

You can now complete this form online and it will reach us straight away. www.brighton-hove.gov.uk/claimnow

Claim form for help with your Rent and Council Tax

Office Use

DD / MM / YYYY

Date Issued

LA Officer

Claim ref

Scan to

Please tick here if you are making a new claim ☐ Please tick here if this is a full case review ☐

If you are also a new tenant, we can pay from the start date of your tenancy, but only if we receive your claim form by the Sunday after your tenancy starts.

Please tick below if you or anyone in your household have had any of the following changes

A change in income

☐

A change in household

☐

A change in address

☐

A change in benefits

☐

A change in savings

☐

A change in tenancy

☐

Other

☐

We can pay you faster if you send all the proofs we need, either with the form or by email. We accept clear photos or scanned images, which you can send to housing.benefits@brighton-hove.gov.uk. If you don't have all the information straight away, you should still send us the form to avoid losing benefit. See page 26 for more information about the documents we need.

	Included?	N/A	To follow
National Insurance Number	☐	☐	☐
Earnings or self-employed income	☐	☐	☐
Benefits, Tax Credits, Child Benefit, Universal Credit, pensions or allowances	☐	☐	☐
Capital, savings and investments	☐	☐	☐
Any other income	☐	☐	☐
Payments into a pension scheme	☐	☐	☐
Payments to a registered or approved childminder	☐	☐	☐
Rent eg current tenancy agreement/recent rent receipts/ recent letter from landlord	☐	☐	☐
Any other income and/or savings for all children, dependants and non-dependants	☐	☐	☐
Student grant/loans and course details	☐	☐	☐

Email: housing.benefits@brighton-hove.gov.uk

Phone: 01273 292000, Monday to Wednesday and Friday 9:30am to 1:30pm.
We are closed Thursdays and Bank Holidays.

Text Relay: 18001 01273 292000

Brighton & Hove City Council, Benefits, Hove Town Hall, Hove, BN3 3BQ



**Brighton & Hove
City Council**

How to fill in the form

To complete the form, you must:

- complete this form in black ink using CAPITAL LETTERS
- answer all the questions on the form - follow the instructions for each question carefully
- make sure you provide your contact number, so we can call you if we need to clarify any of the information you have given us - this will help speed up your claim
- return this completed form to us as soon as you can, even if you do not have all the proof we have asked for. If you delay sending it, you could lose benefit and/or reduction. You must send us the missing proof within one calendar month, or your claim will be considered withdrawn

You can hand deliver forms and documents to our offices, and we will copy your originals while you wait.

Forms and documents can also be handed in at the council's housing offices in Victoria Road or the Whitehawk Hub on Whitehawk Road.

Benefit Cap

The government has introduced new rules that mean working age customers are subject to a limit on the total amount of benefit they can receive. These rules do not apply to families entitled to Working Tax Credit, some disability related benefits including Disability Living Allowance and Personal Independence Payment, State Pension or Pension Credit.

To find out more visit **www.gov.uk/benefit-cap**. If you think you might be affected and want to discuss your options please contact the benefits service using the details on the front page and you will be referred to the appropriate team.

How we collect and use information:

The council collects information for Housing Benefit and Council Tax Reduction purposes, but it may be used for any of the council's purposes. We may check information that you provide, or that a third party provides about you, with other information we hold. We may also get information about you from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways as permitted by law. These third parties include government departments and local authorities.

We will not disclose information about you to anyone outside the council unless the law permits us to. The council is registered under the Data Protection Act 1998 for these purposes and is the Data Controller.

You can get more information at <https://www.brighton-hove.gov.uk/about-website/privacy-and-data>.

Are you a (tick one box only):

- | | |
|---|--|
| ☐ Council Tenant? | ☐ Private Tenant? |
| ☐ Hostel Resident? | ☐ Social Services Tenant? |
| ☐ Owner Occupier? | ☐ Housing Association Tenant? |
| ☐ Boarder? | ☐ Placed as homeless? |

☐ **If you are getting Income Support, Jobseeker's Allowance** (income based), **Employment and Support Allowance** (income related) or **Pension Credit** (guarantee credit), please tick this box

A You and your partner

Please complete this form in **black ink** using **CAPITAL LETTERS**

'Partner' means someone of the same or opposite sex who you live with as a couple. You may be married, in a civil partnership, or living together as if you were married or civil partners.

Do you have a partner who lives with you?

Yes ☐ No ☐ If yes, please also complete all partner sections

	You	Your partner
Surname		
Other names		
Title		
National Insurance Number		
Date of birth		
Please tell us if there are any other names you use, or are known by		
Address you wish to claim for		
Postcode		
Email address		
Home telephone number		
UK Mobile Phone number		

The Revenues and Benefits section have introduced a text messaging alert system to help keep you up-to-date with information relating to your account or claim, which you can opt out of at any time.

Would you like to receive text alerts about your Council Tax account and Benefit/Reduction claims? Yes ☐

What date did you/will you move into this address?

Do you own or have you previously owned this property?	Yes ☐	No ☐	Yes ☐	No ☐
Is this your main home?	Yes ☐	No ☐	Yes ☐	No ☐
Are you a joint owner or joint tenant?	Yes ☐	No ☐	Yes ☐	No ☐
Have you ever lived in a hostel?	Yes ☐	No ☐	Yes ☐	No ☐

If yes, what was the address and the dates you lived there?

