

Council Tax Reduction Scheme Claim Form



**West
Northamptonshire
Council**

Don't delay - claim today!

Please return this form as quickly as possible, even if you do not have everything we ask for. You can send the rest to us later.

Filling in the form

- Use blue or black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape. Please initial any alterations.
- Answer 'Yes' or 'No' questions by ticking ✓ the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. If you do not answer a question we will have to send the form back, and this will delay the claim.
- If someone else fills in the form for you, there is a declaration for them to sign in Part 12. You must sign Part 12 as well.
- Please send the form back to us straight away to make sure you do not lose any Support. In the form, we ask for proof of your income and capital. If you don't yet have all the proof we need, send the form in now and send the proof later.
You have one month from the date we receive the form to send in the proof.
- You must tell us immediately if your circumstances change. See page 2 for a list of changes that may affect your claim.

For more help and advice, contact:

Revenues and Benefits
West Northants Council
Lodge Road
Daventry
Northamptonshire
NN11 4FP

Phone: 01327 871100

Email: benefits.ddc@westnorthants.gov.uk

Notes for filling in the claim form

About this form

This Local Council Tax Support claim form has been specially designed to be easy to fill in. It is long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of award.

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.

Evidence

We need to see evidence of some of the things you tell us about. The checklist at the end of the form will help you. If you are not sure if we need to see evidence of something, get in touch with us. We will tell you what we need to see. We cannot pay your Award until we have seen the evidence we have asked for.

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 Local Council Tax Support.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue and Customs, as allowed by law. We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give them information, to:

- make sure the information is accurate; and
- 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.

The Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use it, please ask us.

If we award Local Council Tax Support

If we decide to make an award, we will review your claim regularly. This may involve an unannounced visit to your home by our Visiting Officer. We may also post you a form that you should complete and return to us with all relevant supporting evidence.

Changes you must tell us about Tell the Council's Housing and Communities Department straight away if;

- any of your children leave school or leave home; or
- anyone moves in or out of your home (including lodgers, joint tenants and subtenants); or
- your income or the income of anyone living with you, including benefits, changes; or
- your capital, savings or investments change; or
- you or anyone living with you becomes a student; goes on a Youth Training Scheme; goes into hospital or a nursing home; goes into prison; or gets, changes or leaves a job; or
- you or your partner are going to be away from home for more than a month; or
- you receive any decision from the Home Office; or
- anything you have told us about changes; or
- you move house.

If you don't tell us about these changes, you may lose money you are entitled to or you may get too much award. You must make sure that you tell us about these changes. Don't rely on someone else to pass on the message.

It is an offence not to tell us about any change of circumstance that affects your award. We may take court action against you. If we pay you too much support, in most cases, you will have to pay it back.

Council Tax Reduction Scheme Claim Form

Local Authority Office Date Stamp

Part 1 About you and your partner

Do you have a partner who normally lives with you?

A partner means a person you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple.) Even if your partner only comes home at weekends, or part of the week, you must include them

No

Yes

Claim number

Date issued

Initials and reason

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

You

Your partner

Surname or family name

First name(s)

Any other surnames or family names you have used, such as before marriage or in a previous marriage

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

What date did you move in to this address? (first spent the night there)

Your daytime phone number

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

What is this number?

Please tick.

Home Work Mobile Textphone

Home Work Mobile Textphone

E-mail address

We want to deal with your claim as quickly as we can and if we have your e-mail address we will contact you this way.

Date of birth

National Insurance number

You can find this on payslips or letters from social security or the tax office. We can decide your claim only if we see evidence that this is your National Insurance number (see part 13).

Letters	Numbers	Letter
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

Letters	Numbers	Letter
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

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.

We must see evidence of you and your partner's identity and National Insurance number. If you or your partner are asylum seekers, you must provide your current Home Office letter. Read the checklist in part 13.

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 where you are living at the moment.

