

Information on how to read your benefit decision notice

This is your claim reference number.

Please quote this number in any correspondence.

This is your council tax account number.

This shows the council tax account that your benefit is paid to.

This is the weekly amount of benefit you are entitled to.

We have used the information you provided to assess your claim. Please contact us if your circumstances have changed.

This is the weekly amount left that you must pay.

Based on your entitlement, this is the amount of council tax that you must pay. You will be sent a council tax bill which will tell you how much your monthly instalments will be.

This tells you how the benefit will be paid.

Council tax benefit is credited to your council tax account. This is shown on your council tax bill.

This is your applicable amount.

This figure is set by central government. It is compared to your income to calculate your benefit entitlement.

This is the name and address of the claimant.

We can only discuss this claim with the person named here. If you would like us to discuss a claim with a third party, we will need written authority from you to do so.

This shows any non-dependant deductions that will reduce the benefit award.

This has been calculated based on the information you have given us about your household. If this information has changed or is incorrect, please contact us as soon as possible.

This is the information we have used to assess your benefit.

These are weekly figures. If this information has changed or is incorrect, please contact us as soon as possible.

NORWICH City Council

Benefits
Norwich City Council
City Hall
Norwich NR2 1NH
e-mail: benefits@norwich.gov.uk

BENEFIT DECISION NOTICE
Please read the enclosed notes carefully. A more detailed explanation of this calculation can be provided on request.

MR A NOTHER
1 CITY ROAD
NORWICH
NR1 1NN

Claim Reference: 1000000
Council Tax Reference: 4000000
Landlord Reference:
Rent Reference:
Date:
Benefit Enquiries: 12 Feb 2010
Telephone 0344 980 3333

REASON FOR CALCULATION: Annual Up-rating

Your Weekly Benefit Award is: £8.49
Less Overpayment Recovery: £8.49
Net Weekly Benefit Payable: £6.62
Amount you must pay weekly: £15.11
Benefit Starts on: 01 Apr 2010
Weekly Eligible Rent/Council Tax: £15.11
Method of Payment:
Frequency of Payment:
NON-DEPENDANT DEDUCTIONS: £0.00

COUNCIL TAX BENEFIT
£8.49
£8.49
£6.62
01 Apr 2010
£15.11
Credited to your Council Tax Account

NAME	GROSS INCOME (WEEKLY)	INCOME BAND	DEDUCTION (RENT)	DEDUCTION (COUNCIL TAX)

In working out your weekly benefit, we have used the following information:

FINANCIAL DETAILS:		APPLICABLE AMOUNT	
Your weekly earned income	£72.09	Family premium	£17.40
Your partner's weekly earned income	£0.00	One Parent between 18 and pension	£65.45
Any other weekly income	£0.00	Young person under 11	£57.57
Assumed Income from £7 Capital	£146.75		
TOTAL WEEKLY INCOME	£218.84	TOTAL APPLICABLE AMOUNT	£140.42
Disregarded Income	£45.30		
Less Expenses	£0.00		
INCOME USED IN CALCULATION	£173.54		

Claims: 1000000
CLM305
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YOU MUST TELL US IMMEDIATELY IF YOUR CIRCUMSTANCES CHANGE

Frequently asked questions

Do I need to reapply for benefits at the end of the tax year?

No. Your claim will continue based on your circumstances. Please tell us if there are any changes.

How much benefit will I get now?

You can find this on your benefit decision notice under 'Net weekly benefit payable'.

How much council tax do I need to pay?

Please refer to your combined council tax bill as this will show the monthly instalments, based on your weekly entitlement.

What do I need to do if my income/household/address/rent* has changed?

Inform us in writing within one month of the date of the change. You will also need to provide original documented evidence of the change.

** If you rent your home from Norwich City Council you do not need to inform us of any rent changes.*

How will my housing benefit be paid?

If you are a Norwich City Council tenant it will be credited to your rent account weekly.

If you are a private tenant it will be paid into your bank account four weekly in arrears.

If you are a housing association tenant it will either be paid into your bank account or your landlord's account four weekly in arrears.

How will my council tax benefit be paid?

It will be credited to your council tax account in a lump sum for the current financial year.