

# Housing benefit and council tax benefit claim

**FRAUD.** H&F Direct is committed to tackling all benefit fraud because fraud creates poverty by reducing the total amount of money that is available to those who genuinely need it. Benefit fraud is a criminal offence and, if it is in the interests to do so, we will prosecute the offenders to make sure that they are punished.

## Guidance notes

### What is Housing Benefit?

This is a benefit to help you pay your rent, whether you pay it to a private landlord or the council. The amount of benefit you may be paid depends on your circumstances, income and how much rent you pay. Usually, the lower your income and the greater your needs, the more benefit you will get.

Housing Benefit may not cover all the rent you pay. It does not cover most service charges that may be included in your rent. If you have non-dependants living with you, such as grown-up children, we may have to reduce your benefit. If you are a private tenant, we may have to work out your benefit using a rent that is lower than the one you pay. This could apply if the rent you are charged is too high or your accommodation is too big for your needs.

### What is Council Tax Benefit?

This is a benefit to help you pay your Council Tax. There are two ways we can work out Council Tax Benefit. We usually work it out the same way we work out Housing Benefit. This means the person who is responsible for paying the Council Tax can claim benefit and we work it out using their circumstances and income. You could get benefit of up to the full amount of your Council Tax bill. If you have non-dependants living with you, such as grown-up children, we may have to reduce your benefit.

The second way we work out the benefit is known as 'Second Adult Rebate'. Again, the person responsible for paying the Council Tax can claim benefit, but this time it is worked out using the income of the non-dependant adults in the household. In this case, the most we can pay will be a quarter of the Council Tax bill.

...continued overleaf

### For office use only

Team

Date stamp

Hammersmith & Fulham Council



Claim number

**If you would like any part of this document interpreted into your own language, please phone 020 8753 4034**

#### Albanian

Nëse e dëshironi t'cilëndo pjesë të këtij dokumenti të përkthyer në gjuhën tuaj, ju lutemi telefononi në numrin 020 8753 4034

#### Amharic

ማንኛውም ክፍል የዚህ ሰነድ ወደ ምንም ተቃራኒ ቋንቋ ለማንጸባረቅ ከፈልግህ፣ እባክህ በቴሌፎን ቁጥር 020 8753 4034 ደውል።

#### Arabic

إذا كنت ترغب بالحصول على أي جزء من محتويات هذه الوثيقة بلغتك الأم، يرجى الاتصال برقم الهاتف 020 8753 4034

#### Bengali

আপনি যদি আপনার নিজের ভাষাতে এই ডকুমেন্টের কোন অংশের অনুবাদ চান তাহলে দয়া করে 020 8753 4034 নম্বরে ফোন করুন।

#### Croatian

Ukoliko želite prijevod bilo kojeg dijela ovog dokumenta na jezik kojim Vi govorite, molimo nazovite telefonski broj 020 8753 4034

#### Farsi

لطفاً اگر مایل هستید هر بخشی از این نوشتار به زبان شما ترجمه گردد، با شماره تلفن 020 8753 4034 تماس حاصل فرمایید.

#### French

Si vous souhaitez quelconque partie de ce document dans votre propre langue, appelez le 020 8753 4034

#### Polish

Jeśli życzą sobie Państwo, aby dowolna część tego dokumentu została przetłumaczona na Państwa język ojczysty, proszę zadzwonić pod numer 020 8753 4034

#### Portuguese

Se gostaria de ter qualquer parte deste documento traduzida no seu idioma, por favor telefone para 020 8753 4034

#### Serbian

Ако желите да било који део овог документа буде преведен на ваш материњи језик, молимо вас да назовете овај број телефона 020 8753 4040.

#### Somali

Haddii aad jeclaan lahayd in qayb walba oo kamid ah dukumintigan lagu turjumay luqaddaada, faclan soo wac telefoonka 020 8753 4034

#### Spanish

Si desea que le interpreten alguna parte de este documento en su idioma, por favor llame al 020 8753 4034

#### Urdu

اگر اس دستاویز کے کسی بھی حصہ کا ترجمہ آپ اپنی زبان میں حاصل کرنا چاہتے ہیں تو براہ کرم ہمارے ممبرانی پر فون کریں۔ 020 8753 4034

You cannot get benefit this way if:

- You are responsible for paying the council Tax with other people. This includes partners, joint owners and joint tenants.
- You rent part of your property to someone else.

When H&F Direct work out your Council Tax Benefit we will let you know if you can get more benefit through Second Adult Rebate, but you must send us all the proof we need.

## Couples

If you are a member of a married or unmarried couple, you need only complete one application form for both you and your partner. Both you and your partner must sign the application form.

## Students

Students can only claim Housing Benefit if they are disabled, pensioners, on Income Support or Jobseekers Allowance (Income Based), or responsible for children. The same circumstances apply for Council Tax Benefit. However, students can claim Second Adult Rebate, but only where they are the person responsible for the Council Tax. If you are the partner of a student but you are not a student yourself, you should complete this form on behalf of you and your partner. Please send proof of your partner's allowances and income as this is needed to work out your claim.

## On what date does my benefit start?

If you receive Income Support, Employment & Support Allowance (Income Related) or Jobseekers Allowance (Income Based), your Housing Benefit or Council Tax Benefit will normally start from the week after you started to receive Income Support or Jobseekers Allowance (Income Based). But please remember to claim Housing Benefit and Council Tax Benefit at the same time as you claim Income Support or Jobseekers Allowance (Income Based) from the Department of Social Security. You do this on a form you get from them (NHB1).

