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For official use only.

Name:

Address:

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..... Post Code:

CCBC RECEIVED DATE

CASE TYPE	CNT	PNT	NNT
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IDOC	
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Counter request / Phone / Other

ISSUED DATE	
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ISSUED BY	
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This publication is available in Welsh, other languages or formats on request.
Mae'r cyhoeddiad hwn ar gael yn Gymraeg ac mewn ieithoedd neu fformatau eraill ar gais.

A claim form for Housing Benefit, Local Housing Allowance and Council Tax Reduction

Notes for filling in the claim form for Housing Benefit, Local Housing Allowance and Council Tax Reduction

- About this form**

This claim form has been designed to be as easy as possible to fill in. It may be rather long but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of entitlement. You may not have to fill in all parts of the form, but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part. If you are married, in a civil partnership or have a partner, you must make a joint claim.

- About Housing Benefit, Local Housing Allowance and Council Tax Reduction**

Housing Benefit or Local Housing Allowance can pay all or part of your rent. Certain items however are not covered. Council Tax Reduction can pay all or part of your Council Tax but neither Housing Benefit, Local Housing Allowance or Council Tax Reduction can help with water charges, or mortgage payments.

- Reporting Changes Of Circumstances**

If you get Housing Benefit, Local Housing Allowance or Council Tax Reduction you are required to notify us in writing if your circumstances change. Please read Part 20 Your Duties for more details.

Notes (continued)

- **When to claim**

Claim immediately, because if you delay you could lose entitlement. All the relevant supporting proof is needed to progress your claim.

- **Filling in the form**

Use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer NO or YES questions by putting a tick in the relevant box. If you are picking from a list of answers tick the box which applies to you. Do not put a cross in any boxes. If you answer a question with a cross we have to send the form back to you and this will delay the claim.

If someone else fills in the form for you, there is a special space for them to sign - see page 27.

- **If you need help with the form**

If you need help to complete this form, contact us direct on 01443 866567 or log on to Caerphilly Housing Benefit and Council Tax Reduction - new claims website at: www.caerphilly.gov.uk

If you prefer, you could get in touch with an organisation like the Citizens Advice Bureau. You will find their addresses and phone numbers in the phone book and in Part 25 of this form.

- **Special cases**

If you are deaf or hard of hearing and British Sign Language is your main language, please let us know. We can arrange help by booking a BSL interpreter - contact us on 01443 864099.

If you are visually impaired and need help with this form, please contact us on 01433 864099 for further advice.

- **Proof**

We need to see proof of some of the things you write about on this claim form. It is essential that you read the notes on every page, as they will tell you what evidence is required. There is also a checklist at page 28 of this form to ensure you have returned all the necessary evidence. We will not pay entitlement to you until we have seen the proof that is needed. Don't forget that we need original documents. Copies are not acceptable.

If you cannot get all the proof we need straight away do not worry, send in the form to us now with the proof that you do have and let us have the missing proof within one month.

If you do not send the form in now, you could lose money. Do not send valuable items such as benefit order books, bank books or passports in the post. Claim forms and supporting documents must only be handed in at, or posted to, an office which is DESIGNATED for the receipt of claims. (Please see Part 25 of this form for a full list of all the designated offices).

- **Backdating claims**

Claims can be backdated, but only if special reasons can be shown for the delay in claiming, and these reasons applied throughout the period for which backdating is requested. If you wish to apply for backdating, please complete Part 18 of this form, and give as much information as possible.

- **What to do next**

When you have filled in the form, sign it and send it with all the documents and proof we have asked for to the following address.

HOUSING BENEFIT AND COUNCIL TAX REDUCTION OFFICE,
CAERPHILLY COUNTY BOROUGH COUNCIL,
PENALLTA HOUSE, TREDOMEN PARK
YSTRAD MYNACH, HENGOED CF82 7PG

This is the main "DESIGNATED OFFICE" for the receipt of claims and proof.

Alternatively your forms can be handed in at any of the other designated offices detailed in Part 25 of this form.

A claim form for Housing Benefit, Local Housing Allowance and Council Tax Reduction

Part 1 About you and your partner

1.0 Are you or your partner receiving Universal Credit? No
 If 'Yes', please do not complete this form. Yes
 Please contact the office for further advice.

1.1 Have you or your partner received Universal Credit in the past? No
 If 'Yes', please do not complete this form. Yes
 Please contact the office for further advice.

1.2 Are you (please tick one box)

a private tenant? a council tenant? an owner occupier?
 a housing association or social landlord tenant?

Proof of National Insurance and Identity.

We need to see proof of your National Insurance number for both YOU and your PARTNER if you have one. In addition if you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit you will also need to supply proof of your identity from the list below. Photocopies will not be accepted. Do not send valuable documents through the post. These can be taken to any of our designated offices (for details see Part 25 of this form), where they will be photocopied and returned to you immediately.

National Insurance Number

- P45
- P60
- Letters from the Department for Work and Pensions or the Tax Office
- National Insurance number card
- Payslips

Identity

- Current Passport
- Current Drivers Licence
- European Member state identity card
- Birth Certificate
- Marriage Certificate
- Medical card
- Recent Utility Bill
- UK Resident permit
- Letter from the Home Office

If you cannot send us the proof we need at the moment, send the form back to us now, and send the proof as soon as possible but within one month. We will NOT be able to pay you any entitlement until we have all your proof.

1.3 Do you have a partner who normally lives with you? No
 By partner we mean someone you are married to or live with as if you were married to them or a civil partner, or a person you live with as if you were civil partners. Yes If you have a partner, you must answer all the questions about them, as well as yourself.

	You	Your partner
1.4 Surname or family name	<input type="text"/>	<input type="text"/>
1.5 Other names	<input type="text"/>	<input type="text"/>
1.6 Any other names you have used	<input type="text"/>	<input type="text"/>
1.7 Title (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>
1.8 Address (Including room number if you have one.) Do not tell us your partner's address if it is the same as yours.	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
1.9 What date did you move to this address?	<input type="text"/>	<input type="text"/>

Proof of Address

You will need to provide proof of address for both You and Your partner. This would include:

- Recent Utility bills
- TV licence

Photocopies will not be accepted. Do not send valuable documents through the post. These can be taken to any of our designated offices (for details see Part 25 of this form), where they will be photocopied and returned to you immediately.