Postcode

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

Have you or your partner claimed Local Council Tax Support or Council Tax Benefit before?

You

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

Your partner

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

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 or a boarder at this address?

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?

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

/ /

/ /

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

You

Your partner

Are you or your partner in hospital at the moment?

No

Yes When did you go in?

 /

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

 /

No

Yes When did they go in?

 /

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

 /

Do you or your partner get Disability Living Allowance?

No Yes

No Yes

Do you or your partner get Personal Independence Payment?

No Yes

No Yes

Do you or your partner get Attendance Allowance?

No Yes

No Yes

Does anyone get Carer's Allowance for looking

No Yes

No Yes

after you or your partner? (If anyone claims Carer's Allowance for looking after you in the future please let us know)

Have you or your partner ever claimed Carer's Allowance?

No Yes

No Yes

Still tick 'Yes' if you claimed but were not paid any money.

Do you or your partner have a vehicle from a mobility scheme?

No Yes

No Yes

Are you or your partner a student?

No Yes

No Yes

Do you study full time or part time?

Do they study full time or part time?

Full time Part time

Full time Part time

Tick if you or your partner are:

• an apprentice

• on youth training

• in legal custody

• severely mentally impaired

• registered blind

• long-term sick or disabled

Is anyone in the household pregnant?

No Yes

If 'Yes', who?

Due Date

 /

Are there any children in your household? By children we mean under 16 or aged 16 to 20 and in full-time education or approved training.

No Go to **Part 3**.

Yes If there are more than 4 children, use a separate sheet of paper to tell us all the information we ask for on this page.

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

	First child	Second child	Third child	Fourth child
Surname or family name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First name(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address if different from yours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
We need to see proof of this.				
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does the child get Disability Living Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you pay a registered childminder, nursery or after-school club any childminding costs for this child?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
	If yes, please tell us the name and registration number of the childcare provider.	If yes, please tell us the name and registration number of the childcare provider.	If yes, please tell us the name and registration number of the childcare provider.	If yes, please tell us the name and registration number of the childcare provider.
Term Time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	How much do you pay a week? £ <input type="text"/>	How much do you pay a week? £ <input type="text"/>	How much do you pay a week? £ <input type="text"/>	How much do you pay a week? £ <input type="text"/>
School Holidays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	How much do you pay a week? £ <input type="text"/>	How much do you pay a week? £ <input type="text"/>	How much do you pay a week? £ <input type="text"/>	How much do you pay a week? £ <input type="text"/>

Part 3 About other people who live with you

Do any adults usually live with you and any partner you have? No Go to Part 4.
 Yes Answer all questions in this section.

By adults we mean people over 16 who nobody gets Child Benefit for. Do not tell us about people who just share a hall, bathroom or toilet with you. If you want to tell us about more than 3 people, use a separate sheet of paper.

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

First person

Second person

Third person

Surname or family name

Other names

Date of birth

 / /
 / /
 / /

Their relationship to you or your partner

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

When did they move in?

 / /
 / /
 / /

Do they receive any State Benefits?

No
 Yes Tell us which.

No
 Yes Tell us which.

No
 Yes Tell us which.

Do they normally work?

No
 Yes Please tell us their gross earnings

No
 Yes Please tell us their gross earnings

No
 Yes Please tell us their gross earnings

Are they a full-time student, a student nurse, a care worker, an apprentice or on youth training?

No
 Yes Tell us which.

No
 Yes Tell us which.

No
 Yes Tell us which.

Are they severely mentally impaired?

No
 Yes

No
 Yes

No
 Yes

Are they in legal custody at the moment?

No
 Yes When are they expected to be released?

No
 Yes When are they expected to be released?

No
 Yes When are they expected to be released?

 / /
 / /
 / /

Are they in hospital at the moment?

No
 Yes When did they go in?

No
 Yes When did they go in?

No
 Yes When did they go in?