If you do not receive Income Support or Jobseekers Allowance (Income Based), your benefit will normally start from the week after we receive your application at the council's benefit offices. This is why it is very important that you fill in and return the form as soon as possible.

## Can my claim be backdated?

Your claim can be backdated for up to 26 weeks from the date we receive your application. However, you must prove 'good cause' for not having claimed earlier. If you think your claim should be backdated please let us know. We are unlikely to agree your request without supporting evidence.

## Free school meals and school clothing grant

**School clothing grants** - are awarded when your child enters Reception or years 3, 7 & 10. Both school clothing grants and **free school meals** are available on application to families whose children attend county or voluntary aided schools who:

- Are resident in Hammersmith & Fulham
- Are on low income as demonstrated by receipt of one of the following benefits/entitlements; Income Support, Income Based Jobseeker's Allowance, National Asylum Seekers Support Scheme (NASS) or Child Tax Credit/Pension Credit (where income is less than £16,040 and **no element of Working Tax Credit is paid**).

The clothing allowance is paid to children that are aged 4 to 7 **before** 1 September 2010 of the current year and is worth £31. The allowance rises to £79 for children aged 11 to 14 **before** 1 September 2010.

The payment of clothing grants are not paid in retrospect. The application form must be received by the Benefits department by the 31 August of the year that the child is due to receive the grant.

## Local Housing Allowance (LHA)

Local Housing Allowance is a new way of calculating Housing Benefit for private tenants only. LHA is intended to make Housing Benefit more simple and fair, but give claimants personal responsibility for paying their rent.

You will only get it if:

- you rent from a private landlord, and
- you have a low income or are getting certain welfare benefits.

## Advice

If you need advice on debt or welfare benefits, you can contact The Hammersmith & Fulham Citizen Advice Centre on 0845 458 2515 or Shepherds Bush Advice Centre on 020 8753 5913.

## 1. ABOUT YOU AND YOUR PARTNER

By partner we mean your husband or wife or someone you live with as if you were married to them.

Do you have a partner? If **no**, ignore all the questions about your partner.  Yes  No

Are you or your partner claiming Guaranteed Pension Credit, Income Support, Employment & Support Allowance (income related) or Jobseekers Allowance (income based)?  Yes  No

Are you:

claiming education benefits  the owner of your home  a private tenant

living in a hostel or hotel  a housing association tenant  a council tenant

other (please give details)

### You

Mr  Mrs  Miss  Ms

First or given names

Surname or family name

Address including flat or room number

  
  
 Postcode

Daytime telephone number

What is your nationality? Date of birth

 

Have you ever lived outside the British Isles (UK, Republic of Ireland, Channel Islands and the Isle of Man)?

Yes  No

If yes, when did you most recently come to live in the British Isles?

Date

National Insurance number

 

### Your partner

Mr  Mrs  Miss  Ms

First or given names

Surname or family name

Address including flat or room number

  
  
 Postcode

Daytime telephone number

What is your nationality? Date of birth

 

Have you ever lived outside the British Isles (UK, Republic of Ireland, Channel Islands and the Isle of Man)?

Yes  No

If yes, when did you most recently come to live in the British Isles?

Date

National Insurance number

 

**You must tell us your national insurance number, because we cannot pay you any benefit until we know it. If you, or your partner do not have a number, tell us why in the 'further information' section at the back of this form.**



## You

If you are in hospital, please give the date you were admitted

Are you registered blind?  Yes  No

If **yes**, please give the registration number

## Your partner

If you are in hospital, please give the date you were admitted

Are you registered blind?  Yes  No

If **yes**, please give the registration number

## If you can only stay in the UK for a limited period, claiming benefit could affect your right to stay at all.

If you are not sure about your immigration status, you can get advice at the Hammersmith and Fulham Law Centre, 142-144 King Street, Hammersmith W6. Phone: 020 8741 4021 from 10.00am to 1.00pm and 2.00pm to 5.00pm, Monday, Wednesday and Thursday and from 2.00pm to 5.00pm, Tuesday and Friday. An immigration advice drop-in session is also open from 5.00pm to 7.00pm every Wednesday.

## 2. YOUR ACCOMMODATION

If you are a council tenant or if you own your home, you do not need to fill in this section. Go to part 4.

### H&F Direct needs to know about the type of accommodation you live in.

The rent officer uses this information to decide whether the rent you pay is a reasonable market rent for your home and whether the size of your home is suitable for your housing needs. We use the rent officer's decision when we work out your benefit. If you want to know the rent officer's decision before you agree a tenancy, you can ask for a pre-tenancy determination.

We may work out your benefit using a rent figure that is less than the rent officer's decision.

What is your landlord's name and address?

Title  Mr  Mrs  Miss  Ms Telephone number

First or given names or company name  Surname or family name

Address

  

Postcode

If you have a managing agent/housing association, what is their name and address?

Title  Mr  Mrs  Miss  Ms Telephone number

Name of managing agent/housing association

Address

  

Postcode

Does your landlord live with you all or part of the time?

Yes  No

Has your landlord ever lived with you at this address?

Yes  No

Are you, or anyone in your household related to your landlord?

Yes  No

If YES, what is your relationship?

On what date did you, or will you, move in?