1.10 Date of birth / / / /

Part 1 About you and your partner continued

	Letters	Numbers	Letter	Letters	Numbers	Letter
<p>1.11 National Insurance (NI) number(s) You can find this on payslips or letters from social security or the tax office. We cannot normally decide your claim if we do not have your NI number(s). We need to see proof of this.</p>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	If you do not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>			If your partner does not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>		
<p>1.12 Have you or your partner claimed Housing Benefit, Local Housing Allowance or Council Tax Benefit/Reduction before?</p>	No <input type="checkbox"/> Yes <input type="checkbox"/>	Please tell us about it below.		No <input type="checkbox"/> Yes <input type="checkbox"/>	Please tell us about it below.	
<p>1.13 When did you last claim?</p>	<input type="text"/>			<input type="text"/>		
<p>1.14 Which council did you claim from?</p>	<input type="text"/>			<input type="text"/>		
<p>1.15 What name did you use for the claim?</p>	<input type="text"/>			<input type="text"/>		
<p>1.16 What address did you claim for?</p>	<input type="text"/>			<input type="text"/>		
	<input type="text"/>			<input type="text"/>		
	<input type="text"/>			<input type="text"/>		
	Postcode			Postcode		
<p>1.17 If you have moved from this address, have you told the council you claimed from?</p>	No <input type="checkbox"/> Yes <input type="checkbox"/>			No <input type="checkbox"/> Yes <input type="checkbox"/>		
<p>1.18 If you or your partner have moved home in the last 12 months, tell us your last address if it is different from above.</p>	<input type="text"/>			<input type="text"/>		
	<input type="text"/>			<input type="text"/>		
	<input type="text"/>			<input type="text"/>		
	Postcode			Postcode		
<p>1.19 Tell us whether you were the homeowner, a private tenant, a council tenant or a lodger at this address.</p>	<input type="text"/>			<input type="text"/>		
<p>1.20 Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last two years?</p>	No <input type="checkbox"/> Yes <input type="checkbox"/>	We will write to you about this.		No <input type="checkbox"/> Yes <input type="checkbox"/>	We will write to you about this.	
<p>1.21 What is your nationality?</p>	<input type="text"/>			<input type="text"/>		
<p>1.22 If your nationality is not British, on what date did you last enter and apply to stay in the UK? The UK is England, Northern Ireland, Scotland and Wales.</p>	<input type="text"/>			<input type="text"/>		

Part 1 About you and your partner continued

- 1.23 Are you or your partner in hospital at the moment? No Yes Please tell us about it below.
- 1.24 When did you go in? / /
- 1.25 When will you come out, if you know this? / /
- 1.26 Do you or your partner get Disability Living Allowance? No Yes How much?
Care £
Mobility £
- 1.27 Do you or your partner get Attendance Allowance? No Yes How much?
 £
- 1.28 Does anyone get Carer's Allowance for looking after you or your partner? No Yes We will write to you about this

Proof
If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit you must provide proof of your Disability Living Allowance and or Attendance Allowance by submitting your latest benefit award letter, and your bank statements showing the last 2 payments. If you are in receipt of Carers Allowance please provide your latest award letters. Photocopies will not be accepted. Do not send valuable documents through the post. These can be taken to any of our designated offices (for details see Part 25 of this form), where they will be photocopied and returned to you immediately.

- 1.29 Do you or your partner have a carer who lives somewhere else but provides care overnight in your home? No Yes We will write to you for more information
- 1.30 Have you or your partner been told that you are entitled to Carer's Allowance even if you do not receive it, because you are getting another benefit instead? No Yes We will write to you about this
- 1.31 Do you or your partner pay towards the upkeep of a student? No Yes How much do you pay and how often?
 £ every
- 1.32 Are you or your partner a student? No Yes Tell us if this is full or part time.
Full time Part Time

Proof
If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit we will need to see proof of the Grant or Loan that has been awarded to you.

Part 1 About you and your partner continued

	You	Your partner
1.33 How much of your income is taken into account when working out your grant?	£ <input type="text"/> a year	£ <input type="text"/> a year
1.34 Please tick if you or your partner are:		
• an apprentice	<input type="checkbox"/>	<input type="checkbox"/>
• on youth training	<input type="checkbox"/>	<input type="checkbox"/>
• in legal custody	<input type="checkbox"/>	<input type="checkbox"/>
• severely mentally impaired	<input type="checkbox"/>	<input type="checkbox"/>
• registered blind	<input type="checkbox"/>	<input type="checkbox"/>
• long-term sick or disabled	<input type="checkbox"/>	<input type="checkbox"/>
1.35 Do you or your partner have a vehicle from a Mobility scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

We will contact you if we need any more information.

Part 2 About children

We need to know about any children in your household who are:

- under 16,
- aged 16 or 17 and registered for work or youth training, or
- aged 16, 17 or 18 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

- 2.1 Are there any children in your household as described above?
- No Go to Part 3.
- Yes If there are more than four children, use a separate sheet of paper to tell us all the information we ask for on this page and send it with the form. If you are sending a separate sheet of paper, tick this box.

	First child	Second child	Third child	Fourth child
2.2 Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.3 Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.4 Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
2.5 What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.6 The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.7 The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.8 Usual address, if different from yours	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
2.9 Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.10 Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Proof
If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit we will need to see proof of the Grant or Loan that has been awarded to you.

Part 2 About children continued

	First child	Second child	Third child	Fourth child
2.11 Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> We need to see proof of this.
2.12 Does the child get Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
Care	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Mobility	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
2.13 Do you or your partner pay any childminding costs for this child to a registered childminder, a nursery or an after-school club? Tell us the name and registration number of the minder.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us about it below? <input type="text"/>
2.14 How much do you pay a week?	£ <input type="text"/> a week We need to see proof of this.	£ <input type="text"/> a week We need to see proof of this.	£ <input type="text"/> a week We need to see proof of this.	£ <input type="text"/> a week We need to see proof of this.

Proof
If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit proof is required of all childcare payments you make. You will need to provide receipts for 5 weeks or 2 months consecutive payments.

Part 3 About other people who live with you

Now tell us about all the people who usually live with you and your partner.
Do not tell us about people who just share a hall, bathroom or toilet with you. If you want to tell us about more than three people, use a separate sheet of paper.

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

3.1 Do any adults usually live with you and your partner?
No Go to Part 4.
Yes Fill in this section.

By *adults* we mean people aged 16 and over who nobody gets Child Benefit for.

	First person	Second person	Third person
3.2 Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.3 Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.4 Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
3.5 Their relationship to you or your partner.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger, boarder or friend.

