



Knowsley Council

Application for Housing Benefit or Local Housing Allowance and Council Tax Benefit



Your title (Mr, Mrs, Miss, Ms):
Your full name:
Address (including flat number):
Postcode:

For official use only	
Claim reference	
Council Tax reference	
UPRN reference	
First contact date	
Date issued	
(Office stamp)	

About your home

Are you:

- renting from Knowsley Housing Trust?
- renting from a housing association?
- renting from a private landlord?
- an owner-occupier?
- a joint owner occupier
- a joint tenant
- a co-ownership tenant?
- living in a hostel?
- other - (please give details)

Filling in the form

If you are filling in this form by hand, **only use black ink**. 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 'Yes' or 'No' questions by putting a tick in the relevant box.

If someone else fills in the form for you, you need to tell us at part 18.

If you need help with this form, please take it to your local One Stop Shop where staff will be pleased to help you. The One Stop Shop addresses and phone numbers are on page 29 of this form. If you are not able to call into our One Stop Shop because you are ill or disabled, please phone 0151 443 4135 and a benefits visiting officer will arrange to call at your home. You can get this form in Braille and large print by contacting us.

You can also get this information in other formats, such as Braille or large print. If English is not your first language, we can arrange an interpreter.

If you have any information on suspected Housing Benefit or Council Tax fraud ring:

Fraud hotline
0800 0730532

Information will be treated in strict confidence.
If you know about anyone claiming any other benefit they are not entitled to, please ring
The National Benefit Fraud Hotline on 0800 854440
or write to PO Box 647, Preston, PR1 1WA.

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 benefit. 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.

About Housing Benefit or Local Housing Allowance and Council Tax Benefit

Housing Benefit or Local Housing Allowance can pay all or part of your rent. Certain items are not covered. Council Tax Benefit can pay all or part of your Council Tax, but none of the above can help with water charges or mortgage payments.

Second Adult Rebate

Second Adult Rebate is Council Tax Benefit for people who may not have a partner but who share their home with someone who:

- is 18 or over;
- is on a low income; and
- does not pay them rent.

If you are claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 18 of this form.

What to do next

When you have filled in this form, sign it and send it to us, with the proof we need to see. Or you can bring this form and proof to us. Do not send valuable items such as benefit order books, bank books or passports in the post. Bring them to the One Stop Shop and we will get the information we need and give them back to you.

Send your forms to Knowsley Metropolitan Borough Council, Revenues and Benefits Division, Municipal Buildings, Cherryfield Drive, Kirkby, L32 1TX.

If you cannot get the proof we need straight away, do not worry. Send the form to us, but let us know that you will be sending some proof later. If you do not send the form to us straightaway, you might lose money. If you cannot get the proof let us know. We may be able to help you. **Do not delay sending back your claim form. If you do you may lose benefit.**

When we usually pay benefit from

If this is your first claim: We will usually pay your benefit from the Monday after we get your form.

How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for Housing Benefit or Local Housing Allowance and Council Tax Benefit.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check 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 them information to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

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

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

We, Knowsley Metropolitan Borough Council, are the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

Part 1 About you and your partner

Do you have a partner who normally lives with you?

No

Yes

If you have a partner, you must answer all the questions about them, as well as yourself.

By partner we mean:

- A person you are married to or live with as if you are married to them;
- A civil partner or a person you live with as if you are civil partners.

You

Your partner

Last name

Other names

Any other last names you have used

Title (Mr, Mrs, Ms and so on)

Address

Do not tell us your partner's address if it is the same as yours.

Postcode

Postcode

Date of birth

 / /
 / /

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

National Insurance number

You can find this on payslips or letters from social security or the tax office. We cannot decide your claim if we do not have your National Insurance number.

If you do not have a National Insurance number, or cannot find it, tick this box.

If your partner does not have a National Insurance number, or cannot find it, tick this box.

Your daytime phone number

Mobile phone number

Email address

What would be the best way to contact you?

You do not have to tell us this, but it may help us to deal with your claim more quickly.

Daytime phone number Mobile number Email

Have you or your partner claimed Housing Benefit, Local Housing Allowance or Council Tax Benefit before?