What type of accommodation do you live in? **Tick one box only.**

<input type="checkbox"/> Flat in a block	<input type="checkbox"/> Flat over shops	<input type="checkbox"/> Flat in a house	<input type="checkbox"/> Studio flat
<input type="checkbox"/> Maisonette	<input type="checkbox"/> Room or rooms	<input type="checkbox"/> Hotel	<input type="checkbox"/> Hostel
<input type="checkbox"/> Detached house	<input type="checkbox"/> Semi-detached house	<input type="checkbox"/> Terraced house	<input type="checkbox"/> Detached bungalow
<input type="checkbox"/> Terraced bungalow	<input type="checkbox"/> Semi-detached bungalow		

If you live in some other kind of accommodation, say what it is:

How many floors are there in the whole building?

Which floor do you live on (for example, basement, ground, first)?

Does your landlord furnish your home?

Yes  No

If **yes**, is it:

fully furnished  partly furnished

Who is responsible for decorating the inside of your home?

I am  the landlord is  I don't know

Does your home have central heating?

Yes  No

Does your home have a garage?

Yes  No

We need to know about the different types of rooms in your home. You must give the total **number** of each type of room because this is what the rent officer needs to know.

	Bedrooms	Bed sitters	Kitchens	Bathrooms	Living or dining room	Toilets	Other
No. of rooms in the whole property	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. of rooms for your family use only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. of rooms you share with people who are not part of your family	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tick the box if you share that room with your landlord	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Remember to tell H&F Direct about any changes straight away.  
Remember to answer all questions and send in the evidence.**

**If you live in a room in a house or a flat in a house,** please tell us where your bedroom is as you look at the house from the road of your postal address.

**If you live in a block of flats,** please tell us where your bedroom is as you look at the front door to your flat from the outside.

Is your bedroom at the:  front  centre  back

Which side is your bedroom?  left  middle  right

Which floor is your bedroom on?  Basement  Ground Floor  First floor  
 Second floor  Third floor  Attic

Other - say what

Do you let or sublet any rooms?  Yes  No If **yes**, how many rooms?

How many rooms do only you live in?  How many rooms does only the subtenant live in?

### 3. YOUR RENT

Do you share your rent with other people?  Yes  No

If **yes**, with how many people (including yourself)?

How much is your share of the rent?  £

How much is the total rent?  £

How often should you pay (weekly, monthly etc)

On which day of the week or month is your rent due?

Has the rent officer registered your rent as a fair rent?  Yes  No

Do you have any rent-free weeks when you don't have to pay rent?  Yes  No

If **yes**, how many weeks a year do you not have to pay rent?

Do you pay your water rates directly to a water company (for example, Thames Water)?  Yes  No

Do you owe your landlord arrears of rent?  Yes  No

If **yes**, by how many weeks?  What is the total amount of rent you owe?  £

**H&F Direct need to know if any services are included in your rent. If you have to pay for services by bill or by meter, or if you pay your landlord separately, you should answer NO. If you answer YES to any of the following questions, we need to know how much you pay if you know it.**

Are any of the following included in your rent?				How much do you pay?
Heating	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	<input type="text"/> £
If <b>yes</b> , does your landlord provide central heating?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Lighting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	<input type="text"/> £
Hot water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	<input type="text"/> £

Are any of the following included in your rent?

How much do you pay?

Meals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	£ <input type="text"/>
Water rates	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	£ <input type="text"/>
Council Tax	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	£ <input type="text"/>
Gas or electricity for cooking	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	£ <input type="text"/>
Personal laundry	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	£ <input type="text"/>
Garage or parking space	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	£ <input type="text"/>
General welfare and counselling	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	£ <input type="text"/>
Other (say what and how much)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	£ <input type="text"/>

If meals are included in your rent, tell us about your meal arrangements below. Please tick one box for each part of your family. By full board we mean you get at least three meals a day.

Full board	<input type="checkbox"/> I get	<input type="checkbox"/> My partner gets	<input type="checkbox"/> My children get
Breakfast only	<input type="checkbox"/> I get	<input type="checkbox"/> My partner gets	<input type="checkbox"/> My children get
Other meal arrangement	<input type="checkbox"/> I get	<input type="checkbox"/> My partner gets	<input type="checkbox"/> My children get

## EVIDENCE WE NEED

**You must provide original documents which show all the details on this list**

- the amount of rent you are charged;
- what is included, (e.g. water, heating, meals);
- the date the tenancy agreement started;
- how often you have to pay rent (for example, every week, month, four weeks and so on);
- the name and business address of your landlord; and
- the name and business address of your managing agent if you have one.

**Read the checklist in part 20 to see what you can provide**

## Sharing information with your landlord

Sometimes, sharing information with your landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. H&F Direct would only share information with your landlord if you:

- are a local authority tenant; or
- have agreed that your Housing Benefit can be paid directly to your landlord.

But in either case, under the Data Protection Act we need your permission to share information.

If you give us permission, we would be able to tell your landlord:

- whether or not you had claimed or renewed your claim for Housing Benefit and, if so,

whether we have made a decision on your claim or not; and

- if we need further information to make a decision on your claim, and if so what information this is.

Before we can make a decision on your claim there may be other information about your claim that we need to check with your landlord, such as the date your tenancy started.

If this is the case, we have to ask your landlord even if you have not given us permission to discuss your claim with them. But unless you have given us permission by signing this form, we will not discuss anything else with your landlord.

We will not give your landlord any information about:

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

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim. And if you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know.

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

**I give H&F Direct permission to share my information about the progress of my Housing Benefit claim with my landlord or their representative.**

Signature

Date



Address



Postcode

#### 4. COUNCIL TAX

Are you, or your partner, the person whose name is on the council tax bill for this address?  Yes  No If **no**, go to section 5.