Proof
If you are not a Council Tenant we will need to see proof of address for all your non-dependants. This would include:

- Recent Utility bills
- Telephone Bill
- Bank Statements – showing their name & address.

Photocopies will not be accepted. Do not send valuable documents through the post. These can be taken to any of our designated offices (for details see Part 25 of this form), where they will be photocopied and returned to you immediately.

Part 3 About other people who live with you continued

	First person	Second person	Third person
3.6 Do they get Income Support, Income-based Jobseeker's Allowance, Pension Credit (Guarantee Credit) or Employment and Support Allowance (income-related)?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
3.7 Do they get Disability Living Allowance or Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week
3.8 Are they registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
3.9 Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which? <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which? <input type="text"/>
3.10 Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
3.11 How much?	£ <input type="text"/> a week	£ <input type="text"/> a week	£ <input type="text"/> a week
3.12 Does this include money for food?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
3.13 Does this include money for heating?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
3.14 Are they severely mentally impaired?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
3.15 Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>
3.16 Are they in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below?
3.17 When did they go in?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
3.18 When are they due to come out (if you know)?	<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"/>

Part 3 About other people who live with you continued

	First person	Second person	Third person
3.19 Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions
3.20 Do they have any other income at all? Make sure you tell us about all other income they have. This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below?
3.21 Where does this income come from?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
3.22 Where does this income come from?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
3.23 Where does this income come from?	<input type="text"/>	<input type="text"/>	<input type="text"/>
How much is it before deductions?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Proof
 We need to see proof of all the Non-dependants income. This would include:

- Benefit award letters, with bank statements showing 2 consecutive payments.
- Payslips (last 5 if paid weekly, 3 if paid fortnightly, 2 if paid monthly)

If this proof is not supplied then we will have to deduct the maximum non-dependant deduction from your entitlement. If the non-dependant is unable to produce their payslips then they can get their employers to complete the Certificate of Earned Income Form at the back of this claim form.

Photocopies will not be accepted. Do not send valuable documents through the post. These can be taken to any of our designated offices (for details see Part 25 of this form), where they will be photocopied and returned to you immediately.

3.24 Are any of the people who normally live with you married to each other or civil partners, or living together as if they are married or civil partners?

No
 Yes Tell us their names below

is the partner of

is the partner of

Part 4 About Income Support, income-based Jobseeker's Allowance, Pension Credit and Employment and Support Allowance (income-related)

4.1 Are you or your partner getting or waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Pension Credit or Employment and Support Allowance?
 No Go to Part 5.
 Yes Answer both the questions in this part.

	You	Your partner
4.2 Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance, Pension Credit or Employment and Support Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you start getting it? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they start getting it? <input type="text"/> / <input type="text"/> / <input type="text"/>
4.3 Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Pension Credit or Employment and Support Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you claim? <input type="text"/> / <input type="text"/> / <input type="text"/> Which benefit are you getting or waiting to hear about? Income Support <input type="checkbox"/> Income Based Job Seekers Allowance <input type="checkbox"/> Pension Credit <input type="checkbox"/> Employment and Support Allowance <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they claim? <input type="text"/> / <input type="text"/> / <input type="text"/> Which benefit are you getting or waiting to hear about? Income Support <input type="checkbox"/> Income Based Job Seekers Allowance <input type="checkbox"/> Pension Credit <input type="checkbox"/> Employment and Support Allowance <input type="checkbox"/>

Proof
 If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit, we need to see proof of the benefits you are in receipt of. This will include:

- Recent award letter
- Letter from social security confirming how much you get.
- Bank statements showing 2 consecutive payments.

Photocopies will not be accepted. Do not send valuable documents through the post. These can be taken to any of our designated offices (for details see Part 25 of this form), where they will be photocopied and returned to you immediately.

Part 5 About being self-employed

5.1 Are you or your partner self-employed?
 No Go to Part 6.
 Yes Answer all the questions in this part of the form.

	You	Your partner
5.2 What kind of work do you do?	<input type="text"/>	<input type="text"/>
5.3 When did the business start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Part 5 About being self-employed continued

	You	Your partner
5.4 What is the business name and address?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode
5.5 Do you have any business partners?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their name and address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their name and address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode
5.6 What share of the business do they own?	<input type="text"/>	<input type="text"/>
5.7 How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
5.8 Do you get a Business Start-up Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text"/> £ every	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text"/> £ every
5.9 Do you pay into a private pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text"/> £ every	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text"/> £ every

PROOF

If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit, we will need to see your accounts for the last financial year, and your last 2 months bank statements for the business.

If you have been trading for less than a year you will need to complete a Self-Employed earnings form, which can be downloaded from our website www.caerphilly.gov.uk or by telephoning us on 01443 864099

Part 6 About working for an employer

6.1 Do you or your partner work for an employer?

No Go to Part 7

Yes Answer the questions on this page. If you work for more than one employer, tell us about all the other employers on a separate sheet of paper and send it with this form.
If you are sending a separate sheet of paper, tick this box.

	You	Your partner
6.2 What kind of work do you do?	<input type="text"/>	<input type="text"/>
6.3 What is your employer's name and address?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode
6.4 When did you start this job?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
6.5 What is your pay roll, employee or staff number?	<input type="text"/>	<input type="text"/>

Part 6 About working for an employer continued

<p>6.6 Are you employed for a limited period? No <input type="checkbox"/> Yes <input type="checkbox"/> When will you finish?</p> <p><input type="text" value=" / /"/></p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/> When will you finish?</p> <p><input type="text" value=" / /"/></p>
<p>6.7 How often do you get paid? Every <input type="text"/></p>	<p>Every <input type="text"/></p>
<p>6.8 How much do you get paid before tax and National Insurance are taken off? £ <input type="text"/></p>	<p>£ <input type="text"/></p>
<p>6.9 How are you paid, for example, in cash, by cheque or straight into a bank or building society account? <input type="text"/></p>	<p><input type="text"/></p>
<p>6.10 When was your last pay rise? <input type="text" value=" / /"/></p>	<p><input type="text" value=" / /"/></p>
<p>6.11 When will your next pay rise be? <input type="text" value=" / /"/></p>	<p><input type="text" value=" / /"/></p>
<p>6.12 How many hours a week do you usually work? <input type="text"/></p>	<p><input type="text"/></p>
<p>6.13 Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment? No <input type="checkbox"/> Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>6.14 When did this pay start? <input type="text" value=" / /"/></p>	<p><input type="text" value=" / /"/></p>
<p>6.15 What is your expected date of return to work? <input type="text" value=" / /"/></p>	<p><input type="text" value=" / /"/></p>
<p>6.16 Are you getting any other sick pay or maternity pay from your employer at the moment? No <input type="checkbox"/> Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>6.17 When did this pay start? <input type="text" value=" / /"/></p>	<p><input type="text" value=" / /"/></p>
<p>6.18 What is your expected date of return to work? <input type="text" value=" / /"/></p>	<p><input type="text" value=" / /"/></p>
<p>6.19 Do you pay into a private or company pension scheme? No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often?</p> <p>£ <input type="text"/> every <input type="text"/></p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often?</p> <p>£ <input type="text"/> every <input type="text"/></p>
<p>6.20 Do you get paid bonuses or tips? No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.</p>
<p>6.21 How much do you get before any deductions? £ <input type="text"/></p>	<p>£ <input type="text"/></p>
<p>6.22 How often are these paid? every <input type="text"/></p>	<p>every <input type="text"/></p>

