



Date issued:
Return by:

# Housing benefit and council tax reduction application

Use black ink to fill in the form.

Please complete every section of the form and answer all the questions.

Any questions that are not relevant to you should be marked 'not applicable' or crossed through.

We will use this form to consider both Housing Benefit and Council Tax Reduction, unless you state otherwise.

## Part 1 - About you and your household

I am a: Council tenant <input type="checkbox"/>	Housing association tenant <input type="checkbox"/>
Private tenant <input type="checkbox"/>	Owner occupier <input type="checkbox"/>
Have you claimed before? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, where:
Have you claimed or are you in receipt of Universal Credit? Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Claimant details

Title:	Forename:	Surname:
Date of birth:	NI number:	
Address:		
Date you moved into this address:		
Previous address:		
Contact no.:	Email address:	
Nationality:	Date first moved to UK (if applicable):	
Have you left the UK for longer than 6 months? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, what date did you leave the UK?		
Are you registered blind or disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a full time student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a recent care leaver? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, what date did you leave care?		

**Do you have a partner?** Yes  No

### Partner details

Title:	Name:	Date of birth:
NI number:		
Nationality:	Date first moved to UK (if applicable):	
Are they a full time student? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Date they moved into this address:		

**Are there any children in your household?** Yes  No

**Children** (please complete additional information sheet if you need to add more information)

Name	Male or female	Date of birth	Is child benefit received?	Is child tax credit received?	Who receives the child benefit?	Are they registered blind or disabled?

**Are there any other adults (over 16) in your household?** Yes  No

**Other adult, over 16 who nobody gets child benefit for**  
(please complete additional information sheet if you need to add more information)

Name	NI number	Date of birth	Are they a full time student?	Relationship to claimant	Are they working?

**Please consider these for second adult rebate:** Yes  No

Does anyone get carer's allowance for looking after you or your partner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does anyone stay overnight to provide care for anyone in your household?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state who:	

**Does anybody in your household have any earnings?** Yes  No

**The household has the following earnings (including self-employment):**  
(please refer to pages 8 and 9)

Household member	Amount	Frequency	Hours per week	Name of employer

Does anybody in your household have any other money coming in eg benefits or student finance? Yes  No

The household has the following money coming in (not earnings) or is waiting to hear about it (eg state benefits/pension): (please refer to pages 8 and 9)

If you are in receipt of Child Tax Credits, you will need to provide your latest award letter.

Household member	Type of income	Amount	Frequency

The household has the following bank accounts, ISAs, shares, savings, other capital – including accounts held abroad: (please refer to pages 8 and 9)

This should be completed for all accounts even if there is a zero balance.

Household member	Bank name	Type of account/ capital	Account number	Value/ balance

Do you have other property or land owned or in trust in this country or abroad with or without mortgage outstanding?

Claimant:	Yes* <input type="checkbox"/> No <input type="checkbox"/>
Partner:	Yes* <input type="checkbox"/> No <input type="checkbox"/>
Other:	Yes <input type="checkbox"/> No <input type="checkbox"/>

\*If yes, please complete second property form

Myself or my partner pay the following expenses:

Child care costs:	Yes* <input type="checkbox"/> No <input type="checkbox"/>
Name of childminder and registration no:	
Amount:	
Frequency:	

\*If yes please provide invoices showing these costs

Do you or your partner pay any private pension contributions? Yes  No

Amount:	
Frequency:	

## Part 2 – Property details

If you are a local authority tenant or you are only applying for council tax reduction you do not need to complete the following section. If that is the case, please cross it through and go directly to Part 3 unless you would like to give us information concerning a third party, please see Part 2 (sharing information).

### Rent details

Are you, or anyone in your household related to the landlord or owner? If 'yes', what relation are they to you?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your landlord your former partner, or your partner's former partner?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you previously owned this property?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you living in supported accommodation? If 'yes', who provides your care or support?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Amount of rent:	Frequency:		
Date moved in:	Joint tenancy:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Services included (eg water, heating, electricity):			
Meals:	Tenancy start date:		

Room type	Total	Own use	Shared use
Living room			
Bedsit room			
Bedrooms			
Bath/shower			
Toilet			
Kitchen			
Other			

<b>Property type</b> (please tick)			
House <input type="checkbox"/>	Bungalow <input type="checkbox"/>	Maisonette <input type="checkbox"/>	Purpose built flat <input type="checkbox"/>
Flat in house <input type="checkbox"/>	Studio flat <input type="checkbox"/>	Flat over commercial property <input type="checkbox"/>	Bedsit <input type="checkbox"/>
Room <input type="checkbox"/>	House boat <input type="checkbox"/>	Hostel <input type="checkbox"/>	Caravan <input type="checkbox"/>
Caravan site <input type="checkbox"/>	Other – give details:		

Do you and your household only occupy part of the property?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state which floor you occupy:			
If you only have one room, please indicate room number or where in the building it is located, eg front, back, left, right:			
Is the property furnished?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have central heating?
			Yes <input type="checkbox"/>
Do you have a garage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Name and address of landlord/landlord's agent – please include telephone number and email if applicable:**

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**In most cases, you will not be able to have payments made direct to your landlord. However, if you feel you are unable to manage your rent payments, please attach a separate page to explain why.**

If you rent from a housing association – would you like your benefit paid direct to them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you occupy the property as a condition of you or your partner's employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**I would like my benefit paid into this account (this cannot be a Post Office Card account).**

We must see proof that the account is in your name. This must show your name, sort code and full account number.

