every week
- Every two weeks
- Every four weeks
- Every month
- Every three months
- Every six months
- Other (please give details)

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

- No
- Yes

Are you behind with your rent?

- No
- Yes

Are you a joint tenant?

- No
- Yes

Who with?

Speaking to your landlord

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

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

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

We need to know what kind of property you live in. Please tick the box that best describes your home. If none of the descriptions fit your home, please use the 'Other' box to tell us what your accommodation is like.

**Flat or rooms**

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

**About your property**

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

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

---

### Part 32 Property details

#### What kind of property do you live in?

<table>
<thead>
<tr>
<th>Detached house</th>
<th>Semi-detached house</th>
<th>Terraced house</th>
<th>Detached bungalow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terraced bungalow</td>
<td>Semi-detached bungalow</td>
<td>Flat over a shop</td>
<td>Flat in a block</td>
</tr>
<tr>
<td>Flat in a house</td>
<td>Hotel or guest house</td>
<td>Hostel</td>
<td>Room or rooms</td>
</tr>
<tr>
<td>Caravan</td>
<td>Mobile home</td>
<td>Other (please give details)</td>
<td></td>
</tr>
</tbody>
</table>

#### Flat or rooms

- Do you live in a room or a flat?
  - [ ] No, Go to the next question ‘About your property’.
  - [ ] Yes, What is the number of your room or flat?

- Looking at the front of the building where do you live?
  - [ ] Front
  - [ ] Middle
  - [ ] Back
  - [ ] Right
  - [ ] Centre
  - [ ] Left

- Which floor is it on?
  - [ ] Basement
  - [ ] Ground floor
  - [ ] First floor
  - [ ] Second floor
  - [ ] Third floor
  - [ ] All floors

#### About your property

- How many floors are there in the whole building?

- Total number of rooms in your home
  - Single bedsit
  - Double bedsit
  - Bedrooms
  - Living rooms
  - Dining rooms
  - Kitchens
  - Bathrooms
  - Separate toilet

- Rooms that only you use
  - If you use all the rooms, please tick here.

- Rooms that you share
  - If you do not share any of the rooms, please tick here.

- How many designated bedrooms are there in the property?

- Have any bedrooms been adapted to meet a disability need?
  - [ ] No
  - [ ] Yes

- Have you got an additional bedroom for a disabled child?
  - [ ] No
  - [ ] Yes

- Are any bedrooms used specifically for an overnight carer?
  - [ ] No
  - [ ] Yes

---

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

If you do not provide the documents we need, we may not pay your entitlement until you do.
Part 32 Property details (continued)

Caravans and boats

Do you pay ground rent or mooring fees?

No ☐ Go to part 33.
Yes ☐ How much? £ __________ How often? Every __________

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

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

Length __________ Beam (width) __________

Part 33 More about your home

Furniture

Does your landlord provide the furniture in your home?

No ☐ Go to the next question.
Yes ☐ If yes, do they provide:

all of the furniture? ☐
some furniture? ☐
hardly any furniture? ☐

Central heating

Do you have central heating?

No ☐
Yes ☐ If yes, which type do you have?

Radiators ☐
Under-floor heating ☐

Garage

Does your rent include a garage?

No ☐ Go to part 34.
Yes ☐ Did you have a choice whether to rent the garage?

No ☐
Yes ☐

Property details

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

Central heating

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

Night-storage heaters do not count as central heating.

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

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

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

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

**Hot water, heating, fuel for cooking, lighting** – Tick ‘No’ if you pay direct to a gas, electricity, oil or other supplier, or you have a separate meter for your accommodation.

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

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

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

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

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

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

**Support service charges**

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

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

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

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

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

---

### Part 34 General service charges

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

<table>
<thead>
<tr>
<th>Service charge</th>
<th>Amount (if you know)</th>
<th>Service charge</th>
<th>Amount (if you know)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Tax</td>
<td></td>
<td>Linen</td>
<td></td>
</tr>
<tr>
<td>Water and sewerage</td>
<td></td>
<td>Lift</td>
<td></td>
</tr>
<tr>
<td>Hot water</td>
<td></td>
<td>Television licence</td>
<td></td>
</tr>
<tr>
<td>Heating</td>
<td></td>
<td>Satellite or cable TV</td>
<td></td>
</tr>
<tr>
<td>Fuel for cooking</td>
<td></td>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Lighting</td>
<td></td>
<td>Gardening</td>
<td></td>
</tr>
<tr>
<td>Laundry facilities</td>
<td></td>
<td>Cleaning your rooms</td>
<td></td>
</tr>
<tr>
<td>Laundering</td>
<td></td>
<td>Other (please give details)</td>
<td></td>
</tr>
</tbody>
</table>

**Meals**

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Evening meal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Part 35 Support service charges

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

**Maintaining the security of your home**

**Maintaining the safety of your home**

**General support**

**Personal support**

An emergency alarm system
Part 36 Payment of Housing Benefit

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

Whose name or names is the account in?
- In your name
- In your partner’s name
- In the names of both you and your partner
- In the name of your appointee (someone who acts on your behalf)

What name or names is the account in? Please write the name or names as they appear on the cheque book, passbook or statement.