PROOF

If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit, we will need to see proof of your income. This will include:

- Payslips (last 5 if paid weekly, 3 if paid fortnightly, 2 if paid monthly)

If you are unable to provide these, you can get your employer to complete the Certificate of Earned Income Form , which is at the back of this claim form.

Part 7 About any other work

- 7.1 Do you or your partner do any other work at all? No Go to Part 8.
 Yes Answer the questions on this page.
 This could be voluntary work or any other work, even if it is not paid work.

	You	Your partner
7.2 What other work do you do?	<input type="text"/>	<input type="text"/>
7.3 What is the name and address of the person you do this work for?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode	Postcode
7.4 When did you start this work?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
7.5 How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
7.6 Do you get paid? If you only get expenses or tips, still tick Yes and give details.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
7.7 How much do you get before any deductions?	£ <input type="text"/>	£ <input type="text"/>
7.8 How often are you paid?	<input type="text"/> every	<input type="text"/> every

PROOF

If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit, we will need to see proof of your income. This will include:

- Payslips (last 5 if paid weekly, 3 if paid fortnightly, 2 if paid monthly)

If you are unable to provide these, you can get your employer to complete the Certificate of Earned Income Form, which is at the back of this claim form.

Part 8 About benefits and pensions

- 8.1 Are you or your partner getting any benefits or waiting to hear about benefits you have claimed? No Go to Part 9.
 Yes Tell us the full rate of the benefits before any deductions.

Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Contribution-based Jobseeker's Allowance
- Maternity Allowance
- Working Tax Credit
- Incapacity Benefit
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Carer's Allowance
- Severe Disablement Allowance
- Statutory Sick Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Adoption Pay
- Employment and Support Allowance
- Guardian's Allowance
- Pension Credit (including Savings Credit)
- State Retirement Pension
- War Disablement Benefit
- War Pension or War Widows Pension
- Widowed Parent's Allowance
- Armed forces or reserve forces compensation scheme.
- Any other Social Security Benefit.

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper and send it with the form.

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

Part 8 About benefits and pensions continued

	You	Your partner
8.2 The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	£ <input type="text"/> every <input type="text"/> by <input type="text"/>	£ <input type="text"/> every <input type="text"/> by <input type="text"/>
8.3 The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	£ <input type="text"/> every <input type="text"/> by <input type="text"/>	£ <input type="text"/> every <input type="text"/> by <input type="text"/>
8.4 The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, how often and by what method?	<input type="checkbox"/> How much, how often and by what method?
	£ <input type="text"/> every <input type="text"/> by <input type="text"/>	£ <input type="text"/> every <input type="text"/> by <input type="text"/>

PROOF

If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit, we will need to see proof of any benefits or Pensions received. This will include:

- Recent FULL award letter
- Letter from social security confirming how much you get.
- Bank statements showing the last 2 consecutive payments

Photocopies will not be accepted. Do not send valuable documents through the post. These can be taken to any of our designated offices (for details see Part 25 of this form), where they will be photocopied and returned to you immediately.

Part 9 About other money coming in

9.1 Do you or your partner have any money coming in (or expect to have some money coming in) that you have not already told us about on this form?

No Go to Part 10.
 Yes Answer the questions in this part.
 You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust, the MacFarlane Trust, or the Skipton Fund.

This includes occupational pensions, work pensions and private pensions, any payment from the financial assistance scheme, maintenance or child support for you or your partner, or money from a trust fund, training allowances, a student grant or loan, and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants.

	Other money 1	Other money 2	Other money 3
9.2 What is the money for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.3 Who gets it?	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.3 How much do they get?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
9.4 How often?	Every <input type="text"/>	Every <input type="text"/>	Every <input type="text"/>
9.5 How is this paid?	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 9 About other money coming in continued

	Other money 1	Other money 2	Other money 3
9.6 When did they start getting this income?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
9.7 When is the income likely to go up?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
9.8 Does anyone owe money to you or your partner?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.
9.9 What for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.9 How much?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
9.10 Who is it owed to?	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.11 Are you or your partner expecting to get any money in the next 12 months? For example, a redundancy payment or a payment instead of notice or holiday.	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.	Yes <input type="checkbox"/> Tell us about it below.
9.12 What for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.13 How much?	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

PROOF

If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit we will need to see proof of any other monies coming in:

- Pension slips
- Award / Loan certificates
- Official letters/agreements giving details

Photocopies will not be accepted. Do not send valuable documents through the post. These can be taken to any of our designated offices (for details see Part 25 of this form), where they will be photocopied and returned to you immediately.

Part 10 About bank accounts, savings, investments and property

We need to know if you or your partner have any bank accounts, savings investments or property in the UK or abroad. This includes cash, current accounts and savings accounts with a bank or building society, Post Office® accounts, even if these accounts are OVERDRAWN, Premium Bonds, National Savings Certificates, and stocks and shares.

Please note that if you, your partner or both of you together have savings of £16,000 or over, you will not usually get Housing Benefit, Local Housing Allowance or Council Tax Reduction, unless you are in receipt of Guaranteed Pension Credit.

10.1 Do YOU or YOUR partner have any of the following?

Bank accounts	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How many accounts? <input type="text"/>	Total amount <input type="text" value="£"/>
Building society accounts	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How many accounts? <input type="text"/>	Total amount <input type="text" value="£"/>

Part 10 About bank accounts, savings, investments and property continued

Post Office ® accounts No
 Yes How many accounts? Total amount £

Premium Bonds No
 Yes How many bonds? Total amount £

Unit trusts, ISAs, PEPs, TESSAs, TOISA's or other investments No
 Yes How many? Total amount £

Income bonds or capital bond No
 Yes How many bonds? Total amount £

Money or property held in trust No
 Yes How many? Total amount £

Any other savings or investments No
 Yes How many? Total amount £

Type of other savings or investment.