 / /
 / /
 / /

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

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

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

 / /
 / /
 / /

Are any of the people who live with you married to each other, civil partners of each other, or living together as if they are married or 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, Pension Credit (Guaranteed Credit) and Employment and Support Allowance (income-related)

	You	Your partner
Are you or your partner getting Income Support, income based Jobseeker's Allowance, Pension Credit (Guarantee Credit) or Employment and Support Allowance (income related) at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you start getting it? _____ / _____ / _____	No <input type="checkbox"/> Yes <input type="checkbox"/> 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, Pension Credit (Guarantee Credit) or Employment and Support Allowance (income-related)?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you claim? _____ / _____ / _____	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they claim? _____ / _____ / _____

Part 5 About benefits, tax credits and state pensions

Are you or your partner getting any of the benefits or credits listed below, or are you waiting to hear about benefits or credits you have claimed? Read the list of benefits and credits below and tell us about any that you or your partner are getting now or have claimed.

No Go to Part 6.
 Yes Tell us about the benefits below.

	You			Your partner		
	Yes	How much do you get?	How often is it paid?	Yes	How much do they get?	How often is it paid?
Pensions						
State Retirement Pension		£			£	
Pension Credit (Savings Credit)		£			£	
Widow's Allowance or Bereavement Allowance		£			£	
Widowed Parent's Allowance or Widow's Pension		£			£	
War Widow's or War Dependant's Pension		£			£	
War Disablement Pension		£			£	
Industrial Injury/Disablement Pension		£			£	
Exceptionally Severe Disablement Allowance		£			£	
Benefits and Allowances						
Contribution-based Job Seeker's Allowance		£			£	
Child Tax Credit		£			£	
Working Tax Credit		£			£	
Employment Training Allowance		£			£	
Child Benefit		£			£	
Employment and Support Allowance - contribution based		£			£	
Attendance Allowance		£			£	
Disability Living Allowance:						
Mobility Component		£			£	
Care Component		£			£	

	You		Your partner	
Personal Independent Payment	£		£	
Carer's Allowance	£		£	
Severe Disablement Allowance	£		£	
Maternity Allowance	£		£	
Fostering Allowance	£		£	
Universal Credit	£		£	
Any other benefit, pension or money from the government	£		£	

Are you repaying a Social Fund loan or overpayment for any of these benefits? No Yes If yes, which one?

Have you or your partner deferred (put off) receiving a pension? No Yes If yes, please give details

Part 6 Income other than earnings

Do you or your partner have any money coming in (or expect to have some money coming in) that you have not already told us about on this form? No Go to Part 7. Yes Complete the questions as below.

You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the Macfarlane Trust.

	You			Your partner		
	Yes	How much do you get?	How often is it paid?	Yes	How much do they get?	How often is it paid?
Private Pension 1 paid by <input type="text"/>	Gross	£		Gross	£	
	Tax	£		Tax	£	
Private Pension 2 paid by <input type="text"/>		Date of next increase	<input type="text"/> / <input type="text"/> / <input type="text"/>		Date of next increase	<input type="text"/> / <input type="text"/> / <input type="text"/>
		£			£	
		Date of next increase	<input type="text"/> / <input type="text"/> / <input type="text"/>		Date of next increase	<input type="text"/> / <input type="text"/> / <input type="text"/>
Pension Protection Fund Payments		£			£	
Annuities		£			£	
Youth Training Scheme payment or Training Credits		£			£	
Maintenance for you		£			£	
Maintenance for your child - including CSA		£			£	
Student grant or loan		£			£	
Payments from boarders		£			£	
Weekly amount from letting or sub-letting part of a property		£			£	
Payments from a charity		£			£	
Any other income e.g. Redundancy or Loan Protection Payments (please give name)		£			£	

We must see evidence of any money or pension coming in before we can decide how much Award you can get. Read the checklist at Part 13 to see what you can use as evidence.

You

Your partner

Do you or your partner work for an employer?

No Go to Part 8.

Yes Answer the questions in this section.