(If you have lived at more than one hostel, please list the hostel addresses and dates on page 28)

A You and your partner – continued

	You		Your partner	
What is your nationality?				
Have you lived in the UK for the whole of the last five years?	Yes ☐	No ☐	Yes ☐	No ☐
If no, please tell us the date that you arrived in the UK				
Are you eligible to claim benefit in the UK?	Yes ☐	No ☐	Yes ☐	No ☐
What was your last address?				
Please tell us the date you moved out				
Did you own this property?	Yes ☐	No ☐	Yes ☐	No ☐
Did you rent this property?	Yes ☐	No ☐	Yes ☐	No ☐
Were you living with relatives at this address?	Yes ☐	No ☐	Yes ☐	No ☐
Did you claim Housing Benefit or Council Tax Benefit/Reduction there?	Yes ☐	No ☐	Yes ☐	No ☐
Have you claimed Housing Benefit within the last 52 weeks?	Yes ☐	No ☐	Yes ☐	No ☐
Do you give any money to your student son/daughter?	Yes ☐	No ☐	Yes ☐	No ☐
If you are under 22, single, with no children, have you ever been looked after by social services?	Yes ☐	No ☐	Yes ☐	No ☐
If yes, have you had support from social services since your 16th birthday?	Yes ☐	No ☐	Yes ☐	No ☐
If yes, please tell us what date the support stopped and which office you dealt with.				

Disability Benefit

Do you receive a disability premium or allowance?	Yes ☐	No ☐	Yes ☐	No ☐
Have you been unable to work for more than the last 52 weeks through ill health?	Yes ☐	No ☐	Yes ☐	No ☐
Are you registered blind?	Yes ☐	No ☐	Yes ☐	No ☐
If yes, please give your registration number				
Does anyone get Carer's Allowance for looking after you?	Yes ☐	No ☐	Yes ☐	No ☐
If yes, please say who gets it and their address				
Do you have a regular overnight carer who looks after you or your partner?	Yes ☐	No ☐	Yes ☐	No ☐
Are you or your partner caring for anyone who gets Attendance Allowance or the care component of Disability Living Allowance/ Personal Independence Payment?	Yes ☐	No ☐	Yes ☐	No ☐

B Children who live with you

Are you in receipt of Child Benefit for any children who live with you?

Yes ☐ No ☐

This section is **only** to be used to provide information about children who live with you, and you get Child Benefit for. This would usually be your own children who are still at school or in further education and under 21. Adult children, or children who are in higher education (university), who still live with you should be included in **Section C**. Foster children should also be included in **Section C**.

	First child	Second child	Third child
Surname			
Other names			
Date of Birth			
Gender	Male ☐ Female ☐	Male ☐ Female ☐	Male ☐ Female ☐
Relationship to you			
Do they go to school? If so, which school			
How much Child Benefit do you receive?			
Have you applied for, but not yet received Child Benefit?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Are they registered blind?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Do they receive Disability Living Allowance/Personal Independence Payment?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If they have savings or investments, how much do they have?	£	£	£
Do they go to a registered nursery or childminder/play scheme?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, please give the address of the carer			
What is their registration number? (ask your childcare provider for this)			
How much is your weekly childcare cost?	£	£	£

Evidence

For each child, please send proofs of Child Benefit, any childcare costs, Disability Living Allowance/Personal Independence Payment, blind registration document and savings if appropriate.

If you have more than three children, please give details below. Additional space is available on page 28.

Single Person Discount

If you are the only adult living in your home, you can apply for a 25% discount off your Council Tax regardless of whether you qualify for Council Tax Reduction.

If you wish to claim a 'Single Person Discount', please tick here ☐

For a full list of Council Tax discounts and disregards, visit www.brighton-hove.gov.uk/counciltax or call us on 01273 291291.

C Other people who live in your home

Apart from you, your partner, and your children, does anyone else live in your home (including your landlord)? Yes ☐ No ☐

People in this group may include grown-up children, parents, other relatives or friends, boarders, sub-tenants or joint tenants.

- A 'boarder' is someone who lives with you and has an agreement with you to pay for their accommodation. Part of what they pay will be for meals eaten on your premises.
- A 'sub-tenant' is someone who pays you for accommodation, but whose rent does not cover any meals.
- A 'joint-tenant' is someone (other than your partner) who is jointly responsible with you for paying the rent at the property you live in (ie you have signed the same tenancy agreement).

If you've ticked no, please go to Section D. If yes, please give details below.

	First person	Second person	Third person
Surname			
Other names			
Date they moved in			
Relationship to you			
Gender	Male ☐ Female ☐	Male ☐ Female ☐	Male ☐ Female ☐
Are they a joint tenant or joint owner?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Do they pay you rent?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If so how much and how often?	£	£	£

	First person	Second person	Third person
Does their rent include payment for meals? If yes, give details below	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Does their rent include payment for heating/hot water? If yes, give details below	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Are they a full time student?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Place of study?			

Details

C Other people who live in your home – continued

If you have grown-up children, relatives and friends who live with you but do not pay rent you need to complete their details below (we do not need these details for your joint tenants).

	First person	Second person	Third person
Date of birth			
National Insurance Number			
Do they receive Income Support or Jobseeker's Allowance (income based) or Employment & Support Allowance (income related)?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Do they get any other state benefits?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, please say which one(s) and the amount they get each week			
Do they work?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, how many hours?			
What are their (gross) earnings before tax and National Insurance?			
Do they have any other income?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, please give details, including the amount			
Do they get Disability Living Allowance, Personal Independence Payment or Attendance Allowance?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, how much do they get each week?			
Do they provide care for someone in your home for more than 35 hours per week?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, who do they provide care for?			
Are they a student? (please supply proof of their course)	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Are they Severely Mentally Impaired?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
Are they in prison or in hospital?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, please give the date that they went into prison or hospital			
Are any of the people married or civil partners or living together as if they were married or civil partners?	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
If yes, please say who			
Do you have carers who stay in your property overnight? If so, please provide details			

D Earnings

For each job that you and your partner have, you must send proof.