	£	Name of the company the shares are held in	Number of shares held
Shares - approximate value	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shares - approximate value	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shares - approximate value	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

PROOF

If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit, we need to see proof of any savings, accounts or investments that you and your partner have. These must show the up to date balance including interest. This would include:

- Bank/Building Society/Post Office books
- Bank/Building Society statements covering the last 2 months (NOT mini bank/cash machine statements).
- Share Certificates
- Unit Trust Certificates
- National Savings Certificates
- Premium Bond Certificates
- Income Bonds.

Photocopies will not be accepted. Do not send valuable documents through the post. These can be taken to any of our designated offices (for details see Part 25 of this form), where they will be photocopied and returned to you immediately

Part 10 About bank accounts, savings, investments and property continued

10.3 Do any of your savings or investments include:
 • money from the sale of a house, or
 • money from a charity?
 No
 Yes We will write to you about it.

10.4 Apart from your home, do you or your partner own any other property or land in this country or abroad?
 If it is on a mortgage or a loan, still tick Yes.
 No
 Yes We will write to you about it.

PROOF

If you or your partner are NOT in receipt of Income support, Income based J.S.A, Income Related E.S.A or Guaranteed Pension Credit and your property is up for sale you will need to provide proof of this. If you are selling with an Estate Agent the selling details they provide will be sufficient. If the property/land that you own is not up for sale then it will need to be valued, and the valuation details sent to us.

Part 11 About where you live

11.1 Do you own your home or have a mortgage?
 No Go to the next question.
 Yes Go to Part 16.

11.2 Are you a council tenant?
 No Go to the next question.
 Yes Go to Part 16.

11.3 What sort of building do you live in?
 Tick one box only.

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

11.4 Does your home have central heating?
 No
 Yes

11.5 Does your home have a garden?
 No
 Yes

11.6 Does your home have a garage?
 No
 Yes

11.7 Does your home have a parking space?
 No
 Yes

11.8 How many floors are there?

11.9 Do you and your household only live in the part of the building you have ticked?
 No
 Yes Where in the building do you live?
 At the front In the middle At the back

Part 11 About where you live continued

11.10 Which floors do you live on?

For example, ground floor, first floor.

11.11 How many rooms are there in the building?	In the whole building	Just for you and your household	That you share with other people
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

11.12 Do you use your home for business? No
Yes

11.13 Do you have a main home some where else? No
Yes Tell us about it below.

If your main home is somewhere else in the UK or abroad, tick **Yes**, even if you do not pay rent for it.

11.14 What is the address?

Postcode

11.15 Do you pay rent on this home? No
Yes How much? £

Part 12 About rent

12.1 Do you pay rent for your home? No Go to **Part 16**.
Tick **Yes** if you would pay rent but you already get Housing Benefit or Local Housing Allowance. Yes Answer the next question.

PROOF

If you are not a Council Tenant you will need to provide proof of rent, which will include:

- Rent book
- Rent Receipts
- Bank statement showing your last 2 Rent payments

And proof of Tenancy, which will include:

- Tenancy agreement
- Letter from your landlord

Photocopies will not be accepted. Do not send valuable documents through the post. These can be taken to any of our designated offices (for details see Part 25 of this form), where they will be photocopied and returned to you immediately

12.2 Do you pay rent to the council? No Answer the questions below.
Yes Go to **Part 16**.

Part 12 About rent continued

12.3 What is your landlord's full name and business address?

By *landlord* we mean the person or organisation who owns the property you live in.

Postcode

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

By *agent* we mean the person or organisation you actually pay your rent to.

Postcode

12.5 Is your landlord or landlord's agent either:

No

Yes What is the relationship?

• A former partner of either you or your partner.
or

	is my landlord's or agent's	
--	-----------------------------	--

• Related to you, your partner, your children or your partner's children?

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

12.6 When did you start renting your home?

/	/	/
---	---	---

12.7 When did you move to this address?

/	/	/
---	---	---

If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.

12.8 What sort of tenancy do you have?

--

For example, shorthold, regulated, assured tied rent or something like this.

12.9 How long is the tenancy for?

/	/	to	/	/	/
---	---	----	---	---	---

12.10 What is the property let as?

Tick the box that applies.

Furnished

Partly furnished

Hardly any furniture

Unfurnished

12.11 How much rent do you pay and how often?

£		every
---	--	-------

For example, every week, every fortnight, every four weeks, monthly.

12.12 Does anyone else share the rent with you and your partner?

No Go to 12.15.

Yes Complete 12.13 and 12.14

12.13 Tell us their names and their relationship to you and your partner.

--

Part 12 About rent continued

12.14 How much of the rent do they pay and how often? every

For example, every week, every fortnight, every four weeks, monthly.

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

Send us proof of the date it changed and how much it changed.

12.16 When is the next rent increase due? /

12.17 Has your rent been registered as a fair rent by a rent officer? No Yes

Please send us proof of registration (from the Rent Service).

12.18 Do you have any weeks when you do not have to pay rent? No Yes

How many in a year?

12.19 Are you behind with your rent? No Yes

By how many weeks?

12.20 Who has to pay the Council Tax bill for your home? You or your partner

Your landlord

Tick the box that applies.

Someone else Tell us who it is.

12.21 What is the Council Tax reference number?

12.22 Does your rent include money for the following?

Meals No

Yes How much? every

For which meals? Breakfast Lunch Evening meal
Please tick.

Water charges No

Yes How much? every

Heating No

Yes How much? every

Lighting No

Yes How much? every

Hot water No

Yes How much? every

Fuel for cooking No

Yes How much? every

Laundry No

Yes How much? every

Cleaning rooms or windows No

Yes How much? every

Part 12 About rent continued

Gardening No
Yes How much? £ every

Garage or parking space No
Yes How much? £ every
Do you have to rent your garage as part of your tenancy agreement? No
Yes

Personal care and support No
Yes How much? £ every

12.23 Do you pay any service charges separate from your rent for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance? No
Yes How much? £ every
What for?