If yes, tell us your account number that is shown on your bill.

If you do not know your account number, tell us which floor you live on (e.g. ground, first)

Do you, or your partner, share your council tax bill with anyone else who has to pay because they live with you or are a joint owner or a joint tenant?  Yes  No

If **yes**, give details below

Last name or family name	First name	The date they started to share bill
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 5. DEPENDENT CHILDREN

Dependent children are those under 16, and any who are 16 or over for whom you still get Child Benefit.

Do you have any dependent children living with you?  Yes  No If **no**, go to section 6

If **yes**, list them below

	Child 1	Child 2	Child 3	Child 4
Last or family name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sex (male or female)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do you/your partner, get Child Benefit for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do they have any savings or investments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do they have any other income?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Child 1	Child 2	Child 3	Child 4
If any of your children have savings and investments or any income, please give details. *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are any of your children registered blind or getting Disability Living Allowance?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If any are registered blind, what is the registration no	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of school	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address of school	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are any of your children 17 or over and still at school?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If <b>yes</b> , give the date that they will leave school	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do you, or your partner, get any money from the council or a voluntary organisation to help you look after these children?	<input type="checkbox"/> Yes <input type="checkbox"/> No			

\*If you need extra space to tell us about your dependent children, continue in the further information section at the back of the form.

## EVIDENCE WE NEED

### Please provide original documents only, not copies.

You need to bring in your current Child Benefit order book or a bank statement showing your Child Benefit being paid. We will photocopy this for you. **Do not post your order book.**

We also need to see evidence of any savings, other allowances and income of any children who you or your partner are receiving Child Benefit for.

If you are paid for looking after any of these children, we need to see the letter from the local authority department or the voluntary organisation.

## 6. OTHER PEOPLE WHO LIVE WITH YOU

You must tell H&F Direct about anyone else who lives in your home including relatives and friends.

**Do not include any boarders, lodgers or subtenants here. You should tell us about them in section 7.**

Does anyone else live with you other than boarders, lodgers or subtenants?  Yes  No

If **no**, go to section 7.

If **yes**, list them below

	Person 1	Person 2	Person 3	Person 4
Last or family name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sex (male or female)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are they joint tenants with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any of these people are joint tenants, **do not** answer the following questions about their income and personal circumstances.

	Person 1	Person 2	Person 3	Person 4
Do they work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , how much do they earn per week before tax and national insurance are deducted?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Do they work more than 16 hours a week?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do they get Income Support or Jobseekers Allowance (Income Based)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any of these people have any savings or investments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , how much?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Anyone on a Youth Training Scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , on what date does the scheme end?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Anyone in full-time higher education?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , what date does the summer term end?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do they live with you during the summer holidays?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do they usually work during the summer holidays?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , how much do they earn each week before tax and national insurance are deducted?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Do they have any other income?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , give details of the type of income and how much they get	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

If any of these people are married or living as partners, what are their names?

is the partner of

is the partner of

If you need more space to tell us about other people who live with you, continue in the further information section at the back of the form.

## EVIDENCE WE NEED

### Please provide original documents only, not copies.

- If they are working, we need to see their last five payslips if they are paid every week, their last two payslips if they are paid every month, and their last three payslips if they are paid every two weeks.
- If they are on Income Support or Jobseekers Allowance or getting any allowances or benefits, we need to see a letter from the Department for Work and Pensions showing dates and the amounts, or we need the front cover and first two pages of their current benefit order book.
- If they are on a YTS scheme or are students, we need to see a letter from the training agency or college showing the course and the dates.
- If they have any savings or any other income, we need to see their account statements and evidence of their income.

## 7. PEOPLE WHO PAY YOU RENT

Please tell us about any boarders, lodgers and subtenants here

Does anyone living in your home pay you rent?  Yes  No If **no**, go to section 8.

If **yes**, give details below.

Last or family name	First name	How much do they pay you each week?	Do you provide meals?	Do you provide heating?
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you need more space to tell us about people who pay you rent, continue in the further information section

## EVIDENCE WE NEED

### Please provide original documents only, not copies.

For tenants and subtenants, H&F Direct needs to see a copy of the rent book or rent agreement, including any agreement for providing heating.

For boarders and lodgers, we need to see evidence of the rent they pay.

**Remember to tell H&F Direct about any changes straight away.  
Remember to answer all questions and bring or send in the evidence.**

## 8. INCOME SUPPORT, EMPLOYMENT & SUPPORT ALLOWANCE (INCOME RELATED) - ESA (IR), JOBSEEKERS ALLOWANCE (INCOME BASED), OR MINIMUM INCOME GUARANTEE

Do you or your partner get Income Support, ESA (IR) or Jobseekers Allowance (income based)?

Yes  No

If **yes**, when did you start getting it?

If **no**, have you recently claimed Income Support, ESA (IR) or Jobseekers Allowance (income based) but are waiting to hear?

Yes  No

If **yes**, let us know the results of your claim and send a copy of the Department for Work and Pensions reply when you get it.

Do you or your partner get Attendance Allowance or the care component of Disability Living Allowance?

Yes  No

**You must tell H&F Direct straight away if you stop getting Income Support or Jobseekers Allowance (income based).**

We will check your entitlement to Income Support, ESA (IR), Job Seekers Allowance (income based) or Minimum Income Guarantee, with the Department for Work and Pensions. We may need to write to you about this.

## 9. MORE ABOUT YOU AND YOUR PARTNER

Answer for yourself and your partner (if applicable).