No

Yes When did you claim?

 / /

Which council did you claim from?

What name did you claim in?

What address did you claim for?

Postcode

No

Yes When did they claim?

 / /

Which council did they claim from?

What name did they claim in?

What address did they claim for?

Postcode

Part 1 About you and your partner - continued

You

Your partner

If you have moved home in the last 12 months, tell us your last address.

Postcode

Postcode

Were you the home owner, a private tenant, a housing association tenant or a boarder at this address?

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If you were a home owner, have you sold your previous property?

No
 Yes We will write to you about this.

No
 Yes We will write to you about this.

Have you told the council that paid your benefit that you have moved?

No
 Yes

No
 Yes

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 2 years?

No
 Yes We will write to you about this.

No
 Yes We will write to you about this.

What is your nationality?

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If your nationality is not British, on what date did you last enter the UK?

/ /

/ /

The UK is England, Northern Ireland, Scotland and Wales.

Are you or your partner in hospital at the moment?

No
 Yes When did you go in?

No
 Yes When did they go in?

/ /

/ /

When will you come out (if you know this)?

/ /

When will they come out (if they know this)?

/ /

Do you or your partner get Disability Living Allowance?

No
 Yes How much?

No
 Yes How much?

Care: £

Care: £

Mobility: £

Mobility: £

Do you or your partner get Attendance Allowance?

No
 Yes

No
 Yes

Part 2 About children

You may be able to get more benefit if there are children in your household and they 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).
- under 20 and in full time non advanced education, or approved training that commenced before their 19th birthday.

Are there any children in your household?

No Go to **Part 3**.

Yes If you need to tell us about more than 3 children, ask us for extra sheets of paper to tell us all the information we ask for on this page.

If you need extra sheets of paper, tick this box.

First child

Second child

Third child

Last name

Other names

Date of birth

 / /
 / /
 / /

What is the child's sex?

The child's relationship to you

The child's relationship to your partner

Usual address if different from yours

Child Benefit number

Who gets the Child Benefit for them?

We need to see proof of this.

Is the child registered blind?

No

No

No

Yes

Yes

Yes

We need to see proof of this.

We need to see proof of this.

We need to see proof of this.

Does the child get Disability Living Allowance?

No

No

No

Yes How much?

Yes How much?

Yes How much?

Care: £

Care: £

Care: £

Mobility: £

Mobility: £

Mobility: £

Part 2 About children – continued

	First child	Second child	Third child
Do you or your partner pay any childminding costs for this child to a registered childminder, a nursery or an after-school club?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.	Yes <input type="checkbox"/> Tell us the name and registration number of the minder.
	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
	How much do you pay a week?	How much do you pay a week?	How much do you pay a week?
	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>	£ <input style="width: 100%;" type="text"/>
	We need to see proof of this.	We need to see proof of this.	We need to see proof of this.

Part 3 About other people who live with you

Apart from you, your partner and any children you receive Child Benefit for, does anyone else live in your home?

No Go to **Part 4**.

Yes Tell us about everyone in your home who you have not mentioned before on this form, including other children, relatives, friends and joint owners, joint tenants, and anyone else who lives with you.

If you need to tell us about more than 3 people, ask for extra sheets of paper to tell us all the information we ask for on this page.

If you need extra sheets of paper, tick this box.

	First person	Second person	Third person
Last name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other names	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
National Insurance number	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Date of birth	<input style="width: 33%; text-align: center;" type="text"/> / <input style="width: 33%; text-align: center;" type="text"/> / <input style="width: 33%; text-align: center;" type="text"/>	<input style="width: 33%; text-align: center;" type="text"/> / <input style="width: 33%; text-align: center;" type="text"/> / <input style="width: 33%; text-align: center;" type="text"/>	<input style="width: 33%; text-align: center;" type="text"/> / <input style="width: 33%; text-align: center;" type="text"/> / <input style="width: 33%; text-align: center;" type="text"/>
Their relationship to you or your partner	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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