If you or your partner have just started working or do not receive regular payslips, please send us your contract of employment or provide a letter from your employer telling us how much you will be paid, how often you will be paid and how many hours each week you will work. Please send us the payslips as you get them.

If you cannot do this, please call us on 01273 292000 and ask for a Certificate of Earnings form or collect one from the benefit office. You can also download a copy at www.brighton-hove.gov.uk/benefits

	You	Your partner
Are you a director or secretary of any company?	Yes ☐ No ☐	Yes ☐ No ☐
If yes, do you receive shares and/or dividends?	Yes ☐ No ☐	Yes ☐ No ☐
Are you in paid employment?	Yes ☐ No ☐	Yes ☐ No ☐
Employer's name and address		

If you answered no above, please go to Section E. If yes, please complete the details below.

What is your job title?		
Date you started this job?		
Is your job seasonal or temporary?		
If yes, when will it end?		
How many hours do you work each week?		
How much are you paid after deductions?		
How often are you paid? (eg weekly, four weekly, monthly)		
How are you paid? (eg cash, cheque, direct to bank)		
Do you regularly work overtime?	Yes ☐ No ☐	Yes ☐ No ☐
Do you receive bonuses, tips or commission?	Yes ☐ No ☐	Yes ☐ No ☐
If yes, please state when your bonus or commission is paid and how much you receive		
Expected date of next pay rise?		
Do you pay into a pension scheme?	Yes ☐ No ☐	Yes ☐ No ☐
If yes, how much and when		
Do you have more than one job?	Yes ☐ No ☐	Yes ☐ No ☐
If yes, please give details of your other employers, the hours you work and how much you earn		

D Earnings – continued

Please tick if you receive
any of the following

Statutory Maternity Pay ☐

Statutory Maternity Pay ☐

Statutory Sick Pay ☐

Statutory Sick Pay ☐

If yes, how much are you paid
after deductions?

£ every

£ every

If you or your partner fail to declare any of your income to the council, you could receive benefit and/or reduction that you are not entitled to. We can ask you to repay this and may prosecute.

E Self-employed earnings

Are you or your partner self-employed?

Yes ☐ No ☐

If you answered no, please go to Section F. If yes, please complete the details below.

	You	Your partner
Name of business		
Registered address of business		
Business telephone number		
What type of business do you run?		
When did you start trading?		
What is your financial year start date?		
Your currently estimated weekly profit?		
How many hours do you work?		
Are you a partner in the business?	Yes ☐ No ☐	Yes ☐ No ☐
If yes, what is your share?	%	%
Is your husband/wife a partner in the business?	Yes ☐ No ☐	Yes ☐ No ☐
If yes, what is their percentage of the profit/loss?	%	%
Are there any other people on the payroll?	Yes ☐ No ☐	Yes ☐ No ☐
If yes, please tell us how many		
Do you use part of your home for business purposes?	Yes ☐ No ☐	Yes ☐ No ☐
If yes, please give details		
Do you receive regular tips or commission?	Yes ☐ No ☐	Yes ☐ No ☐
Do you pay into a pension scheme?	Yes ☐ No ☐	Yes ☐ No ☐

E Self-employed earnings – continued

Is it reasonable to assume that your trading figures for the next six months will be similar to those that you are declaring?

Yes ☐

No ☐

Yes ☐

No ☐

Do you have accounts for your last financial year?

Yes ☐

No ☐

Yes ☐

No ☐

If **yes**, you will need to send us your latest set of accounts that have been prepared by a qualified accountant or bookkeeper. If **no**, please complete the sections below.

- If you have just become self-employed, please complete the section below providing the gross profit you expect to make over the first six months of trading.
- If you have been trading for over six months, please complete this section providing the actual gross profit figures based on the previous six months of trading.
- If you have been trading over a year, please complete the sections based on the last twelve months.

Please visit www.brighton-hove.gov.uk/benefits for more information about completing this section.

Statement of your accounts

Period covered from

Period covered to

Total (gross) **income** for the above period (sales/takings).

Please do not deduct any expenses from this figure

Business expenses

Wages (to yourself)

Advertising

Wages (to your spouse or partner)

Postage

Wages to others

Printing & stationery

Business rates

Accountant fees

Heating and lighting

Bank charges
(business acc only)

Cleaning

Interest on loan
(business only)

Telephone

Repair/replacement
of business assets

Broadband

Business insurance

Leasing charges
(shop, studio, room)

Travel expenses
(train, bus, parking)

Motor expenses

M.O.T.

£

Who owns the vehicle(s)? Self

☐

Business

☐

Motor repairs

£

Do you use for other
than business?

Yes ☐

No ☐

Fuel costs

£

Please state the
business percentage

%

Car lease

£

Motor insurance

£

If you are trading as a self-employed Taxi driver then you will need to also complete an additional form. Please visit www.brighton-hove.gov.uk/benefits to obtain a 'questionnaire for self-employed Taxi Drivers'

E Self-employed earnings – continued

Other expenses (please tell us what this is and how much it is)

£	£
£	£
£	£
£	£
£	£
£	£
£	£
£	£
£	£

Other expenses (please detail below)

	You	Your partner
Do you run any other type of business?	Yes ☐ No ☐	Yes ☐ No ☐
If yes, please give details		

If you have more than one source of self-employed income you must submit separate details for each business. If you have a partner who is self-employed in a separate business they must provide details for that business. If your partner is a partner in your business you will need to complete a separate self-employed form for them. Please visit www.brighton-hove.gov.uk/benefits to obtain additional self-employed forms.