**You**

**Your partner**

Do you have any other property that you own or rent?

Yes  No

Yes  No

  
  

  
  


If **yes**, what is the address?

Postcode

Postcode

Do you have an invalid car or trike, or get an allowance towards one?

Yes  No

Yes  No

Is anyone claiming Carers Allowance for looking after you or your partner?

Yes  No

Yes  No

If **yes**, what is their name and address?

  
  

  
  


Have you claimed Carers Allowance and been refused because of your age or because you receive another benefit instead?

Yes  No

Yes  No

Are you unable to work because of an illness or disability?

Yes  No

Yes  No

If **yes**, on what date did you become unable to work?



Are you a member of a personal pension scheme or do you hold a retirement annuity contract?

Yes  No

Yes  No

## EVIDENCE WE NEED

### Please provide original documents only, not copies.

If you, or your partner, have an invalid car or trike or get an allowance towards one, we need to see the letter from the NHS or DWP that proves you are entitled to it.

If you or your partner have claimed Carers Allowance and have been refused because of your age or because you receive another benefit instead, we need to see the letter from the DWP giving details.

If you or your partner are unable to work because of an illness or disability, we need to see evidence of this from the DWP or a letter from your doctor or employer.

## 10. BANK AND BUILDING SOCIETY ACCOUNTS, CAPITAL & INVESTMENTS

You must answer **yes** or **no** to each of the following questions. People with savings of over £16,000 are not currently entitled to benefit.

### You

Do you have joint savings or investments of more than £16,000?  Yes  No

Do you have any cash savings such as money you keep at home?  Yes  No

If **yes**, how much? £

How many post office accounts do you have?

How much in total do you have in the post office accounts? £

Do you have any bank accounts - current or deposit, even if they are empty or overdrawn?  Yes  No

If **yes**, how many bank accounts do you have?

How much in total do you have in the bank accounts? £

Do you have any building society accounts, even if they are empty or overdrawn?  Yes  No

If **yes**, how many building society accounts do you have?

How much in total do you have in the building society accounts? £

Do you have any money from a redundancy payment?  Yes  No

If **yes**, how much? £

Do you have any Premium Bonds?  Yes  No

If **yes**, what value? £

### Your partner

Yes  No

Yes  No

£

£

Yes  No

£

Yes  No

£

Yes  No

£

Yes  No

£

### You

Do you have National Savings Certificates?  Yes  No

If **yes**, what value?

£

Certificate issue numbers

Do you have any stocks, shares, unit trusts, securities or bonds?

Yes  No

If **yes**, tell us which, how many and how much

£

Do you have any investments such as fixed-term investments or money invested in a business?

Yes  No

If **yes**, tell us which and how much

£

Do you own any land or other property in this country or abroad?

Yes  No

If **yes**, please give details, including the address. We may need to contact you for more information. Continue in the further information section if you need more space.

Do you have any other savings, capital or investments?

Yes  No

If **yes**, please give details. Continue in the further information section if you need more space

If any of the savings you have listed include a payment from the Macfarlane Trust, The Eileen Trust or Independent Living Fund, please give details

### Your partner

Yes  No

£

Yes  No

£

Yes  No

£

Yes  No

## EVIDENCE WE NEED

### Please provide original documents only, not copies.

Bank, post office or building society accounts: Please provide your savings book. It must be updated in the past three months. If you have bank statements, provide statements from the last two months.  
Other savings and capital: We need to see bonds, certificates or any other evidence of capital or investments.

## 11. PENSIONS

### You

### Your partner

Do you get a state retirement pension or a Widow's pension?

Yes  No

Yes  No

If **yes**, how much do you get?

£

£

How often is it paid? (e.g. every week, every month etc)

Do you get a pension from your or a partner's past job?

Yes  No

Yes  No

If **yes**, how much do you get?

£

£

How often is it paid? (e.g. every week, every month etc)

What is the employer's name and address?

Postcode

Postcode

When do you expect your next pension increase?

Do you get a War Disability or a War Widow's Pension?

Yes  No

Yes  No

If **yes**, how much do you get?

£

£

How often is it paid? (e.g. every week, every month etc)

Do you get any other pensions?

Yes  No

Yes  No

If **yes**, who pays you?

How much do you get?

£

£

## 12. ALLOWANCES, BENEFITS, TAX AND PENSION CREDITS

If you are not sure what we mean by an allowance or benefit, you should read through this section before you answer the next question.

### You

### Your partner

Do you get any allowances, benefits, tax or pension credits?

Yes  No

Yes  No

Have you claimed any other allowances, benefits or tax credits but not received them yet?

Yes  No

Yes  No

If you have answered **no** to both of the questions above, go to section 13.

If you answered **yes**, please say how much you and your partner get.

Child Benefit

**You**

**Your partner**



Jobseeker's Allowance (Contribution Based)



Incapacity Benefit



Invalidity Benefit or Invalidity Pension



Industrial Injuries Disablement Pension



Maternity Allowance



Attendance Allowance



Disability Working Allowance



Disabled Person's Tax Credit



Disability Living Allowance (Care)



Disability Living Allowance (Mobility)



Carers Allowance



Child Tax Credit



Working Tax Credit



Pension Credits



Guarantee Credit



Savings Credit



Statutory Maternity Pay from an employer



Please give the start and finish dates





Statutory Sick Pay



Please give the start and finish dates





Adoption or Custody Allowance



Please name the children this is for



Training Allowance, Training for Work Scheme or similar (please say which)



Are you getting any other allowances or benefits?  Yes  No

Yes  No

If **yes**, give details and tell us how much you get

## EVIDENCE WE NEED

### H&F Direct needs to see original evidence of all the allowances and benefits you get.

For example:

- a letter from the Department for Work and Pensions showing dates and the amounts;
- a current order book. **Do not post your order book.**
- evidence of payment into a bank account, such as a recent account statement.