Part 3 About other people who live with you – continued

	First person	Second person	Third person
Do they get Income Support, Job Seeker's Allowance or Pension Guaranteed Credit?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Do they get Disability Living Allowance or Attendance Allowance?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	Yes <input type="checkbox"/> How much? £ <input type="text"/> a week
Are they registered blind?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> Tell us which. <input type="text"/>	Yes <input type="checkbox"/> Tell us which. <input type="text"/>	Yes <input type="checkbox"/> Tell us which. <input type="text"/>
Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	Yes <input type="checkbox"/> How much? £ <input type="text"/> a week
Are they severely mentally impaired?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Are they in legal custody at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>
Are they in hospital at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> When did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="checkbox"/> When did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/>	Yes <input type="checkbox"/> When did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/>
	When will they come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	When will they come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	When will they come out (if you know this)? <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"/>

Part 3 About other people who live with you – continued

First person

Second person

Third person

Do they normally work for 16 hours or more a week?

No
Yes

Tell us their earnings before any deductions.

£

We need to see proof of their earnings (for example, their last 5 weekly or 2 monthly payslips).

No
Yes

Tell us their earnings before any deductions.

£

We need to see proof of their earnings (for example, their last 5 weekly or 2 monthly payslips).

No
Yes

Tell us their earnings before any deductions.

£

We need to see proof of their earnings (for example, their last 5 weekly or 2 monthly payslips).

Do they have any other income at all?

This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.

No
Yes

Name of first other income

How much is it before deductions?

£ a week

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see proof of other incomes.

No
Yes

Name of first other income

How much is it before deductions?

£ a week

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see proof of other incomes.

No
Yes

Name of first other income

How much is it before deductions?

£ a week

Name of second other income

How much is it before deductions?

£ a week

Name of third other income

How much is it before deductions?

£ a week

We need to see proof of other incomes.

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

No
Yes

Tell us their names.

is the partner of

And

is the partner of

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

You

Your partner

Are you or your partner getting income Support, Income-Based Jobseeker's Allowance or Pension Credit at the moment?

No
 Yes When did you start getting it?
 / /

No
 Yes When did they start getting it?
 / /

Are you or your partner still waiting to hear about a claim for Income Support, Income-Based Jobseeker's Allowance or Pension Credit?

No
 Yes When did you claim?
 / /

No
 Yes When did they claim?
 / /

Part 5 About being self-employed

Are you or your partner self-employed?

No Go to **Part 6**.

Yes Answer the questions on this page.

You must send us your trading accounts for the last financial year. If you have only recently set up the business and do not have a full year's accounts, we will need to see some other evidence of your income. We will write to you about this.

You

Your partner

What kind of work do you do?

When did the business start?

 / /
 / /

What is the business address?

 Postcode

 Postcode

Are there any other partners in the business?

No
 Yes Tell us their name and address.

 Postcode

No
 Yes Tell us their name and address.

 Postcode

Part 5 About being self-employed - continued

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

No
Yes How much?

£

How often?

Every

No
Yes How much?

£

How often?

Every

Do you pay into a private pension scheme?

No
Yes How much?

£

How often?

Every

No
Yes How much?

£

How often?

Every

We must see proof of your earnings and private pension before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can use as proof.

Part 6 About working for an employer

Do you or your partner work for an employer?

No Goto **Part 7**.

Yes Answer the questions on this page. If you work for more than one employer, tell us about all the employers in Section 16 on page 24 of this form.

You

Your partner

What kind of work do you do?

What is your employer's name and address?

 Postcode

 Postcode

Payroll office phone number.

When did you start this job?

 / /
 / /

What is your payroll, employee or staff number?

Are you employed for a limited period?

No
Yes When will you finish?

 / /

No
Yes When will they finish?

 / /

Part 6 About working for an employer - continued

	You	Your partner
How often do you get paid?	Every	Every
How much do you get paid before tax and National Insurance are taken off?	£	£
How are you paid? For example, in cash, by cheque or straight into a bank or building society account.		
When was your last pay rise?	/ /	/ /
When will your next pay rise be?	/ /	/ /
How many hours a week do you usually work?		
Give details of any regular overtime, bonuses or commission.		
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"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much?
	£	£
	How often?	How often?
	Every	Every

We must see proof of any earnings before we can decide how much benefit you can get.
Read the checklist at Part 19 to see what you can use as proof.