Tell us anything else we should know about your self-employed earnings

If you or your partner fail to declare any of your income to the council, you could receive benefit and/or reduction you are not entitled to. We can ask you to repay this and may prosecute.

The council will examine your accounts in detail to make sure the figures stated are consistent with the type of business you run and the range of earnings that type of business can reasonably be expected to achieve. In some cases the council will ask to see invoice and expense receipts so you will need to keep these grouped into categories. If you are newly self-employed or you have just started a new business your claim will be assessed as follows:

- If you have provided an estimate of your earnings, at the end of that period you will be asked to complete another self-employed form detailing your actual business over this time.
- After a further year you will be asked to complete another self-employed form detailing the full years trading and your claim will be re-assessed again.
- Following this you will be asked to submit your accounts or a self-employed form once a year.

F Students

Most students do not qualify for benefit, but there are some exceptions. Students who can claim benefit include those getting Income Support, those on part-time courses, those over pensionable age, those responsible for a child, and those who have a disability premium or who have been classed as unfit for work for over 28 weeks. This is not a full list of students who can claim.

Are you a student? Yes ☐ No ☐ Is your partner a student? Yes ☐ No ☐

If no, please go to Section G. If yes, please give details below. Please provide evidence if you have said yes to being a student.

	You	Your partner
What has your university, college or education establishment classified your course as?	Full time ☐ Part time ☐	Full time ☐ Part time ☐
How many Guided Learning Hours does your course have per week?		
What is the name and address of your college or university?		
Title of course		
Length of course		
Which year of study are you in?	1st ☐ 2nd ☐ 3rd ☐ 4th ☐	1st ☐ 2nd ☐ 3rd ☐ 4th ☐
Term time dates	Autumn Spring Summer	Autumn Spring Summer

Please ensure the information you provide about your loan/grant is accurate as these are treated as income in the assessment of your benefit. You may be responsible for paying back any overpayments which arises as the result of failing to correctly declare ALL student finance.

Do you receive a student loan?	Yes ☐ No ☐	Yes ☐ No ☐
If not, why not?		
Amount of student loan		
Amount of student grant		
Please tick if your loan or grant includes any of these elements	Parents' Learning Allowance ☐ Childcare Grant ☐ Special Support Grant ☐	Parents' Learning Allowance ☐ Childcare Grant ☐ Special Support Grant ☐
Is your course NHS funded? (office use: 52 weeks)	Yes ☐ No ☐	Yes ☐ No ☐
Do you receive a bursary?	Yes ☐ No ☐	Yes ☐ No ☐
If so, how much?		
Are you on a sandwich course?	Yes ☐ No ☐	Yes ☐ No ☐
Do you receive sponsorship?	Yes ☐ No ☐	Yes ☐ No ☐
Are you on a scholarship?	Yes ☐ No ☐	Yes ☐ No ☐
If you receive any other income or grants, please detail		

If you or your partner fail to declare any of your income including grants or loans to the council, you could receive benefit and/or reduction you are not entitled to. We can ask you to repay this and may prosecute.

G Pensions

Do you or your partner receive any pensions?

Yes ☐

No ☐

	You		Your partner	
Pension Credit (Pension Credit Guarantee Credit)	£	every	£	every
Pension Credit (Savings Credit)	£	every	£	every
Pension Credit (Assessed income figure)	£	every	£	every
State pension	£	every	£	every
Private pension (after tax)	£	every	£	every
2nd private pension (after tax)	£	every	£	every
Former employer's pension	£	every	£	every
2nd former employer's pension	£	every	£	every
Widow's Allowance	£	every	£	every
Widowed Mother's Allowance or Widow's Pension	£	every	£	every
War Widow's or War Dependent Pension	£	every	£	every
War Disablement Pension	£	every	£	every
Armed Forces Compensation Scheme	£	every	£	every
Armed Forces Pension	£	every	£	every
Any other pension(s) not previously stated	£	every	£	every

If you or your partner have a pension which you have deferred please give details below. We will need to see evidence from the pension provider stating the amounts you could have received and the date this pension was deferred from.

It is very important that you declare all your pension details. If you or your partner fail to declare any of your pensions to the council, you could receive benefit and/or reduction you are not entitled to. We can ask you to repay this and may prosecute.

Please provide evidence of any pensions received other than your State Pension.

H Benefits and other types of income

Do you or your partner receive any benefits or other types of income? Yes ☐ No ☐

If no, please go to Section I. If yes, you must fill in every box below and write 'n/a' (not applicable) where you or your partner do not receive a named benefit or allowance.