If you are getting Statutory Sick Pay or Maternity Pay, we need to see your last five payslips if you are paid every week, your last two payslips if you are paid every month, or your last three payslips if you are paid every two weeks.

If you are getting a Training or Training for Work Allowance, we need to see a letter from Jobcentre Plus, Careers Office, Department of Employment or training agency.

If you are getting an adoption or custody allowance, we need to see a letter from whoever is paying the allowance, showing the amount that is paid and how often it is paid.

## 13. INCOME FROM WORK

	You	Your partner
Do you or your partner work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>no</b> , go to section 14. If <b>yes</b> , give details below.		
What is the name and address of your employer? If you are self-employed, give the name and address of your business.	<input type="text"/> <input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> <input type="text"/> Postcode
On what date did you start working for this employer?	<input type="text"/>	<input type="text"/>
What is your job title? If you are self-employed, tell us what kind of business it is	<input type="text"/>	<input type="text"/>
What is your payroll number?	<input type="text"/>	<input type="text"/>
How many hours do you normally work each week?	<input type="text"/>	<input type="text"/>
What is your gross pay before tax and national insurance are deducted?	<input type="text"/>	<input type="text"/>
How often are you paid? (e.g. every week, every month)	<input type="text"/>	<input type="text"/>
When do you expect to get your next pay rise?	<input type="text"/>	<input type="text"/>
Do you get any bonuses, commission or tips that are not included in your pay?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , how much do you get and how often?	<input type="text"/>	<input type="text"/>

### You

Do you pay towards an occupational or company pension?

Yes  No

If **yes**, how much do you pay and how often?

Do you have any other jobs?

Yes  No

If **yes**, give details.

We need to know:

- how many jobs you have;
- who you work for;
- the type of work you do;
- how much you get paid; and
- how often you get paid.

If you need more space use the further information section

### Your partner

Yes  No

Yes  No

## EVIDENCE WE NEED

**For each job you or your partner have, H&F Direct needs to see the:**

- last five payslips, if you are paid every week; last two payslips, if you are paid every month; or last three payslips, if you are paid every two weeks.
- if you cannot provide payslips, please let us know.

If you pay towards a private pension scheme and the payments are not shown on your payslips, we need to see a copy of your agreement or policy.

If you, or your partner, are self-employed and the business has been operating for more than 12 months, you will need to send your last 12 months accounts. If not, we will contact you about the information we need.

**You must provide original documents, not copies.**

## 14. OTHER INCOME

If you have any money coming in that you have not already told us about on this form, you must tell us about it here. We do not need to know about any payments you receive from The Eileen Trust, Independent Living Fund or The Macfarlane Trust.

	<b>You</b>	<b>Your partner</b>
Do you have any other income?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>no</b> , go to section 15. If <b>yes</b> , please tell us how much you get		
Student grant, student loan, award, bursary or similar	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Territorial Army earnings	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
A charitable/voluntary payment	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Maintenance from an ex-partner	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Rent from other properties	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Payment you receive under an annuity (e.g insurance policy)	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
Do you, or your partner, have any income that you have not already told us about on this form or any income you have applied for but not received yet? If <b>yes</b> , please give details. If you need more space, use the further information section	<input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>	<input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>

## EVIDENCE WE NEED

**H&F Direct needs to see original evidence of all your income. For example:**

- bank or building society account statements showing payments;
- a court order;
- receipts;
- payslips;
- a notification letter from a benefactor or the organisation that pays it;
- a grant assessment; or
- an annuity agreement or policy.

**Please provide original documents only.**

**Remember to tell H&F Direct about any changes straight away.  
Remember to answer all questions and send in the evidence.**

## 15. MONEY YOU PAY OUT

Do you, or your partner, pay for a registered childminder, a nursery place or a school's out-of-hours childcare scheme?  Yes  No

If **yes**, name of childminder  Registration No.  How much do you pay each week?  £

Do you, or your partner, make any payments for a son or daughter who is at university or college?  Yes  No

## EVIDENCE WE NEED

### H&F Direct can only accept original documents - not copies.

If you pay for childcare, we need evidence of the money you pay, such as a letter from the registered childminder, nursery or school.

If you make payments for a son or daughter who is at university or college, we need to see a copy of a letter from the college or university showing the type of course and the term dates. We also need to see a copy of any grant assessment and details of the amount you pay, including evidence of payment, for example, receipts.

## 16. PAYING HOUSING BENEFIT

### If you own your own home or you are a council tenant, please go to section 17.

Under the Local Housing Allowance (LHA) scheme, benefit payments will normally be sent direct to tenants. If you think that receiving direct payments will cause you serious problems, please complete this section of the application form and provide the evidence we need.

Please tick the box or boxes that apply to you and provide the evidence required.