Part 7 About any other work

Do you or your partner do any other work at all?

This could be voluntary work or any other work, even if it is not paid work.

No Goto **Part 8**.

Yes Answer the questions on this page.

You

Your partner

What other work do you do?

Part 7 About any other work - continued

What is the name and address of the person you do this work for?

Postcode

Postcode

When did you start this work?

/ /

/ /

How many hours a week do you usually work?

--

--

Do you get paid?

If you only get expenses or tips, still tick 'Yes' and give details.

No

Yes How much do you get before any deductions?

£

How often?

Every

No

Yes How much do they get before any deductions?

£

How often?

Every

We must see proof of any earnings before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can use as proof.

Part 8 About benefits and pensions

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed?

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

- Attendance Allowance
- Bereavement Allowance
- Carer's Allowance (previously known as Invalid Care Allowance)
- Child Benefit
- Child Tax Credit
- Contribution-based Jobseeker's Allowance
- Fostering Allowance
- Guardian's Allowance
- Incapacity Benefit / Employment Support Allowance (from October 2008)
- Income-Based Job Seeker's Allowance
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Pension Credit (the savings part of Pension Credit)
- Return to Work Credit (from 28 April 2008)
- Retirement Pension
- Severe Disablement Allowance
- Statutory Maternity Pay or Statutory Paternity Pay
- Statutory Sick Pay
- War Disablement Benefit, War Pension or War Widow's Pension
- Widow's or Widower's Benefits
- Working Tax Credit

If you are getting or have claimed any benefit that is not listed, tell us about it in Section 16 on page 24 of this form.

No Goto **Part 9**.

Yes Tell us about the benefits on the next page. Tell us the full rate of the benefits before any deductions.

Part 8 About benefits and pensions - continued

Benefit or pension 1

The name of the benefit or pension you are waiting to hear about or getting now

	You	Your partner
	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Waiting to hear	<input type="checkbox"/> Waiting to hear
	<input type="checkbox"/> Getting it now	<input type="checkbox"/> Getting it now
How much?	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text" value="Every"/>	<input type="text" value="Every"/>

Benefit or pension 2

The name of the benefit or pension you are waiting to hear about or getting now

	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Waiting to hear	<input type="checkbox"/> Waiting to hear
	<input type="checkbox"/> Getting it now	<input type="checkbox"/> Getting it now
How much?	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text" value="Every"/>	<input type="text" value="Every"/>

Benefit or pension 3

The name of the benefit or pension you are waiting to hear about or getting now

	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Waiting to hear	<input type="checkbox"/> Waiting to hear
	<input type="checkbox"/> Getting it now	<input type="checkbox"/> Getting it now
How much?	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text" value="Every"/>	<input type="text" value="Every"/>

Part 9 About other money coming in

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

This includes occupational pensions; maintenance or child support for you, your partner or any of the children you have told us about on this form; money from a trust fund; training allowances; a student grant or loan; members' expenses and any cash payments. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants. You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

No Goto **Part 10**.

Yes Answer the questions on this page.

Other money 1

What is the money for?

Who gets it?

How much do they get?

How often?

When did they start getting this income?

When is the income likely to go up?

Part 9 About other money coming in - continued

Other money 2

What is the money for?

Who gets it?

How much do they get?

£

How often?

Every

When did they start getting this income?

/ /

When is the income likely to go up?

/ /

Other money 3

What is the money for?

Who gets it?

How much do they get?

£

How often?

Every

When did they start getting this income?

/ /

When is the income likely to go up?

/ /

Does anyone owe money to you, your partner, or any children you are claiming for?

No

Yes What for?

How much?

£

Are you expecting to get any money in the next 12 months?

No

Yes What for?

For example, a redundancy payment or a payment instead of notice or holiday.

How much?

£

We must see proof of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can use as proof.

Part 10 About bank accounts, savings, investments and property

Do you or your partner have any bank accounts etc?

This includes cash, current accounts with a bank or building society, post office accounts, premium bonds, National Savings Certificates, and stocks and shares.