	You		Your partner	
Universal Credit	£	every	£	every
Income Support	£	every	£	every
Jobseeker's Allowance (income based)	£	every	£	every
Jobseeker's Allowance (contribution based)	£	every	£	every
Employment & Support Allowance (income related)	£	every	£	every
Employment & Support Allowance (contribution based)	£	every	£	every
Incapacity Benefit	£	every	£	every
Attendance Allowance	£	every	£	every
Disability Living Allowance (Care component)	£	every	£	every
Disability Living Allowance (Mobility component)	£	every	£	every
Carer's Allowance	£	every	£	every
Severe Disablement Allowance	£	every	£	every
Industrial Injuries Benefit	£	every	£	every
Maternity Allowance	£	every	£	every
Fostering Allowance	£	every	£	every
Guardian's Allowance	£	every	£	every
Child Tax Credit	£	every	£	every
Working Tax Credit	£	every	£	every
Return to Work Credit	£	every	£	every
Personal Independence Payment (Daily Living)	£	every	£	every
Personal Independence Payment (Mobility)	£	every	£	every
Armed Forces Independence Payments	£	every	£	every

Have you or your partner recently applied for any benefit(s) or income but have not yet received payment?
Please give details

Maintenance received for your children (usually from an ex partner)	£	every	£	every
Payment from Social services	£	every	£	every
Life Insurance Annuities	£	every	£	every
Payments from a charity or other voluntary payments	£	every	£	every

Do you or your partner receive any other income not declared? Yes ☐ No ☐ Yes ☐ No ☐

If yes, please give details

I No formal income

Please only complete this section if you have not declared any other income, or if you're getting help from friends and family or any other charitable organisation.

How are you meeting your day-to-day living expenses, and what evidence can you give to show us?

If a third party is supporting you eg Family or friends are you expected to repay them? If you are expected to repay this money, what arrangements are in place to do this?

Is the money that you are receiving from this third party a set amount that is paid on a regular basis? Please give details of how much you receive, how often you receive it and how long you will continue to receive it.

Are you expecting your circumstances to change in the near future? (Please tell us how)

Are you going to claim another benefit, such as Jobseeker's Allowance, Income Support, Employment and Support Allowance, Universal Credit or Pension Credit? (Please give details)

If you continue to have little or no income, but you are not going to claim for one of these benefits, please tell us why?

J Bank accounts, building society accounts, savings, capital and other investments

Please tell us about **all** your bank, building society accounts, savings and investments in the UK and or abroad, regardless of whether they are overdrawn or not. This will ensure we pay you the correct benefit. 'Capital' means bank accounts, building society accounts, deposit accounts with other organisations (eg Post Office or insurance companies), cash, National Savings Certificates, Premium Bonds, shares, stocks, unit trusts, PEPs, ISAs and TESSAs. We will also need to know if you have money in a trust fund. This is not meant to be a complete list - please telephone us if you have a query.

You cannot claim Housing Benefit if your total capital exceeds **£16,000**, unless you or your partner are receiving Pension Credit Guarantee Credit. If you are pensionable age you cannot claim Council Tax Reduction if your total capital exceeds £16,000, unless you or your partner are receiving Pension Credit Guarantee Credit. If you are working age you cannot claim Council Tax Reduction if your total capital exceeds **£6,000**.

Please list below **all** your bank accounts, building society accounts or investments (even if overdrawn).

Type of capital	Name of bank/building society/share name/certificate number and type of account	Amount held	In the name of			
Bank Account (1)		£	You ☐	Partner ☐	Both ☐	☐
Bank Account (2)		£	You ☐	Partner ☐	Both ☐	☐
Bank Account (3)		£	You ☐	Partner ☐	Both ☐	☐
Building Society Account (1)		£	You ☐	Partner ☐	Both ☐	☐
Building Society Account (2)		£	You ☐	Partner ☐	Both ☐	☐
Post Office Account		£	You ☐	Partner ☐	Both ☐	☐
Cash Savings		£	You ☐	Partner ☐	Both ☐	☐
Premium Bonds		£	You ☐	Partner ☐	Both ☐	☐
National Savings Bonds		£	You ☐	Partner ☐	Both ☐	☐
National Savings Certificates		£	You ☐	Partner ☐	Both ☐	☐
Income Bonds		£	You ☐	Partner ☐	Both ☐	☐
Shares or Unit Trusts		£	You ☐	Partner ☐	Both ☐	☐
Stocks/Sharesave/SAYE		£	You ☐	Partner ☐	Both ☐	☐

Do you or your partner have any other savings or investments, or money owing to you which you have not included in the lists above, such as PEPs, ISAs, personal loans, PayPal, Prepaid Credit cards, or other online accounts. If you have bank accounts in other countries, please include them below.

Do you, your partner, or any of your children have any money or property held in a trust fund? If yes, please provide evidence Yes ☐ No ☐

Are you, your partner, or any of your children a beneficiary of a will which has not yet been settled? If yes, please give details, and show us the will.

If you do not have any bank accounts, building society accounts or investments, please tick this box ☐

K Second property

Do you or your partner own any property or land other than the house you live in? Yes ☐ No ☐

If no please go to Section L. If yes, please detail the addresses below.

Please note this question includes properties or land abroad.

House name or number		House name or number	
Street		Street	
Town		Town	
County / state		County / state	
Post code		Post code	
Country		Country	

Is the property up for sale?

If yes, provide proof of when you put the property up for sale, such as a letter from the estate agents Yes ☐ No ☐

If yes, what date did you put it up for sale?

Please provide proof of the value of the property and any outstanding mortgage on it, such as a valuation from the estate agents and your latest mortgage statement.

What is the value of property?

What is the outstanding mortgage on it (if any)?

Are you renting out the property? If so, provide proof of the rent (such as the tenancy agreement) and tell us if you are responsible for paying the water rates and Council Tax.

Yes ☐ No ☐

If yes, how much is the rent?

Do you pay an agent? Yes ☐ No ☐

If yes, how much do you pay them?

Do you pay Council Tax on the property? Yes ☐ No ☐

If yes, how much do you pay?