12.24 Are you living away from home at the moment? No
Yes Tell us about it below.

12.25 Why are you not living at home?

12.26 When did you last live at home? / / When do you expect to go back home? / /

12.27 What is the address of where you are living at the moment?

Postcode

12.28 Have you sublet your home? No
Yes Who lives there now?

IMPORTANT INFORMATION ABOUT TENANCY DEPOSITS OR BONDS:

When you pay a deposit or bond to your landlord or landlord's agent, they must protect it by placing it in a government authorised tenancy deposit scheme. This is to ensure that the money is safe and you get all or part of it back when you are entitled to it. This will also make any disputes between you and your landlord or agent easier to resolve. All tenants have a responsibility to return property in the same condition in which it was let (allowing for wear and tear), then at the end of the tenancy it can be agreed with the landlord or agent how much of the deposit or bond should be returned.

Please note that Caerphilly County Borough Council does not operate any of the protection schemes, but your landlord or agent should be aware of the organisations that actually run the schemes.

Part 13 How you will be paid and the choices you have

13.1 If you are a Council Tenant, we will pay any Housing Benefit you are awarded straight into your rent account.

13.2 If you are awarded Council Tax Reduction we will pay this straight into your Council Tax account.

13.3 If you are a housing association or registered social landlord tenant, you can have your payments made to you or your Landlord. (Please indicate your preference below in 13.5).

13.4 Other Tenants of Private Landlords

Do you pay rent on any of the following:

- | | | | | | |
|---------------------------|-----------------------------|------------------------------|----------------------------------|-----------------------------|------------------------------|
| • A Caravan | No <input type="checkbox"/> | Yes <input type="checkbox"/> | • A Pre 1989 tenancy | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • A Hostel | No <input type="checkbox"/> | Yes <input type="checkbox"/> | • Board and Lodging | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| • Mooring Charges | No <input type="checkbox"/> | Yes <input type="checkbox"/> | i.e. Meals included in your rent | | |
| • Supported accommodation | No <input type="checkbox"/> | Yes <input type="checkbox"/> | | | |

If you have answered "YES" to one of these you can have your payments made to your Landlord
(Please indicate your preference below in 13.5)

If you answered "NO" to all of these, please go to 13.6 below.

13.5 Would you like your payments of benefit made to:

Yourself directly into your Bank
(Please complete your bank details below in 13.7)

Yourself via Crossed Cheque This option is only available if you are unable to have a bank account or are in the process of opening a bank account. - see notes at bottom of this page. 13.8

Your Landlord
(If you wish payments to be made to your Landlord, both you and your Landlord will need to complete Part 14)

13.6 Other tenants continued

You will receive Housing Benefit under the Local Housing Allowance (LHA) scheme, as such we will normally pay your benefit to your bank or building society account. Would you like your payments of benefit to be paid:

Direct into your bank
(Please complete your bank details below in 13.7)

Paid via Crossed Cheque This option is only available if you are unable to have a bank account or are in the process of opening a bank account.

If you feel that not paying benefit directly to your landlord may cause you difficulty, arrangements can be made to pay them directly if you have special circumstances, but you will need to provide us with evidence to show why we can't pay you directly. If you would like us to pay your landlord directly please telephone us on 01443 864099 for more advice.

13.7 To have your payments paid direct to your bank or building society, please provide the following information:-

Name of bank/building society

Bank/building society sort code.

Account name(s)

Account number

13.8 If you are in the process of opening a bank account we will cash your FIRST cheque up to a limit of £650. You must provide proof of your identity to the cashier. Two forms of identity are required, one of which must include your signature or photograph. If you are unable to open an account please tell us the reason(s) for this and we can advise you further.
Please also see important information on page 30 about how you can protect Housing Benefit that is paid straight into a bank account.

Part 14 Paying benefit to your landlord

If you are a Housing Association or registered social landlord tenant, or not under the Local Housing Allowance scheme, and you have opted to have your benefit paid straight to your landlord, you and your landlord will need to complete this section.

Your declaration

Please pay my Housing Benefit/Local Housing Allowance straight to my landlord.

- I understand that I must always tell you about any change in my circumstance, as soon as I know about the change.
- I understand that if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may have to repay the overpayment.
- I understand that I may be prosecuted if I do not tell you about any change of circumstances.

Signature
of person
claiming

Date

Full name
(in CAPITAL
LETTERS)

Your landlord's declaration

I agree to accept Housing Benefit or Local Housing Allowance payments for the tenant named in this form.

I understand that by law:

- I must tell you straight away if I find out about any change or suspected change in the tenant's circumstances
- If you pay me too much Housing Benefit or Local Housing Allowance for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.
- you can stop paying benefit to me if I do not tell you about any change of circumstances
- I can be prosecuted if I accept Housing Benefit or Local Housing Allowance which I know I am not entitled to.

Signature
of landlord
or agent

Date

Certificate of Tenancy

If your landlord has not provided you with a Tenancy Agreement, please ensure that your landlord completes this form. Do not delay the return of this claim form, this page is perforated so that it can be returned separately. Please note that this Certificate should be completed and returned as soon as possible but within one month of your claim form.

Landlord's
Details
full name and
business
address.

Postcode

Agents Details
Please tell us if
you have one.
Full name and
business address

Postcode

Dear Sir or Madam

Your tenant is submitting a claim for Housing Benefit, but they are unable to supply us with a copy of their tenancy agreement. Please help us by filling in this tenancy certificate. You must return the form as soon as possible but within one month to the address below:-

Housing and Council Tax Benefits Section, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed. CF82 7PG

Your tenants
name, address
and postcode

Postcode

When did the
tenancy start?

/ /

When did they
move to this
address?

/ /

How much rent
is due and how
often?

£

For example, every week, every fortnight, every four weeks, monthly)

Are you, or
your partner
related to the
tenant or the
tenant's partner?

No	<input type="checkbox"/>
Yes	<input type="checkbox"/> What is the relationship?

What sort of
tenancy do they
have?

--

Please describe
the rented
property (e.g. flat,
house)

--

Are you
allowed to
have a tenant
in the property?

No	<input type="checkbox"/>
Yes	<input type="checkbox"/>

Does the rent include
money for the following?