No Goto **Part 10a.**

Yes Answer all the questions in this part. We must see proof of all the bank accounts, savings and investments. Read the checklist in Part 18 to see what you can use as proof.

You must declare any accounts, even if they are used only for wages/benefits or pensions to be paid in.

Bank 1

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Bank 2

Name of bank

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any building society accounts?

No

Yes Tell us about all your **building society accounts**, even if you do not use them regularly. If there are more than 2 building society accounts, tell us about the others in Section 16 on page 24 of this form.

Building society 1

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Building society 2

Name of building society

Account number

Whose name is the account in?

How much is in the account?

£

Do you or your partner have any post office accounts?

This includes savings accounts and Girobank accounts.

No

Yes Tell us about all your **post office accounts**, even if you do not use them regularly. If there are more than 2 post office accounts, tell us about the others in Section 16 on page 24 of this form.

Post office 1

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

Post office 2

Type of account

Account number

Whose name is the account in?

How much is in the account?

£

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

Do you or your partner have any Premium Bonds?

No
 Yes Value £

Do you or your partner have any National Savings Certificates?

No
 Yes Issue number Value How many?
 £
 Issue number Value How many?
 £

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

No If you have more than two National Savings Certificates, stocks, shares bonds or unit trusts, tell us about the others on a separate sheet.
 Yes
 Company name How many?

 Company name How many?

Do you or your partner have any other capital, savings or investments?
 For example, cash, TESSAs, ISAs, TOISAs, compensation, or any other money you have not told us about on this form.

No
 Yes We will write to you about this.

Do any of your savings or investments include:
 • money from selling a house; or
 • money from a charity.

No
 Yes Tell us about this in Section 16 on page 24 of this form.

Do you or your partner own or partly own any property, land or timeshare, other than the home you live in, either in the UK or abroad?
 Tick 'Yes' even if you have a mortgage or loan for the property, land or timeshare.

No
 Yes What is the address?

 Postcode

How much is it worth?

£

If you have a mortgage or loan for this, how much is left to repay?

£

Have you or your partner received a Far Eastern Prisoner of War payment?

No
 Yes

Part 11 About where you live

Are you living away from home at the moment?

No

Yes Tell us why you are not living at home.

When did you last live at home?

 / /

When do you expect to go back home?

 / /

Tell us the address of where you are living at the moment.

 Postcode

If your home has been sublet, tell us who lives there now.

Do you pay rent for your home?

Tick 'Yes' if you would pay rent but you already get Housing Benefit.

No Go to **Part 15**.

Yes Goto **Part 12**.

Part 12 About rent

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

Detached house

Semi-detached house

Terraced house

Maisonette

Bungalow

Other - give details

Flat in a house

Flat in a block

Flat over a shop

Bedsit or rooms

Hostel

Caravan, mobile home or houseboat

Board and lodgings

Hotel

Residential nursing home

Residential care home

Does your home have central heating?

No

Yes

Does your home have a garden?

No

Yes

Has your home been built or adapted for people with disabilities?

No

Yes

Which floors do you live on?

Does your home have a garage?

No

Yes

Does your home have a parking space?

No

Yes

Do you and your household occupy only 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

How many floors are there in the whole building?

Part 12 About rent - continued

Do you or your partner own, or have you ever owned, any part of the property you now live in?

No
Yes

Do you live in the property as a condition of your or your partner's employment?

No
Yes

Is your landlord the parent of a child for whom you or your partner are responsible?

No
Yes

Is your landlord a trust of whom your child or your partner's child is a beneficiary?

No
Yes

When did you start renting your home?

 / /

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.

What sort of tenancy do you have?

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

How long is the tenancy for?

 / / to / /

Please tick to show if the property is let as:

furnished
partly furnished

hardly any furniture
unfurnished

How much is the rent for your home?

£ every

(For example, every week/fortnight/4 weeks/month).

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

No

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

How much of the rent do they pay?

£ every

(For example, every week/fortnight/4 weeks/month).

Has your rent changed in the last 12 months?

No

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

When is the next rent increase due?