No Go to Part 8.

Yes Answer the questions in this section.

Do you work for more than one employer?

No

Yes

No

Yes

Tell us about all the employers on a separate sheet of paper and send it with this form. Include all the information asked for below.

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

What kind of work do you do?

What is your employer's name and address?

 Postcode

 Postcode

When did you start this job?

 / /
 / /

How much do you get paid?

Gross

£

£

Tax

£

£

N.I.

£

£

Pension

£

£

How often do you get paid?

Every

Every

How are you paid?

For example, in cash, by cheque or straight into a bank or building society account.

How many hours a week do you usually work?

Give details of any regular overtime, bonuses, commission or tips.

Are you getting Sick Pay, Maternity Pay, Paternity Pay or Adoption Pay from your employer at the moment?

No

Yes

No

Yes

When did it start?

 / /
 / /

Do you pay into a private or company pension scheme?

No

Yes How much?

£

How often?

Every

No

Yes How much?

£

How often?

Every

We must see 5 weekly, 3 fortnightly or 2 monthly consecutive pay slips before we can decide how much Award you can get. Read the checklist at Part 13 to see what you can use as evidence.

You

Your partner

Are you or your partner self-employed?

No Go to Part 9.

Yes Answer the questions on this page.

No Go to Part 9.

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.

What kind of work do you do?

When did the business start?

 / /
 / /

What is the business address?

 Postcode

 Postcode

Are you a Director of the business?

No Yes

No Yes

Are there any other partners in the business?

No Yes Tell us their name and address.

No Yes Tell us their name and address.

 Postcode

 Postcode

How many hours a week do you usually work?

Do you get a Business Start-up Allowance?

No Yes How much?

No Yes How much?

£

£

How often?

How often?

Every

Every

Do you pay into a private pension scheme?

No Yes How much?

No Yes How much?

£

£

How often?

How often?

Every

Every

We must see evidence of your earnings before we can decide how much Award you can get. Read the checklist at Part 13 to see what you can use as evidence.

You

Do you or your partner do any other work?
This could be voluntary work, therapeutic work or any other work.

- No Go to Part 10.
Yes Answer the questions on this page.

What other work do you do?

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

Postcode

When did you start this work?

How many hours a week do you usually work?

Do you get paid for this work? No

Yes How much?

£

How often?

Every

Your partner

- No Go to Part 10.
Yes Answer the questions on this page.

Postcode

No

Yes How much?

£

How often?

Every

We must see evidence of any earnings before we can decide how much Award you can get. Read the checklist at Part 13 to see what you can use as evidence.

Part 10 About bank accounts, savings, investments and property

Please answer these questions for yourself and your partner. Please include empty and overdrawn accounts, whether in one name or jointly held with anyone else.

Do you have bank, building society or post office accounts? (including current accounts)
If yes, please give details of all accounts held.

- No
Yes

Account number/name/other details

Your balance/value	Partner's balance/value
--------------------	-------------------------

£	£
£	£
£	£
£	£
£	£
£	£
£	£
£	£

We must see evidence of all capital, savings and investments. Read the checklist at Part 13 to see what you can use as evidence. We will need statements or pass books covering the last 2 months at least. Even if the balance is overdrawn.

Do you have stocks, shares, unit trusts?
If yes, list the names of investments and number of shares held.

No
Yes

Name

Number held

Name	Number held

Do you have National Savings Certificates?
If yes, list the issue, purchase date and number of units.

No
Yes

Name	Number held

Do you have other investments, redundancy payments, premium bonds, Tessas, ISAs, SAYE, cash etc?
If yes, please give details.
(Please also use this space if you need to tell us more about any of the above savings.)

No
Yes

--	--

Have you or your partner received any backdated benefit or deferred payments, such as State pension, which you have added to your savings?

No Yes If 'Yes' please give details.