Water charges No How much? £
Yes How much? £

Heating No How much? £
Yes How much? £

Lighting No How much? £
Yes How much? £

Hot water No How much? £
Yes How much? £

Fuel for cooking No How much? £
Yes How much? £

Laundry No How much? £
Yes How much? £

Cleaning rooms
or windows No How much? £
Yes How much? £

Emergency
alarm system No How much? £
Yes How much? £

Personal care
and support No How much? £
Yes How much? £

Meals No How much? £
Yes How much? £

For which
meals? Breakfast Lunch Evening meal
Please tick

Other - give details

Your declaration

I understand that by law:

- I must tell you straight away in writing about any change of circumstances of the tenants shown on this form.
- If you pay Housing Benefit or Local Housing Allowance directly to me for this property I will repay any overpayments made to me.

Signature of landlord

--

Date

/ /

Part 15 Sharing information with your landlord

Sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

If you do not give us permission by signing this form, we will only share information with your landlord if Housing Benefit is paid direct to them. Under law if your landlord is receiving direct payment we can tell them:

- The amount of benefit to be paid;
- The date from which benefit is to be paid.
- When a payment is due to be paid and how much the payment is for.

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

- you have claimed or renewed your claim for Housing Benefit or Local Housing Allowance;
- we have made a decision on your claim; or
- we need more information to make a decision on your claim, and what that information may be.

We will not give your landlord any information about:

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

You can withdraw your permission at any time.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

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

I give Caerphilly County Borough Council permission to share information about the progress of my benefit claim with my landlord or their representative.

Signature
of person
claiming

Full name
in CAPITAL
LETTERS)

Part 16 Consent to discuss claims details with a third party such as a relative/friend

Some customers would prefer a third party to deal with queries in connection with their claim and this is permitted. However, we need consent before we can disclose information. If you would prefer someone else to deal with any queries, please fill in the boxes below and sign the consent box.

I give consent for you (Caerphilly C.B.C) to disclose my claims information to:

Name of
third party

Relationship
to you

Address

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

Postcode

Your
signature
giving
consent

Date

Part 17 Anything else you need to tell us

Please use this space to tell us anything else you think we should know about.

Use a separate sheet of paper and attach it to this form if you need to.

If you are sending any separate sheets of paper with this form, tell us how many.

Part 18 Backdating

Sometimes we can pay entitlement from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your entitlement from an earlier date, tell us when you want entitlement from and why you did not claim earlier.

Date you want to claim from

For this earlier period, were your circumstances the same as on this form? No
Yes

If the answer is 'No', what has changed?

Tell us why you have not claimed before.

Part 19 How we collect and use information

We will use the information you give in this form and in any supporting proof you send us, to process your claim for Housing Benefit, Local Housing Allowance and Council Tax Reduction. We may pass the information to other agencies or organisations such as the Dept. for Works & Pensions, HM Revenue and Customs or the credit reference agency Experian.

We may check the information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties or give information to them to:

- Make sure the information is accurate;
- Protect public funds;
- Prevent or detect crime.

These third parties include Government departments, other local authorities and private sector organisations, such as banks and organisations that may lend you money.

We also confirm that Housing Benefit Fraud investigation could possibly include checks on undeclared cohabiters.

We will not give information about you to anyone else or use information about you for other purposes, unless the law allows this.

We CAERPHILLY COUNTY BOROUGH COUNCIL are the data controller for the purposes of the Data Protection Act and if you want to know more about what information we have about you please ask us.

Part 20 Your Duties

If you get Housing Benefit, Local Housing Allowance or Council Tax Reduction you are required to notify us in writing if your circumstances change.

You must tell as soon as the change takes place as any changes could affect your entitlement. Don't rely on someone else to pass the message on. It is an offence not to tell us about any change of circumstances that may affect your entitlement, and court action may be taken against you.

If we pay you too much you will probably have to pay it back to us.

The following are examples of the types of change that you must tell us about. This is not a full list. Any change must be reported - if you are not sure, ask us for advice.

- any of your children leave school or leave home;
- anyone moves into or out of your home including lodgers and sub tenants;
- your income or the income of anyone living with you, including benefits, changes;
- your capital, savings or investments change;
- your rent changes or you move to another address;
- you or anyone living with you becomes a student, goes on a youth training scheme, goes into hospital or a nursing home, goes into prison or changes or leaves a job;
- you or anyone living with you starts work;
- you or your partner are going to be away from home for more than a month;
- you receive any decision from the Home Office;
- anything you have already told us about changes.

Part 21 Declaration and consent

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

If you have a partner, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

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

- I declare that the information I have given on this form is correct and complete.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I agree that you will use the information I have provided to process my claim for Housing Benefit, Local Housing Allowance or Council Tax Reduction. 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 social security 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 this.
- I know that I must let you know in writing about any change in my circumstances which might affect my claim.
- I understand that if the details given on this form change and if I am paid too much this will have to be repaid.
- I have read and understood section 19 and section 20.
- I have read and understood this declaration.

Signature of person claiming

Partner's Signature

Date

Date

Your daytime phone number

What is this number?

 Home Work Mobile Textphone

Email address

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

- I declare that as far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Name of the person who filled in the form

Signature

Relationship to the person claiming

Date

Part 22 Ethnic origin - questionnaire

Under the Race Relations Act we have a responsibility to gather details of our customer's backgrounds to help us with our equal opportunities policies and to improve access to our services.

Completion of this questionnaire is entirely voluntary.

Please tick the box that applies to you:

White

British

Welsh

English

Scottish

Irish

Other

Mixed

White/Asian

White/Black African

White/Black Caribbean

Other

Asian

Indian

Pakistani

Bangladeshi

Other

Black

African

Caribbean

Other

Any other ethnic background - e.g. Chinese

Part 23 Checklist

23.1 Please tick to say what proof you are sending us with this form. We must see **original documents**, not copies.

Please do not send valuable items through the post. You can take them to any of our Designated Offices which are listed in Part 25 of this form. We will take the details we need and give the documents back to you straight away.

If you do not provide all the proof we need, we will not be able to pay you any benefit. We need the same proof for your partner, if you have one.