Do you pay water rates on the property? Yes ☐ No ☐

If yes, how much do you pay?

Are you renting out the property to a relative who is over pensionable age? Yes ☐ No ☐

L Rooms in your home

Please tell us about the rooms in your home. This section **MUST** be completed.

	Living room	Bedroom	Bedsit room	Kitchen	Bathroom	Toilet	Other (please state)
How many in your home?							
How many are only used by you/your family?							
How many do you share with other people?							

M Rent you pay

You should only fill in this section if you pay rent to a private landlord or housing association. If you are a council tenant or an owner occupier, please go to Section O.

A landlord's agent is someone employed by the landlord. It can be an individual or a company, and they can be responsible for just collecting your rent, or they may provide your tenancy agreement as well. If you have a formal tenancy agreement, the details of your landlord and agent should be on the agreement. If you have lived in your property for a long time, you may have a Registered Rent. If so, please send us the documents you will have been given by the Valuation Office Agency, and any letters from your landlord if they are planning to increase the rent.

When did your tenancy start at your current address?

DD/MM/YYYY

Do you have a signed tenancy agreement?

Yes ☐ No ☐

What kind of tenancy is it? Shorthold ☐ Assured ☐ Don't know ☐ Other (please state)

Has your rent been registered by the Rent Officer?

Yes ☐ No ☐

If yes, you will need to provide the registration form

Landlord name

Agent name

Landlord business address

Agent business address

Landlord contact number

Agent contact number

Landlord email address

M Rent you pay – continued

Do you share your room with anyone?

Yes ☐ No ☐

Does your landlord or agent live in the property?

Yes ☐ No ☐

Which floor is your home on?

2nd Floor	☐
1st Floor	☐
Ground Floor	☐
Basement	☐

Other (please state)

Is your accommodation:

Fully furnished

☐

Partly furnished

☐

Unfurnished

☐

Is the property you live in:

Detached

☐

Semi-detached

☐

Terraced

☐

Where is your room:

Front of the property

☐

Centre of the property

☐

Back of the property

☐

If you have moved into a room in a house/hostel, please tell us your room number

If you have moved out of a room, please tell us your old room number

If your home is a caravan, what is the pitch number?

If your home is a boat, what is the boat's name?

If your home is a boat, what is the length?

If your home is a boat, what is the mooring (rent) fee?

Amount:

How often you pay:

M Rent you pay – continued

How much rent do you pay?			
How often is your rent due?			
Who do you pay rent to?			
When is your next rent increase?			
Do you have any rent free weeks?	Yes ☐	No ☐	
If yes, when are they?			
Are meals included in your rent?	Yes ☐	No ☐	
If yes, which meals?	Breakfast	☐	
	Lunch	☐	
	Evening meal	☐	
Are you in arrears with your rent?	Yes ☐	No ☐	
If yes, how much and for what period?			

Does your rent include any of the following charges?

Council Tax	Yes ☐	No ☐	£
Water rates	Yes ☐	No ☐	£
Hot Water	Yes ☐	No ☐	£
Laundry	Yes ☐	No ☐	£
Garage	Yes ☐	No ☐	£
Lighting (your rooms)	Yes ☐	No ☐	£
Fuel for cooking	Yes ☐	No ☐	£
Heating (your rooms)	Yes ☐	No ☐	£
Cleaning	Yes ☐	No ☐	£

If we liaise with your landlord/letting agent to confirm tenancy details where we need to, we will often be able to pay your claim faster or avoid suspending your benefit. Please tick the relevant box below:

- ☐ Yes, I give my permission to contact my landlord
- ☐ No, please do not contact my landlord

M Rent you pay – continued

Are you, your partner or your children related to your landlord, landlord's partner or agent?

Yes ☐ No ☐

If you have ticked '**No**' to the above question go on to **Section N**. If you have ticked 'Yes', complete the questions below.

Who is related to the landlord or agent and what is the relationship?

How did you come to find this property?

Why did you move from your previous address?

If you have not paid any rent yet, please say why?

Was your current home advertised by your landlord?

Has your landlord/agent rented this property out before?

Yes ☐ No ☐

Has your landlord/agent rented other properties?

Yes ☐ No ☐

If yes, please give details.

How was the level of rent decided?

What action would be taken if your rent was not paid?

Would your home be rented again if you moved out?

When did your landlord purchase this property?

N Payment

Housing Benefit for private sector tenants is paid under Local Housing Allowance (LHA) rules. Please check our website at www.brighton-hove.gov.uk/lhasize to see how the size criteria is calculated. Ideally, all payments should be made directly to a bank account. If you need help to open an account, ring the Brighton & Hove branch of the Citizen's Advice Bureau on 01273 223951.

Where your landlord agrees to charge you a rent at the same level as your Local Housing Allowance, you can ask for your payments to go directly to your landlord.

Otherwise your benefit will be paid directly to you.

Do you want your Housing Benefit to be paid to you, your landlord or a third party?

You ☐ Landlord ☐ Third party ☐

Some accommodation types are exempt from this scheme, ie Council and Housing Association tenancies, some hostels, houseboats, caravans, site pitches, accommodation where a substantial part of rent covers board and attendance (such as in some hostels) and pre-January 1989 tenancies.

Account Holder Name (name on card):

Sort Code:

Account Number (this is usually an 8 digit number that can be found on your bank statement):

Roll Number (building society accounts only):

Name of the bank or building society:

If you rent from a private landlord and you have asked for payments to be made to your landlord, you need to tell us why you cannot manage your own affairs. Please tell us about yourself in the box below.