#### Reason direct payment is a problem

- I have learning disabilities that make it difficult to manage my finances
- I have a medical condition or mental health problem which makes it difficult to manage my finances
- I have serious difficulties with reading and writing
- I am dealing with addiction to drugs, alcohol or gambling
- I am fleeing domestic violence
- I have recently been released from prison
- I have severe debt problems
- I am an undischarged bankrupt

#### Evidence required

- Written evidence from Social Worker Support Worker, GP, etc.
- Written evidence from Social Worker, Support Worker, GP, etc.
- Written evidence from Support Organisations
- Written evidence from Support Organisations GP, Social Services, Hospital, Care Workers, etc.
- Written evidence from Support Organisations Social Services, etc.
- Written evidence from the Prison or Probation Service
- Court Orders, CCI's, evidence from help groups, Solicitors, creditors, debt advisers, etc.
- Copy of Court Order

continued overleaf...

- I am unable to open a bank account                      Letters from banks or money advisors
- I have a history of homelessness                              Evidence from Support Organisations, Homeless Charity, etc
- None of the problems above apply to me, but direct payments will be difficult for me because:

Please use this space to tell us anything else you would like us to consider:

**If this form has been completed by someone other than the tenant, please remember to complete section 22.**

We can pay your Housing Benefit into your bank or building society or your landlord’s bank account.

**Please pay my Housing Benefit into:**     My account                       My landlords account

- if you want your Housing Benefit paid into **your account** please give **your account details below**
- if you want your benefit to be **paid to your landlord** please **give their details below** if you have them. However do not delay sending in the form if you do not have your landlord’s bank details.

**Your details**

Name of bank or building society

Name of account holder

Branch address

Postcode

Branch sort code number (this is the number at the top of your cheque)

Account number

Type of account

**Your landlords details**

Name of bank or building society

Name of account holder

Branch Address

Postcode

Branch sort code number (this is the number at the top of your cheque)

Account number

Type of account

Please see the enclosed guidance notes for the building societies and types of accounts we pay into.

**IMPORTANT:** Post Office Benefit card accounts currently only accept payments from the Department for Work and Pensions (DWP). If this is the only bank account that you have please contact the benefits service.

**17. BACKDATING**

H&F Direct normally pay benefit from the Monday after the date that we get the claim form, but if there is a special reason why you were not able to claim sooner, we may be able to backdate your claim for up to 26 weeks.

If you want us to consider backdating your claim, please explain in the further information section why you were not able to, or did not, claim from an earlier date. Tell us the date you want to claim from. You must also send us evidence or supporting information, such as a medical report of any illness. We are unlikely to agree to your request without any supporting evidence.

## 18. FURTHER INFORMATION

Use this section to tell H&F Direct about anything you did not tell us about elsewhere on the form, for example, if you ran out of space. If you know that the details you have given on this form will change in the future, tell us about it here. If you need more room please attach an extra sheet.

## 19. DWP INFORMATION

The Department for Work and Pensions (DWP) collects information for social security benefit purposes. The information we collect depends on the nature of our customer's business with us.

Under the Department's legislation, customers making a claim to an income-related benefit, eg Income Support, Pension Credit, Jobseeker's Allowance, Housing Benefit, are required to give us information on any children or other adults living with them, as this may affect the amount of benefit that is paid to them. This is because other adults (non-dependants) are expected to make a financial contribution towards housing costs, depending on their personal circumstances.

Local Authorities (LAs) administer Housing Benefit/Council Tax Benefit on behalf of the DWP and the law permits the DWP to share information about non-dependants with local authorities for Housing Benefit/Council Tax benefit purposes. Information will be passed to the relevant local authority so that they can calculate the correct amount of Housing Benefit/Council Tax Benefit to pay to our customer.

The DWP customer making the claim for benefit has provided us with the information we hold about you. If you would like to check the information, and if you live in a house that is rented by our customer, please contact your local council. In all other cases, please contact your local DWP office.

We may check that information that we have been given about you, which has been provided by the person making the claim for benefit, with other information, held by us.

We will not disclose information about you to anyone outside DWP unless the law permits us to. The DWP is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use your information, you can contact any of the Department's offices and ask for the leaflet GL33. Or you can find a copy of the leaflet on our website: [www.dwp.gov.uk](http://www.dwp.gov.uk).

**Please note, you are required to notify both H&F Direct and the DWP of any relevant changes.**

## 20. EVIDENCE CHECKLIST

Please tick to tell us what evidence you are providing with this form. **H&F Direct must see signed original documents, not copies.** Please do not send valuable items through the post. If you can, bring them to our reception. We will take the details we need and give you the documents back straightaway. If you cannot get into the office, phone us for more advice.

If you do not provide all the evidence we need, we might not be able to pay you any benefit. We need the same evidence for your partner, if you have one, and for any other adults living in your home.

If you cannot let us have the evidence we need at the moment, send the form back to us now and send the evidence within one calendar month. We can start to process your claim, but we will not be able to pay you any benefit until we have all the evidence.

### **Evidence of identity**

Passport, National ID card, Any Home Office document that includes your photograph, Current photo driving licence, Birth, adoption or marriage certificate, Divorce or annulment papers, National Insurance number card, Medical card with NHS number, Cheque or credit card, Bank statement or building society passbook, A letter from a solicitor or social worker or probation officer confirming how long they have known you, Current benefit book or notification of award with National Insurance number, Form B79 Notification of discharge from prison, Disability Freedom Pass, Valid UK residence permit, Life assurance or insurance policy documents, Tax certificate or a letter from the Inland Revenue

### **Evidence of National Insurance number**

Such a National Insurance number card, payslips or letters from Social Security or the Tax Office.

### **Evidence of private rent and tenancy**

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.

### **Evidence of household**

Child Benefit book, bank statements showing payments of Child Benefit, wageslips, Benefit books or any other income proof for anyone else in your household.