If you cannot send the proof we need at the moment, send the form back to us now and send the proof within one month. We can start to process your claim, **but we will not be able to make payments until we have all the proof.**

- **Proof of identity**
Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.
- **Proof of your address**
Such as a recent utility bill or TV licence.
- **Proof of National Insurance number**
Such as a National Insurance number card, payslips or letters from social security or the tax office.
- **Proof of capital, savings and investments**
Such as all your bank, building society or post office books, even if these accounts are overdrawn. Full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings. We need to see this proof for children in your household as well. The proof you send must show details for at least the last two months.
- **Proof of earnings**
We also need this for any other adults living in your home.
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. If you do not have these payslips, please get your employer to complete the Certificate or earned income attached. 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, you can download a Self-employed earnings form from our website www.caerphilly.gov.uk or contact us on 01443 864099 to request a copy.
- **Proof of other income**
We also need this for any other adults living in your home.
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 proof of any money people pay you for board and lodgings.
- **Proof of benefits, allowances or pensions**
We also need this for any other adults living in your home.
Such as current award notices or letters from social security confirming how much you get. If you do not have proof, let us know straight away. Please do not send order books through the post.
- **Proof of private rent**
Such as a rent book or rent receipts.
- **Proof of Tenancy**
A Tenancy agreement or letter from your landlord.
- **Proof of other money paid out**
Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

23.2 Next ensure you have:

- **filled in the claim form for Housing Benefit, Local Housing Allowance and/or Council Tax Reduction**
- **collected any proof to support your claim, and completed 23.1 above - remember not to send valuable items through the post.**
- **filled in PART 13 "How you will be paid and the choices you have" indicating your chosen option, and filling in your bank details if you have opted to have your benefit paid directly to your bank.**
- **filled in PART 14 "Paying benefit to your landlord". If as a Housing association tenant or as a tenant not under the Local Housing Allowance scheme you have opted to have your benefit paid directly to your landlord.**
- **signed PART 15 "Sharing information with your landlord". If you wanted us to share information with your landlord.**
- **signed PART 16 "Consent to discuss claims details with a third party such as relative-friend". If you wanted us to share information with a third party.**
- **signed PART 21 "DECLARATION" on page 27.**

Part 24 What happens next?

- Return this completed form and all the proof we have asked for to any Designated Office (see Part 25 below)
- Your claim will be decided within one month of receipt of this claim form.
- In order to correctly calculate your entitlement we must receive all the proof requested to support your claim. If you do not provide all the proof we need, we will not be able to pay you any entitlement.

Part 25 Useful addresses and phone numbers

Caerphilly CBC - "designated offices"

The Benefits Section,
Penallta House
Tredomen Park, Ystrad Mynach,
Hengoed CF82 7PG

Bargoed Library and Customer
Services Centre,
Hanbury Chapel, Hanbury Road,
Bargoed CF81 8QR

Caerphilly Library
and Customer Services Centre,
2 The Twyn, Caerphilly
CF83 1JL

Newbridge Library and Cash Office,
Newbridge Memorial Hall
High Street, Newbridge
NP11 4FH

Blackwood Library
and Customer Services Centre,
192 High Street, Blackwood
NP12 1AJ

Pontlottyn Customer Services Centre,
8-10 Merchant Street, Pontlottyn
CF81 9PD

Risca Library
and Customer Services Centre,
The Risca Palace,
Tredegar Street, Risca,
NP11 6BW

***ONLY CLAIM FORMS AND SUPPORTING
DOCUMENTS LEFT AT THE ABOVE
OFFICES WILL BE TREATED AS
PROPERLY MADE.**

**If you need help in completing this form
Please phone: 01443 866567**

Citizens Advice Bureaux

Risca CAB Office,
Park Road,
Risca NP11 6BJ

Bargoed CAB Office,
1-2 Church Place,
Bargoed
CF81 8RP

Caerphilly CAB Office,
2b De Clare House,
5 Alfred Owen Way,
Caerphilly CF83 2WB

CAB also have outreach offices
in other locations throughout the area.

CAB advice line phone number:
03444 77 20 20

The Pension Service,
PO Box 139,
Swansea SA6 8WD

Phone no. 0800 731 0469

Shelter Cymru,
PO Box 5002,
Cardiff CF5 3YY

Shelter advice line:
0808 800 4444

Shelter office line:
0845 075 5005

The Rent Service, (Housing Directorate)
Welsh Assembly Government,
Rhydycar,
Merthyr Tydfil CF48 1UZ

Phone no. 01685 729017

Protection of Housing Benefit that is paid into a bank account

Can a bank take Housing Benefit to pay an overdraft?

NO - they cannot.

Banks are not allowed to use Housing Benefit to repay an authorised or unauthorised overdraft. If a bank uses your Housing Benefit for this purpose, you can protect your payments. This protection is called "First right of appropriation".

If you are receiving payment of Housing Benefit directly into your bank account and you are overdrawn, you can arrange a "first right of appropriation". In order to do this you have to give written instructions to your bank, and ideally this needs to be done at least 7 days before your first or next Housing Benefit is due to be paid in.

You must make it very clear to your bank that the arrangement with your Housing Benefit payments from Caerphilly County Borough Council has to cover any regular or future deposits. This is very important because if you do not make this point clear, you will have to give new instructions to your bank EVERY time a deposit is made. Always keep a copy of the written instructions you have given to your bank in case there are any problems and also ask your bank for confirmation that they have got your instructions.

The first right of appropriation rules are in place to protect you. Housing Benefit is to help you with your rent and banks cannot simply take this money to offset an overdraft. The rent money is not strictly yours - you are just the person or agent who passes it on to your landlord.

Further useful information about this matter is available at the following website
http://www.adviceguide.org.uk/c_banks_and_building_societies.pdf

Housing Benefit & Council Tax Reduction

CERTIFICATE OF EARNED INCOME

(Private and Confidential)

To the employer

Please help your employee by filling in this certificate of earned income and returning it to the bene-

Employee's name: Works reference:

Employee's address:

..... Job title:

To be completed by employer

I would be grateful if you could assist your employee by confirming the details above, providing information

Please indicate how often the employee is paid, if other applies please give the period.

Weekly Fortnightly 4 Weekly

Calendar Monthly

Please indicate the method of payment.

Eg. Cash, Cheque, Direct into bank account. Normal basic wage Normal hours worked

Gross pay for the last 5 weekly, 3 fortnightly, 2 monthly or 4 weekly periods. (including overtime bonus, SSP, SMP etc.).

Pay Period Ending	No. of hours	Gross Pay	Gross pay to date	National Insurance Contributions		Occupational Pension or Personal Pension Contributions	Tax paid	
				P/P	YTD		P/P	YTD

If Statutory Sick Pay or Maternity Pay is included in the gross pay please indicate clearly which and how much.

Name:

Position in firm:

Business name:

Business address:

Business telephone number:

Signature:

I confirm that the information given is true and complete.

Employer's authorisation stamp.

Head of Corporate Finance
Nicole Scammell BA (Hons) ACMA

Caerphilly County Borough Council
 Penallta House, Tredomen Park
 Ystrad Mynach, Hengoed CF82 7PG