- Do you have any learning disabilities, physical disabilities or medical conditions?
- Do you have any mental health problems that may hinder your ability to pay your rent?
- Are you coping with an addiction? eg alcoholism, substance misuse or gambling.
- Have you encountered any difficulties in managing your affairs because you need assistance with understanding English?

- Have you had previous problems maintaining your rent payments? Yes ☐ No ☐
- Do you currently have any arrears? Yes ☐ No ☐ If yes, how much? £
- What period do your arrears cover? From To
- Has your landlord agreed to charge you rent at the same level as your local housing allowance? Yes ☐ No ☐

O Backdate

It may be possible to backdate your claim if you have a good reason for not claiming on time. For your backdate request to be successful, you must show 'good cause'. Good cause has a specific meaning within benefits legislation. It may include things such as illness, bereavement, an inability to manage your own affairs or incorrect advice by an official agency. There are also other things that can be classed as good cause. It must also be continuous, meaning that you must be able to show why you did not contact the benefit office at any point before you returned your application form.

If you are under pension credit age, the maximum we can backdate is one month, and sometimes it will be less. See **www.brighton-hove.gov.uk/backdate** for more information.

If you wish to backdate your claim, please specify the exact dates you would like it backdated to:

From To

Please provide evidence of your income, capital, benefits and rental liability for the backdate period. Without this, the council will be unable to award any benefit and/or reduction.

Please explain the reasons for your delay in claiming. Please note that not being aware of the benefit or reduction rules will not be considered as 'good cause'.

If you were ill or unable to manage your affairs, you will need to supply medical evidence to support your backdate request. Please confirm the dates that your medical certificate covers.

From To

If you were incorrectly advised, please provide the following information. Please state the department you received incorrect advice from, along with the date, officer name and what you were told.

Changes you need to tell us about

We will assess your claim using the information you have given to us. You must tell us straight away if there are any changes to your circumstances. Below are some examples of changes you must tell us about:

- You or anyone living with you stops receiving Income Support, Jobseeker's Allowance, Universal Credit, Personal Independence Payment, Incapacity Benefit or Employment and Support Allowance
- Your Working Tax Credit, Child Tax Credit or Universal Credit changes
- You move (even if you only move to a different room or flat within the same property)
- A child leaves school or leaves home
- You have a baby
- Your child starts to be cared for, or stops being cared for, by a registered childminder
- Someone moves into or out of your home (including boarders and sub-tenants)
- Your income, or the income of anyone living with you, goes up or down
- You or anyone living with you becomes a student, or takes up a Government Training Scheme
- You or anyone living with you goes into hospital or a nursing home, or goes into prison (even if this is on remand)
- You or anyone living with you gets a job, changes their job or becomes employed
- You or anyone living with you takes more than one job
- You return to work after a period of illness where you have been receiving benefit
- You or anyone living with you has a change in capital or savings of £150 or more (this does not apply to people receiving Income Support, Jobseeker's Allowance (Income Based) or Pension Credit (Guarantee Credit) - please note you should notify the DWP)
- Your rent changes
- You and/or your partner will be away from home for two weeks or more. Where possible, tell us about this **before** you go
- You receive a decision from the Home Office
- Someone starts to receive Carer's Allowance for looking after you
- If you change the bank account that we are paying your Housing Benefit into
- If you inherit a property or any money from a will
- **Anything at all** that is different from what you have told us on this claim form

You must tell us about these changes in writing - a phone call is not enough. Do not rely on anyone else to give us the information, or pass a message on, not even the Job Centre, Pensions Service or Revenues and Customs.

If you don't tell us about changes, you may lose money you are entitled to, or we may pay you too much benefit and/or reduction which we can ask you to repay. If you're not sure about whether or not you need to tell us about a change, call us on 01273 292000 to check or write to us with the details.

Please use page 28 of this form if you need more space to answer any questions, or to tell us anything else you think we may need to know to process your claim.

Declaration

Please read this declaration very carefully before you sign and date it. If you have a partner, they must sign it as well. If you do not sign it we will have to send the form back to you and this will delay your claim. Where the declaration says 'I' or 'me' or 'my' this refers to both you and your partner. The council can prosecute you if you give false information, or if you provide false or altered documents with your claim, or if you do not tell us information (including a change in your circumstances).

- This is my claim for Housing Benefit, or Council Tax Reduction, or both.
- I will tell you if any of the details on any letter you send me are incorrect.
- The information I have given is true and complete. If any of the information is found to be untrue and I get too much benefit or reduction, the council can ask me to pay it back and may prosecute me.
- You can check any information on this form. This includes sending a Certificate of Earnings direct to my employer if necessary.
- I am not claiming Housing Benefit or Council Tax Reduction for any other address.
- I understand that you may contact government departments (for example the Department for Work and Pensions or the Home Office) or other local authority offices to check the information I have given on the form and to get other information.
- I understand that if I do not provide a National Insurance Number, my claim will not normally be dealt with.
- I will write to you straight away if there are any changes in my circumstances, so that you can work out my benefit and/or reduction again. If I do not, and I get too much benefit or discount or reduction, I will be asked to pay it back and I may be prosecuted.

	Signature	Date
Signature of person claiming		
Partner's signature		

If the form was filled in by someone other than the person claiming, complete the following

Name of the person who filled in the form		
Signature of person		
Relationship to the person claiming		

Please tell us why you are filling in this form for someone else

If you wish to act as the personal representative of the person claiming benefit and/or reduction in the future, please ring 01273 292000 and ask for an appointee form. Alternatively, you can download it from www.brighton-hove.gov.uk/benefits.