 / /

Has your rent been registered as a fair rent by a rent officer?

No

Yes Please send us the notice of registration (RO5).

Do you have any weeks when you do not have to pay rent?

No

Yes How many in a year?

Part 12 About rent - continued

Are you behind with your rent?

No

Yes By how many weeks?

Who receives the Council Tax bill for your home?

You or your partner

Your landlord

Someone else

Tell us who receives the Council Tax bill.

Does your rent include money for the following?

Meals

No

Yes How much each week?

 £

Which meals? Breakfast Lunch Evening meal

Water authority charges

No

Yes How much each week?

 £

Heating

No

Yes How much each week?

 £

Lighting

No

Yes How much each week?

 £

Hot water

No

Yes How much each week?

 £

Fuel for cooking

No

Yes How much each week?

 £

Laundry

No

Yes How much each week?

 £

Cleaning rooms or windows

No

Yes How much each week?

 £

Gardening

No

Yes How much each week?

 £

Garage or parking space

No

Yes How much each week?

 £

Do you have to rent the garage as part of your tenancy agreement?

No

Yes

Personal care and support

No

Yes How much each week?

 £

Do you pay any service charges with your rent?

No

Yes How much each week?

 £

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals or lift maintenance.

What for?

We must see proof of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 19 to see what you can use as proof.

Part 13 How you want to be paid

Paying your Housing Benefit and Council Tax Benefit

- If you are a tenant of a Housing Association, a Housing Trust or Registered Social Landlord, we will usually pay any Housing Benefit you are awarded direct to your landlord unless you tell us otherwise.
- If you are the tenant of a private landlord we will usually pay any Local Housing Allowance or Housing Benefit you are awarded directly to you. The money can be paid directly into your bank account (see below).
- If you are awarded Council Tax Benefit, we will pay this into your Council Tax account.

Payment direct into an account

We recommend that you get your money in this way because:

- it is safe and secure;
- it is convenient - you decide when and how much you want to withdraw;
- using an account may help you to save;
- you could have regular bills paid from some accounts (this could save you money but you will need to make sure that there is enough money in your account to pay the bills - if not, you may be charged a fee); and
- you can get your money from many different places.

The account can be:

- in your name;
- in the name of your partner (we use partner to mean a person you are married to or a person you live with as if you are married to them);
- in your name and your partner's name;
- in the name of the person acting on your behalf; or
- in your name and the name of the person acting on your behalf.

If you do not have a bank account, please refer to our bank account guidance leaflet.

Please provide the following information.

Name of bank or building society

Bank or building society sort code

Account name

Bank or building society account number

Your signature

Date

Part 14 Paying benefit to your landlord or landlord's agent

The Local Housing Allowance will be implemented on 7 April 2008. Any customer who is included in this scheme (i.e. tenants renting a property from a private landlord) will receive the Local Housing Allowance directly to themselves. In some cases, we may be able to pay your Local Housing Allowance directly to your landlord.

Please tick here if you would like us to consider paying your landlord. You must give reasons in part 16 of this form or on a separate sheet, stating clearly why you shouldn't receive this money. For example if you have difficulty managing your financial affairs or if you are vulnerable.

We will write to you and you may need to provide relevant evidence to support this request, for example a letter from a G.P., care worker, Social Services, Welfare Rights, probation officer, etc. Your landlord will also need to agree to accept these payments

If your landlord is not a housing association your landlord must complete a landlord agreement before we can pay your benefit.

Sharing information with your landlord or landlord's agent

Sometimes, sharing information with your landlord or landlord's agent helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. We would only share information with your landlord or landlord's agent if you:

- have agreed that your Housing Benefit or Local Housing Allowances can be paid directly to your landlord or landlord's agent.

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

If you give us permission, we would be able to tell your landlord or landlord's agent:

- whether or not you had claimed for Housing Benefit and, if so, whether we have made a decision on your claim or not; and
- if we need further information to make a decision on your claim and, if so, what information this is.

There may be other information about your claim that we need to check with your landlord or landlord's agent, such as the date your tenancy started, before we can make a decision on your claim. If this is the case, we have to ask your landlord or landlord's agent even if you have not given us permission to discuss your claim with them. But unless you have given us permission by signing this form, we will not discuss anything else with your landlord or landlord's agent.