### **Evidence of capital, savings and investments**

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. We need to see this evidence for children in your household as well. The evidence you send must show details for the last two months.

### **Evidence of benefits, allowances or pensions**

Such as current award notices or letters from social security confirming how much you get. If you do not have evidence, let us know straightaway. Please do not send order books through the post.

### **Evidence of other income**

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings.

### **Evidence of earnings**

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. We will contact your employer if you do not have these payslips. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than six months, a summary of your trading records so far.

### **Evidence of money you pay out**

Letter from a childminder, nursery or school, grant assessment letter or payment receipts showing payments for a daughter or son who is at university or college.

## 21. DECLARATION

**You must read the following statements carefully and sign and date the form. If you have a partner, they must also sign the declaration.**

This is my/our claim for housing benefit/council tax benefit. I/we declare that the information I/we have given on this form is correct and complete to the best of my/our knowledge.

I/we understand that H&F Direct must protect the public funds it handles and so may use the information I/we have given on this form to prevent and detect fraud and assist in the recovery of overpaid benefits.

I/we authorise H&F Direct to make any necessary enquiries to verify the information on this form. This includes my/my partner's employers and my/my partner's bank or building society. I/we understand that you may share this information with other organisations that handle public funds.

I/we understand that I/we must provide the relevant supporting evidence within a month as listed under the evidence checklist shown opposite.

I/we authorise H&F Direct to cross check and share the information I/we have given with other sections within the council, rent officer, other councils and benefit authorities.

I/we authorise H&F Direct to make any enquiries that it thinks necessary and to visit me/us to check that the details of my/our claim are correct.

I/we understand that if I/we give information that is incorrect or incomplete or fail to report any changes which might affect my/our benefit I/we may be prosecuted, and that I/we must pay back any money that I/we are not entitled to.

I/we will tell H&F Direct straight away if my/our our claim details change including:

- if I/we stop getting Income Support, Employment & Support Allowance (Income Related) or Jobseekers Allowance. I/we will do this even if it stops for a short time.
- if I/we go on holiday, leave the country or leave this address permanently or temporarily.
- if I/we take on a temporary or permanent job;
- if me/my partner's income, or the income of anyone else living with me/my partner, changes; or
- if there is any change in the number of people living with me/my partner.

**By signing this form I/we are confirming that I/we have read and fully understood the above declaration. If you have a partner, they must also sign and date the form.**

Your signature

Date

Your partner's signature

Date

Has someone else filled in this form for you?  
If **yes**, this person must fill in the next section.

Yes

No

H&F Council is under a duty to protect the public funds it administers and to this end may use the data you have supplied for your Housing/Council Tax Benefit claim and/or Council Tax account for the purpose of the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for this purpose. For more information please see our website [www.lbhf.gov.uk](http://www.lbhf.gov.uk) or email [cafs@lbhf.gov.uk](mailto:cafs@lbhf.gov.uk).

If you have any questions or queries about your benefit or need help filling in this form, please visit H&F Direct, contact **0845 803 1020** or email [benefits@lbhf.gov.uk](mailto:benefits@lbhf.gov.uk).

## 22. IF SOMEONE ELSE HAS FILLED IN THIS FORM FOR YOU

**You must fill in this section if you have filled in the form for the claimant.**

I have filled in the form for the claimant. I have read each question to the claimant and written down their answers. I understand that I may be prosecuted if I give information that I know is incorrect or incomplete.

Your name

Your address

Your relationship to the person that you filled in the form for  
(e.g, partner, brother, landlord, friend, advice worker, appointee)

The signature of the  
person who filled in the form

Date

## 23. EQUAL OPPORTUNITIES - HOUSING FOR ALL

**Hammersmith & Fulham is a multi-racial community. We are determined to make sure that everyone has the same opportunities. We need to keep records to check that we are being fair. The questions below help us do this and will not affect the benefit you are entitled to. Completion of this section of the form is voluntary and is not part of your application for a benefit.**

**Why do H&F Direct need to know your ethnic origin?**

People who come to H&F Direct for help and services are sometimes worried that they are being treated unfairly because of their ethnic origin. By giving us information on your ethnic origin, you will help us to deal with people's worries properly. We also need to know whether we are treating everybody fairly because otherwise we may be breaking the law.

**What will we do with the information?**

H&F Direct will collect everyone's information together so we can see whether all the ethnic groups in the community are getting a fair service. We will not:

- pass on the information to anyone else
- do anything that identifies you or your ethnic origin to anyone outside the housing services department; or
- use the information to make a decision about your application.

We may use the information to tell you about other benefits that you could receive.

If you need advice on debt or welfare benefits, you can contact The Hammersmith & Fulham Citizen Advice Centre on 0845 458 2515 or Shepherds Bush Advice Centre on 020 8753 5913.

## 24. ETHNIC MONITORING

I would describe myself as: (Please tick one box only or write in)

### A. White

British

Irish

Any other white background (please write in)

### B. Mixed

White and black Caribbean

White and black African

White and Asian

Any other mixed background (please write in)

### C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background (please write in)

### D. Black or black British

Caribbean

African

Any other black background (please write in)

### E. Chinese or other ethnic group

Chinese

Other (please write in)

What is your main language?

### Please return this form to:

H&F Direct

London Borough of Hammersmith & Fulham

1st Floor, Town Hall Extension, King Street, Hammersmith London W6 9JU

**Council tenants can return this form to their local area housing office**