If you would like someone else to discuss your claim with us eg an advice agency, a relative or a friend, please complete their details below. This means that the benefit department can discuss all aspects of your benefit or reduction with this person.

Name of friend, relative or agency worker (and name of agency they work for)	
Contact number	
Email address	
Address	

Evidence needed to assess your claim

Make sure you have enclosed the following documents for you and your partner.

Proof of National Insurance Number (for new claims only): one item for each of you, such as a P45 or P60 from your last employer, NINO Card, printed wage slips, letter from DWP/ Job Centre, letter or tax code from Revenues and Customs, or occupational pension slip.

Proof of identity (for new claims only): in addition to one item from the list above, at least one further item for each of you such as an up-to-date driving licence, passport, utility bill, or bank statement. We can also accept birth or marriage certificates, divorce papers, medical cards, residence permit, and letters from the Home Office, probation officer, solicitor, Social Worker or Revenues and Customs.

Proof of earnings: for each of you and for all jobs. Pay-slips **must** be consecutive, ie five weekly pay-slips, or three fortnightly, or two monthly, **or** a detailed letter from your employer, **or** a Certificate of Earnings.

Proof of self-employed earnings: for each of you, eg most recent accounts or a completed self-employed form and your business bank statements. If you require a self-employed form, download it at www.brighton-hove.gov.uk/benefits or call 01273 292000.

Proof of benefits, pensions or allowances: for each of you, eg current award letters from DWP or another pension provider.

Proof of savings and investments: if you have savings over £6000, we will need from each of your bank, building society and Post Office account statements or pass-books for the last two months. For all other investments and capital, please provide certificates or other documentation.

Proof of rent: private tenants and housing association tenants only, please provide a current tenancy agreement or a letter from your landlord or agent, or a fully completed and recently updated rent book or card. The document needs to confirm your landlord's address, your rent and any service charges you pay, the date you moved in, and whether you are a joint tenant. It also needs to be signed by you and your landlord.

Proof of income, capital and savings for all non-dependants

Proof of Child Benefit and any other income and/or savings for all dependants: we also need to see proof of any children's date of birth if the evidence supplied does not include this.

Proof of payments to a registered or approved childminder

Proof of payments to a pension scheme: except those you make through your employer (as they will show on your pay-slips).

Proof of student ID and course details: we need to see evidence of all your student grants or loans and additional funding.

Proof of any other income

Proofs can now be sent to us electronically and this makes it easier for us to process your claim. Clear photos or scanned images of the proofs can be e-mailed directly to us at: housing.benefits@brighton-hove.gov.uk.

If you do not have all the evidence to hand, do not delay in sending or bringing this form to the benefit office, as you could lose benefit and/or reduction. You can bring missing proofs in later.

If you cannot send proof by e-mail, you can bring them to be copied during office hours although you may have to wait. If you cannot come to the office, please call us on 01273 292000. Please do not send valuable documents through the post, the council cannot be held responsible for any item lost in this way.

Please return this form to the address given on the front page. If you post it, you must pay the postage.

Equalities monitoring form

We want to make sure that our services are available to everyone in the community and that everyone is treated fairly when they use, or attempt to use, our services.

In compliance with the Data Protection Act, all information you give us will be strictly confidential.

What age are you? _____ ☐ Prefer not to say

What gender are you? ☐ Male ☐ Female ☐ Other - please state _____ ☐ Prefer not to say

Is your gender identity the same as the gender you were assigned at birth? ☐ Yes ☐ No

Prefer not to say ☐

I would describe my ethnic origin as:

White

- ☐ English/Welsh/Scottish/
Northern Irish/British
- ☐ Irish
- ☐ Gypsy
- ☐ Traveller
- ☐ Polish
- ☐ Portuguese
- ☐ Sudanese
- ☐ Any other White background

Asian or Asian British

- ☐ Bangladeshi
- ☐ Indian
- ☐ Pakistani
- ☐ Chinese
- ☐ Any other Asian background

Black or Black British

- ☐ African
- ☐ Caribbean
- ☐ Sudanese
- ☐ Any other Black
Background

Mixed

- ☐ Asian & White
- ☐ Asian & Black African
- ☐ Asian and Black
Caribbean
- ☐ White & Black African
- ☐ White and Black
Caribbean
- ☐ Any other mixed background

Other Ethnic Group

- ☐ Turkish
- ☐ Arab
- ☐ Japanese
- ☐ Any other ethnic group
(please give details)

☐ Prefer not to say

Please select the option which best describes your sexual orientation:

- ☐ Heterosexual/Straight
- ☐ Lesbian/Gay Woman

- ☐ Gay Man
- ☐ Bisexual

- ☐ Other _____
- ☐ Prefer not to say

Please indicate your religion or belief:

- ☐ I have no particular religion
- ☐ Buddhist
- ☐ Christian
- ☐ Hindu
- ☐ Jain

- ☐ Jewish
- ☐ Muslim
- ☐ Pagan
- ☐ Sikh
- ☐ Agnostic

- ☐ Atheist
- ☐ Other _____
- ☐ Other philosophical belief
- ☐ Prefer not to say

Are you a carer?

Do you look after or support anyone with long term physical or mental ill health because of a disability or a problem related to age?

☐ Yes ☐ No ☐ Prefer not to say

If yes, do you care for a...?

- ☐ Parent ☐ Child with special needs ☐ Other family member ☐ Partner / spouse
- ☐ Friend ☐ Other (please give details) _____

Please use this page to tell us about any other information we need to know