If you do not give us permission to discuss your claim with your landlord or landlord's agent, it will not affect your claim. If you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know. If you want to give us permission to discuss your claim with your landlord or landlord's agent, please sign below.

I give you (Knowsley Metropolitan Borough Council) permission to share my information about the progress of my Housing Benefit or Local Housing Allowance claim with my landlord or their representative.

Signature

Address

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

Postcode

Date

Part 15 Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

Tell us why you did not put your form in earlier.
We may need to write to you separately about this.

Part 16 Anything else you need to tell us

Use the box below 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 separate sheets of paper with this form,
please put your name and address on each sheet and number the sheets.

Part 17 Supporting People charges

Application for the Supporting People Charge Subsidy and authorisation for exchanging information

Do you live in a sheltered housing scheme or supported housing scheme, or do you receive housing-related support?

Yes Please fill in the rest of this section.

No You do not have to fill in the rest of this section.

Name

Address

Postcode

National Insurance number

Date of birth

I want to apply for a rebate to my Supporting People Charge and I give Knowsley Metropolitan Borough Council Housing Benefit Section permission to pass the following information to Knowsley MBC Supporting People Team and Financial Assessment and Charging Team (please note that this will help us to speed up your application, and means you will not have to fill in any more application forms).

- Details of the outcome of my application for Housing Benefit
- If I am no longer entitled to Housing Benefit or if I change my address
- Any information contained on my application for Housing Benefit and Council Tax Benefit
- Any change to the information shown on my application for Housing Benefit and Council Tax Benefit.

Signature

Date

Part 18 Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign below to confirm all the details about them are correct.

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

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit / Local Housing Allowance/ Council Tax Benefit. You may check some of the information with other sources as allowed by the law.
- 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.
- Periodically, data matching is carried out with banks and building societies and this can result in the detection of undeclared accounts.

I know I must let the council know about any change in my circumstances which might affect my claim.

This information should be provided within a calendar month. Failure to comply with this could result in a loss of benefit entitlement.

I declare the information I have given on this form is correct and complete.

Signature of the person claiming

Date

Partner's signature

Date

If any part of 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.

Full name of the person who filled in the form

Full address

Daytime phone number

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

Signature of the person

Relationship to the person claiming

Date

Part 19 Checklist

Please tick to tell us what proof you are sending with this form. We must see **original** documents, not copies. **Please do not send valuable items through the post.** If you can, bring them in to us. We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice.

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

If you cannot send the proof we need at the moment, send the form back to us now and send the proof later. We can start to process your claim, **but we will not be able to pay you any benefit 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 National Insurance number

Such as a National Insurance number card, payslips or letters from social security or the tax office.

Proof of bank accounts, savings and investments

Such as all your bank, building society or post office books, full bank statements, or certificates for Premium Bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see 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 2 months.

Proof of earnings

This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month. If you are not able to provide payslips, please contact us for advice. 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 12 months, a summary of your trading records so far.

Proof of other income

Such as your current 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. If you have any non-dependants in the household, they need to provide proof of their income or earnings. If they fail to provide this proof, the highest non-dependant deduction will be applied.

Proof of benefits, allowances or pensions

Such as current award notices or letters from the Department for Work and Pensions confirming how much you get. If you do not have the proof, let us know straight away. Please do not send order books through the post.

Proof of private rent and tenancy

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

Proof of other money paid out

Such as letters about student grants or maintenance, agreements or receipts from registered childcarers.

Make sure that you pay the correct postage for returning the application form and any proof.

This will make sure that the form and all the proof will reach us on time.

Changes you must tell us about

Tell us straight away if:

- any of your children leave school or leave home;
- anyone moves into or out of your home (including lodgers and subtenants);
- your income or the income of anyone living with you, including benefits, changes;
- if your Job Seekers Allowance or Income Support ends;
- if you start to receive Child Tax Credits, Working Tax Credit, Pension Credit or Savings Credit;
- your capital (for example, land or any other properties you own), savings or investments change;
- you or anyone living with you becomes a student, goes on Youth Training, goes into hospital or a nursing home, goes into prison, or gets, changes or leaves a job;
- your rent changes;
- you move;
- you or your partner are going to be away from home for more than a month;
- you receive any decision from the Home Office; or
- anything you have told us about changes.

