

**How other people in your
home affect your
Housing Benefit or
Council Tax Benefit**

**CARLISLE
CITY COUNCIL**



www.carlisle.gov.uk

Useful contacts

Get in touch with us by writing to:

Revenues & Benefits Services
Carlisle City Council
Civic Centre
Carlisle
CA3 8QG.

Fax: **01228 817266**

E-mail: **hben@carlisle.gov.uk**

Or you can phone us on one of the following numbers.

- Benefit queries: **01228 817201**
- Council Tax queries: **01228 817200**

If you prefer you can call into the Civic Centre to speak to someone.

Our Customer Contact Centre on the ground floor of the Civic Centre is open from:

- 9am to 5pm, Monday to Thursday;
- 9am to 4pm on Fridays.

You can get independent advice on Housing Benefit and Council Tax Benefit from the following:

Citizens Advice
Old Post Office Court
Devonshire Street
Carlisle
CA3 8LE
Phone: **01228 633900**

Benefits Advice Centre
Civic Centre
Carlisle
CA3 8QG
E-mail: **bac@carlisle.gov.uk**

Please phone **01228 625250** between 1pm and 3pm on Mondays to arrange an appointment.

Please ring **01228 817400** between 2pm and 4pm on Thursdays for advice over the phone.

What is a non-dependant?

A non-dependant is someone aged 18 or over, living in your home, or using your home as their main home on a non-commercial basis.

For example, an adult son or daughter or a relative or friend can be a non-dependant.

A non-dependant does not have to be a family member.

Boarders, sub-tenants and joint tenants are not non-dependants.

Will my benefit be affected if I have a non-dependant living with me?

Yes, it might be.

The Government expects non-dependants to pay a share of your Housing costs and your Council Tax. There are set amounts that may reduce your Housing Benefit and Council Tax Benefit, depending upon your non-dependant(s) income. This is called a non-dependant deduction.

There are some cases where no deductions are taken from your benefit. See the section of this leaflet 'Are there any cases where there is no non-dependant deduction made?'

Do I have to make my non-dependant pay a share?

This is up to you.

We have to take a fixed amount off your benefit each week, by law.

The non-dependant deduction is based on their gross weekly income, which is their pay before deductions for tax, National Insurance or any other income that they have, including any benefits that they get.

Even if they pay nothing, we usually have to make the deduction unless certain rules apply. See page 5 of this leaflet 'Are there any cases where no non-dependant deduction is made?'

Does the money non-dependants pay for their keep count as income for the person claiming Housing Benefit and Council Tax Benefit?

This money is not treated as your income.

We make a fixed deduction from your Housing Benefit and Council Tax Benefit, based on the non-dependant's gross weekly income.

What should I do if I have a non-dependant living with me?

You should tell us the following:

- if somebody has moved into your home as it may affect your benefit;
- if someone moves out;
- if you have a non-dependant who changes their job or has an increase or decrease in their earnings or income, as it may reduce or increase the deduction we make;
- if your non-dependant receives any state benefits, we may have to take these into account; or
- If there are any changes at all in your non-dependants' circumstances.

If you're not sure, contact us or pick up our leaflet 'Changes you need to tell us about if you are claiming Housing Benefit and Council Tax Benefit' for more information.

Do I need to provide proof of my non-dependant's income?

Yes, we need proof of their income to deduct the correct amount.

If we do not get that information, we take the highest amount off your benefit. This increases the amount of rent or Council Tax (or both) you have to pay.

Proof of income can include:

- an award letter from JobCentre Plus, or a payment book showing what benefits they receive;
- payslips (current);
- a completed employer's certificate of earnings, available from us; or
- a student award letter, if they are a student.

If you don't know what proof to give us, contact us. We will write to you showing how their income affects your benefit

Are there any cases where no deduction for non-dependants is made?

We will not make a deduction if:

- you or your partner are receiving Attendance Allowance;
- you or your partner are registered blind;
- you or your partner receive the care part of Disability Living Allowance;
- your non-dependant is on Income Support or income-based Jobseeker's Allowance and they are aged under 25 (this is only for Housing Benefit);
- your non-dependant is a full-time student, or receives a work-based training allowance;
- your non-dependant is in hospital for six weeks or more;

- your non-dependant is in prison, or normally lives elsewhere; or
- you are over 60, then for the first 26 weeks after the non-dependant has moved in there will be no deduction.

If you're not sure, contact us. (Our contact details are on page 2 of this leaflet.)

Allowances for people aged 60 or over

If a non-dependant comes to live in your house there will be no deduction for the first 26 weeks that they are there.

If your non-dependant has a change in circumstances that would take them into the next deduction band, we will defer banding for 26 weeks from the date of the change.

What can I do if I don't agree with your decision?

If you don't agree with our decision you can ask us to look at it again. Our letters about our decision tell you what your rights are.

You could also pick up our leaflet 'If you think the decision about your Housing or Council Tax Benefit is wrong' which gives you more detailed information.

Where can I get help?

You can always phone us for help and advice. (See page 2 of this leaflet for our contact details.)

Or, you can contact Citizens Advice or the Benefits Advice Centre. (See page 2 of this leaflet for details.)

What if I want to comment on your service?

We would like to know what you think about this leaflet or about the service we provide to you. If you have any comments, please contact us. (Our contact details are on page 2 of this leaflet.)

The following leaflets are available to give you information about Housing Benefit and Council Tax Benefit.

- Discretionary Housing Payments – help you can get to top up your Housing Benefit and Council Tax Benefit
- Housing Benefit and Council Tax Benefit – can your claim be backdated?
- A guide to Housing Benefit and Council Tax Benefit for students
- A guide to Housing Benefit and Council Tax Benefit for landlords
- Changes you need to tell us about if you are claiming Housing Benefit or Council Tax Benefit
- What happens when you have been paid too much Housing Benefit and Council Tax Benefit
- How to claim Housing Benefit and Council Tax Benefit Council Tax Benefit
- Council Tax Benefit
- A guide to Housing Benefit
- Housing Benefit and Council Tax Benefit for people who work
- Housing Benefit and Council Tax Benefit for people who are away from home

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