Full name of bank or building society

Sort code
Account number (This is seven to ten numbers long)

More information if it is a building society account
Building society roll or reference number

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

Part 37 Direct payments

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

Would you like us to pay your Housing Benefit direct to your landlord?
- No Go to part 38. This does not automatically mean that we will pay you.
- Yes Please tell us why you cannot manage your own rent payments.

You can download a Safeguard form from our Website

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

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

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

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

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

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

Whose name or names is the account in?
- In your name
- In your partner’s name
- In the names of both you and your partner
- In the name of your appointee (someone who acts on your behalf)

What name or names is the account in? Please write the name or names as they appear on the cheque book, passbook or statement.

Full name of bank or building society

Sort code
Account number

More information if it is a building society account
Building society roll or reference number

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

Direct payments

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

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

Reasons why you cannot manage your own rent payments might include the following.
- You have a learning disability
- You have a medical condition
- You cannot read or write
- You do not speak English
- You have drug, alcohol or gambling problems
- Severe debt problems
- You are classed as bankrupt
- You cannot open a bank account
Notes

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

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

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

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

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

The sort of things we might accept as a good reason are:
• if you were seriously ill and had no one to claim for you;
• if someone who lives with you has recently died; or
• if you are or were not able to manage your affairs and no one had been appointed to deal with them.

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

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

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

Part 38 Backdating your benefit

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

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

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

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

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

Part 39 Speaking to other people

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

Previous employer ☐ Current employer ☐ Housing department ☐ CAB ☐ Landlord ☐

Landlords agent ☐ Social Services ☐ Other - please specify __________

Signature of the person claiming __________ Partner’s signature __________

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

If you do not provide the documents we need, we may not pay your entitlement until you do.
Part 40 Other information

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

If you do not have enough room, please continue on a separate sheet of paper. Please remember to add your name, address and national insurance number to any added sheets.

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

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

If you do not provide the documents we need, we may not pay your entitlement until you do.
### Part 41 Checklist

**Is your claim complete? Have you answered every question?**

*(If not, we may have to return the form to you. This will delay your claim.)*

Have you enclosed the following for you and your partner?

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- **Proof of identity**
- **Proof of National Insurance (NI) number**
- **Payslips or certificate of earnings**
- **Proof of any pensions you get**
- **Proof of any benefits, credits or allowances you get**
- **Proof of any other income you get**
- **Proof of your capital (savings and investments)**
- **Proof of rent (not needed for council tenants)**
- **Proof of payments made to a pension scheme**
- **Proof of payments made to a childminder and so on**
- **Proof of income and capital for people shown in part 8**

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**Important**

If you do not have all the proof we ask for, fill in the form and send it to us immediately.

Send us the other proof as soon as you can.

You can provide additional information and documents by using our email facility benefits@cornwall.gov.uk

If you think it will take longer than 1 month to provide the other proof, please contact us immediately on 0300 1234 121 to tell us when you can provide the missing proof.

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**Dont forget to sign the Declaration**

Once you have checked that you have filled in all of this form and have enclosed all of the proof, please read and **sign** the declaration on the next page.

Send the form to us immediately – even if you do not have all the proof.

**Remember – we will usually pay benefit from the Monday after we receive your claim.**
We will use the information we collect from this form and your proof to process your Housing Benefit and Council Tax Support claims. We may also use the information provided for staff training purposes. We may also use it to decide whether to make Discretionary Housing Payments, Exceptional Relief/Transitional Support awards or a Crisis and Care award. We may pass this information to the Department for Work and Pensions, Jobcentre Plus, other councils, HM Revenue & Customs (which used to be known as Inland Revenue), the Rent Service, the Supporting People Team or other organisations as the law allows.

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

These other organisations include government departments and local authorities.

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

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

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**Part 42 Your declaration**

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

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

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

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

**Signature of the person claiming**

**Partner’s signature**

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

/ / /  

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

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

Name of the person who filled in this form.

Signature of the person who filled in this form.

Relationship to the person claiming.

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**Data protection**

**How we collect and use information**

We will use the information we collect from this form and your proof to process your Housing Benefit and Council Tax Support claims. We may also use the information provided for staff training purposes. We may also use it to decide whether to make Discretionary Housing Payments, Exceptional Relief/Transitional Support awards or a Crisis and Care award.

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

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

These other organisations include government departments and local authorities.

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

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

Please remember only to provide photocopies of your documents.
It is important to us that your needs are met. If you need this information in another format or language please contact:
Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY
Telephone: 0300 1234 121
Email: benefits@cornwall.gov.uk
www.cornwall.gov.uk

(Please do not send benefit forms to this address)