You can report these changes in writing, by telephone or by calling into any of the One Stop Shops

If you don't tell us about these changes immediately you may lose money you are entitled to or you may get too much benefit. You must make sure that you tell us about these changes. Don't rely on someone else to pass the message on. It is an offence not to tell us about any change of circumstance that affects your benefit. We may take court action against you and if we pay you too much benefit, you will probably have to pay it back.

Please tick below to confirm how you obtained this form

Received in the post

Housing Trust / Landlord

Knowsley One Stop Shop

Citizens Advice Bureau/Welfare Rights

Other - please specify

How to contact us

Information relating to the services which the Council provides and how to contact the various departments can be obtained from any One Stop Shop

In person:

Please call at:

Huyton One Stop Shop

Municipal Buildings

Archway Road

Huyton

Merseyside

L36 9XJ

Kirkby One Stop Shop

Municipal Buildings

Cherryfield Drive

Kirkby

Merseyside

L32 1TX

Prescot One Stop Shop

Prescot Shopping Centre

Aspinall Street

Prescot

Merseyside

L34 5GA

Halewood One Stop Shop

5/21 Ravens Court

Leathers Lane

Halewood

Merseyside

L26 0UP

One Stop Shop opening times:

Monday to Friday 9.00am to 5.00pm

Saturday 9.30am to 1.00pm (Huyton, Kirkby and Prescot offices only)

By post:

Please write to:

Housing Benefit Section

Knowsley Borough Council

Municipal Buildings

Cherryfield Drive

Kirkby

Merseyside

L32 1TX

By telephone:

Please ring Contact Centre

on **0151 443 4042**

(Open 8am - 8pm Mon-Fri & Sat 9am -1pm)

By email: benefits@knowsley.gov.uk

www.knowsley.gov.uk

By fax: **0151 443 4142**

Disabled access is available at all of the One Stop Shops. The following facilities are available:

- Wheelchair/pram access and lowered desks
- Minicom telephone system for hearing impaired people. Please dial: **0151 443 4749**
- Advisors trained in British Sign Language (up to Level 2)
- Access to BTs language line through which we can contact an interpreter in minutes
- Private interview rooms
- Friendly staff who are happy to assist

One Stop Shop surgery at Stockbridge Village Library

The Withens

Stockbridge Village

Merseyside

L28 1SU

Tuesdays and Fridays 9.15 a.m. to 12.45 p.m.

A mobile One Stop Shop service is available at Knowsley Village, Cronton and Tarbock.

Please ring 0151 443 4042 for details of days and times.

Questionnaire

Under the Race Relations Act Amendment 2000, the Disability Discrimination Act 2005 and the Equality Act 2006, we have a responsibility to gather details of our clients backgrounds. This information is used to help us with our equal opportunities policies.

This information is confidential and will be used only to improve access to our services and help provide equal opportunities for everyone.

Please tick the appropriate box in each section.

The completion of this survey is voluntary.

A What is your gender ? Male Female

B Do you consider yourself disabled? Yes No

C Please indicate which group you feel you belong to:

Asian

Bangladeshi

Indian

Pakistani

Kashmiri

Other Asian Background Please specify

Black

African

Caribbean

Other black background Please specify

Chinese

Any Chinese background

Mixed ethnic background

Asian and white

Black African and white

Black Caribbean and white

Other mixed ethnic background Please specify

White

Any white background

Any other background

Any other ethnic background Please specify

D Please indicate your nationality:

English or mixed British

English

Irish

Scottish

Welsh

Any other nationality Please specify

Gypsies and Travellers

Gypsy

Irish Traveller

Traveller *

Any other

* Travellers are defined as a specific ethnic group who may also belong to a variety of racial backgrounds. For this reason, if you consider yourself to be a traveller, you may also tick another category which indicates your racial background.