PROPERTY

Do you or your partner own or partly own any property or land except the home you live in, either in the UK or abroad?
Tick 'Yes', even if you have a mortgage or loan for the property or land. This includes jointly owned properties.

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?

£

People who have more than £16000 in capital are not eligible to receive support (although special rules apply to people who are of pension age). Capital includes money, property, land also held outside the United Kingdom.

Part 11 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. Please also use this box if you would like us to consider backdating your claim. You can request your claim to be backdated for up to one month.

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

Part 12 Declaration – Please read and sign this section

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

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

- **I declare** that the information I have given on this form is correct and complete.
- **I understand** that if I give information or evidence that is incorrect or incomplete, you may take action against me. This may include court action.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Reduction, or both. You may check some of the information with other sources as allowed by the law.
- **I understand** that you may use any information I have provided in connection with this and any other claim for 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 like banks and other organisations that may lend me money, if the law allows this.
- **I understand** that information supplied for Housing Benefit and Council Tax Reduction may be supplied to Experian, a Credit Reference Agency.
- **I understand** that Housing Benefit and Council Tax Reduction Fraud Investigators may include checks on undeclared cohabiters
- **I know** that I must let the Benefits Team at West Northants Council know in writing about any change in my circumstances which might affect my claim.

Signature of person claiming

Date

Partner's signature

Date

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

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

Name of the person who filled in the form

Signature

Relationship to the person claiming

Date

If you can not send the evidence we need at the moment, send the form back to us now and send the evidence later. If you delay sending back the form you could lose benefit.

For more help and advice, contact:

Revenues and Benefits,
West Northants Council,
Lodge Road,
Daventry,
Northamptonshire
NN11 4FP

Phone: 01327 871100

Email: benefits.ddc@westnorthants.gov.uk

Part 13 Checklist

Please tick to tell us what evidence you are sending with this form. We must see original documents, not copies. If you bring them to our Office, we will take the details we need and give you the documents back straight away.

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

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim, but we will not be able to pay you any benefit until we have all the evidence. Please tell us now in Part 11 if you cannot supply the evidence within one month.

Evidence of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, current Home Office letter, EU identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

Evidence of National Insurance number

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

Evidence of savings, investments and property

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, Tessas, stocks, shares and unit trusts. The evidence you send must show details for at least the last 2 months.

Evidence of earnings - For you, your partner and any other adults resident

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. We can send a form to your employer to fill in if you do not have these payslips. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than 6 months, a summary of your trading records so far. We can supply a form.

Evidence of other income

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

Evidence of benefits, allowances, tax credits, pension credits or pensions, for you, your partner and any other adults resident

Such as current award notices or letters from the Department for Work and Pensions confirming how much you get. If you do not have evidence, let us know straight away.

Evidence of other money paid out

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



Do not write in this section. We will use it to confirm we have received your claim.

Local authority office date stamp

Part 14 Equal Opportunities

The government has asked us to gather information about our customer's ethnic background. It's your choice whether to fill in this section. Please show which of the following groups you and your partner (if any) consider you belong to by ticking one box for you and one for your partner.

	You	Your partner
White		
British	<input type="checkbox"/>	<input type="checkbox"/>
Irish	<input type="checkbox"/>	<input type="checkbox"/>
Other white	<input type="checkbox"/>	<input type="checkbox"/>
Mixed		
White and black Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
White and black African	<input type="checkbox"/>	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	<input type="checkbox"/>
Other mixed	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

	You	Your partner
Asian		
Asian British	<input type="checkbox"/>	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	<input type="checkbox"/>
Indian	<input type="checkbox"/>	<input type="checkbox"/>
Kashmiri	<input type="checkbox"/>	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	<input type="checkbox"/>
Other Asian	<input type="checkbox"/>	<input type="checkbox"/>
Black		
Black British	<input type="checkbox"/>	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	<input type="checkbox"/>
African	<input type="checkbox"/>	<input type="checkbox"/>
Other black	<input type="checkbox"/>	<input type="checkbox"/>