Name on the account:
Name of the bank/building society:
Sort code (all six numbers):
Account number (usually seven to ten digits):

### Sharing information

• I give Norwich City Council permission to share information about my claim with my partner:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• I give Norwich City Council permission to share information about my claim with my landlord/landlord's agent:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of landlord/landlord's agent:		
Telephone number:	Email address:	
• I give Norwich City Council permission to share information about my claim with a third party as specified below:		
Name/details of third party:		
Relationship to claimant:		
Telephone number:	Email address:	

### Part 3 - Other information

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can award benefit/reduction from an earlier date if you have a good reason for not claiming earlier. If you want us to consider awarding your benefit/reduction from an earlier date, tell us when you want benefit/reduction from, and why you did not apply for benefit/reduction earlier. Housing benefit can only be backdated for a maximum of one month. Council tax reduction can be backdated for a maximum of two months from the date we receive your request.

**I would like you to consider backdating my housing benefit/council tax reduction from:** .....

Please tell us your reasons for any delay in making your application: (continue on a separate sheet if necessary)
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During this earlier period, what was your household income/capital?  
(please provide proof of this)

Notes/additional information:  
(continue on a separate sheet if necessary)

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

- I understand that this claim is made to you, my local council.
- I declare that the information I have given on this form is correct and complete as far as I know and believe.
- I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action being taken.
- I agree that you will use the information I have provided to process my claim for housing benefit or application for council tax reduction, or both. You may check some of the information with other sources as allowed by the law.
- I understand that you may use any information I have provided in connection with this and any other claim for state benefits that I have made or may make. You 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.
- I know that I must let you know in writing straight away about any changes in my circumstances which might affect my claim. I understand that if I do not tell you about any changes and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- I understand that I may be prosecuted if I do not tell you about any change of circumstances.

If you do not supply **all** of the relevant proof within one month of Norwich City Council receiving this form, your claim/application may not be considered.

Signature of claimant:

Date:

Full name (print in capital letters):

Name of benefit officer:

Please use this space for any additional information.

# Seven most wanted!

Norwich City Council  
Revenues and benefits

**If you provide the following seven items we promise to process your benefit claim in the shortest possible time.**

- 1. Your fully completed and signed claim form – You must complete the whole form. Sections not relevant to you should be marked ‘not applicable’ or crossed through.**
- 2. Proof of identity for you and, if you have a partner, for him or her as well (we will need two forms of identity for each of you).**
- 3. Proof of National Insurance number for you (and your partner).**
- 4. Proof of income for you (and your partner).**
- 5. Proof of all income for anyone else living with you (including your children, other relatives/friends).**
- 6. Proof of any savings (if you or your partner jointly have more than £5,500 held in a bank account, building society, or in other forms of investment such as stocks, shares or properties).**
- 7. Proof of rent (if you pay rent to a private landlord or housing association). We will need to see both of the following:**
  - a) Proof of current rent, and**
  - b) One recent bank statement – in your name or your partner’s name so we can pay benefit to you directly.**

Every document you give us in support of your claim must be an original one, although we can accept scanned copies via email of some of the evidence required (however we cannot accept photocopies). Do not delay in sending us your claim form even if you do not have all the relevant documents now.

Please provide your supporting evidence promptly.  
You can contact us to check what can be accepted.

If you do not supply all of the relevant proof within one month of Norwich City Council receiving this form, your claim/application may not be considered.

**Have you rounded up your seven most wanted?**

**Please see overleaf for information about evidence we can accept as proof.**

# Evidence we can accept

## Proof of identity can be any of the following:

- Birth, marriage or divorce certificate, separation or annulment papers (in your current name).
- Passport (current and valid).
- TV licence in your name.
- Medical card.
- Gas, electricity, phone or water rates bill, in your name for the last quarter (but not a mobile phone bill).
- Full driving licence (photo card or paper).
- Certificate of employment in HM Forces or Merchant Navy.
- Letter from solicitor, social worker or probation officer.
- UK Border Agency documents, relating to entry into the UK.

## Proof of your National Insurance number:

- P45 or P60.
- Bank statements showing payments by direct debit for Class 2 National Insurance contributions or receipt of state benefits.
- Pay slips or salary statement or works pension statement. These must show your National Insurance number.
- Official letter sent to you by the Department for Work and Pensions, Jobcentre or HMRC tax department (not hand written).
- National Insurance card.

## Proof of income and capital:

- Payslips (your last five weekly, your last three fortnightly or your last two monthly payslips).

- Trading accounts for the last financial year if you are self-employed. If you have been trading for less than a year we will contact you regarding the information we need.
- State benefit or HMRC tax credit award letters.
- Bank, building society or post office account pass books or statements (we must see statements showing all transactions for the last two months for each account you have).
- Share certificates or dividend statements for stocks, shares and premium bonds.

## Proof of rent:

- Tenancy agreement – which is less than 52 weeks old.
- If your tenancy agreement is more than 52 weeks old we will need confirmation in writing from your landlord or property agent confirming the amount of rent you have to pay and any services included in this amount.
- Rent book.

## The evidence for proof of rent must provide the following information:

- The full name and business or home address of the owner or agent of the property.
- The date the tenancy agreement started.
- The amount of current rent payable.
- What is included in the rent eg heating, lighting, cleaning, water rates, meals, personal care, general counselling and support.
- The payment period or frequency eg weekly, monthly, four weekly.

**This is not a full list of evidence which can be accepted. Please contact us for other types of proof. Please provide proof of all your income and capital.**

**Norwich City Council: City Hall, St. Peter's Street, Norwich NR2 1NH**

**t: 0344 980 3333 e: [benefits@norwich.gov.uk](mailto:benefits@norwich.gov.uk)**



If you require this form in another language or format, eg large print, CD or Braille, please call 0344 980 3333.