

Does anyone else live with you? Yes (please give details below) No

Name	Relationship to you (e.g. son, mother)	Date of Birth	Income/Amount	Date moved in

PART 2 Income

Does anyone in your household receive any benefits except Housing Benefit & Council Tax Benefit or have any other income? Yes No

If Yes, please give details of all income received and how often it is received (eg weekly, four weekly, monthly, etc.)

Type of Income	Who receives it	How much	How often	Date started
		£		
		£		
		£		
		£		

If any income has changed please tell us the date the change(s) happened.

Does anyone in your household do any work (paid or unpaid)? If Yes, please give details of all earnings received and how often it is received (eg weekly, four weekly, monthly, etc.) Yes No

Name and address of employer	Amount	Frequency of Payment	Number of Hours worked per week	Who is working
	£			
	£			

If anyone in your household has recently started work or any earnings have changed; please tell us the date the change happened.

Who's income has changed? Date of Change

Is anyone in your household Self-employed? Yes No If Yes, please tell us the date they started work

Does anyone in your household have any other income? Yes No

If Yes, please give details of all income received and how often it is received (e.g. weekly, four weekly, monthly, etc.) Income includes, for example, maintenance, private pensions, student grants, etc.

Type of Income	Amount	Frequency of Payment	When did payments commence?	Who receives it?
	£			
	£			
	£			
	£			

Do you or your partner have any Bank/Building Society/Post Office accounts including any accounts that are overdrawn? Yes No

If Yes, please give details of all savings, investments, shares, property, land, current accounts, overdrawn accounts, Premium Bonds and National Savings Certificates etc.

Name of Bank/ Building Society/Post Office	Account Number	Balance	Whose name is it in?
		£	
		£	
		£	
		£	

PART 3 Childcare Payments (CCP)

Do you or your partner pay any childminding costs to a registered childminder, nursery or after-school club? Yes Please ask for CCP form No

Please tell us the name and registration number of the minder
 Registration Number

How much do you pay a week?

PART 4 House Details

Are you liable to pay rent? Yes No If No, go to Part 5

The next questions are for Rented Accommodation

Date Tenancy Started Date moved in

How much is your rent? How long is the tenancy for?

How often do you pay your rent? Weekly 4 Weekly Monthly

If none of these, please specify:

Type of tenancy: Shorthold Assured Other (please specify):

What is your landlord's name and address

Postcode

Are you/your partner or any of your children or partners children related to your landlord?

Yes No

If your answer is 'Yes' what is the relationship?

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What date will your rent be reviewed?

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Does your rent include any service charge/amenities?

Yes No

If 'Yes' please provide details of the amounts and frequency of payment

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Property Details

Detached House	<input type="checkbox"/>	Semi Detached House	<input type="checkbox"/>	Terraced House	<input type="checkbox"/>	Bedsit	<input type="checkbox"/>
Detached Bungalow	<input type="checkbox"/>	Semi Detached Bungalow	<input type="checkbox"/>	Terraced Bungalow	<input type="checkbox"/>		Please state
Flat in Block	<input type="checkbox"/>	Flat in House	<input type="checkbox"/>	Flat over Shops	<input type="checkbox"/>	Other (Please Specify)	<input type="checkbox"/>
Hostel	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>	Room or Rooms	<input type="checkbox"/>		<input type="checkbox"/>

Accommodation details

Number of Rooms	Bedrooms	Living Rooms	Kitchens	Bathrooms	Toilets	Bedsits	Other	TOTAL
Whole House								
Sole use								
Shared use								

Will the new tenancy be a joint tenancy with any other person?

If Yes, please give their name(s):

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PART 5 Any other changes?

Please tell us about any other changes that have happened since the date of your last claim or give us details of anything else you think we should know about.

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PART 6 Permission to discuss claim with a Third Party

Permission to discuss claim with a third party

I give Carlisle City Council permission to share information about the progress of my Housing Benefit claim with my Landlord or my representative.

Name of Landlord / Representative

Address of Landlord / Representative

Your Signature

Date

PART 7 Payment of Benefit — Private Rental Tenants with an unbroken claim for Housing Benefit prior to 7 April 2008 or Housing Association Tenants

Who would you like your Housing Benefit to be paid to? (Please tick as appropriate)

Please make Housing Benefit payments direct to myself

Please make Housing Benefit payments direct to my landlord
(Your landlord must sign the declaration below if you choose this option)

Your Declaration

Please pay my Housing Benefit straight to my landlord

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

Your Signature

Date

Full Name

Your Landlords Declaration

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

I understand that by law:

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

Your Landlords
Signature

Date

Full Name

PART 8 Payment of Benefit — Local Housing Allowance Claimants (Claims made after 7 April 2008)

How we can pay your Housing Benefit and the choices you have

If you are in receipt of Local Housing Allowance, payment will be made direct to you into your Bank/Building Society account. If we cannot pay you directly into your account, we will pay you by cheque.

Payment direct into a Bank/Building Society 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 save;
- From some accounts you could have regular bills paid (this could save you money but you will need to make sure 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 were married to them);
- In both the names of yourself and your partner; or
- In both the names of yourself and the person acting on your behalf.

We can arrange to pay your money (please tick as appropriate)

- Direct into your bank or building society account
- By cheque (where you do not have a bank account or are unable to open one)

Please give your account details below.

Name of the bank or building society

Address of the bank or building society
(Including postcode)

Postcode

Whose name is the account in?

Sort Code

Account Number

PART 9 Backdating

We usually award benefit from the Monday after the day we receive your claim. If you want us to consider paying your benefit from an earlier date please 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 have not claimed before

Part 10 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, it would be helpful if they 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 or Council Tax Benefit, or both. 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, if the law allows this.

I know I must let the council know about any change in my circumstances, which might affect my claim, including changes in the income or capital of myself, or any members of my household. I will also inform the council if anyone moves into or out of my household.

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

Signature of Person
Claiming Benefit

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.

Name of the person who
filled in the form

Declaration by person who completed the form on behalf of the claimant

I have confirmed with the person claiming that the answers I have written on this form are correct

Signature of the person
who filled the claim
form in

Relationship to the
person claiming

Date

Part 11 Guidance Notes

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

If you do not provide all the evidence we need, we might not be able to pay you any benefit.

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.

Evidence of identity for you

Such as a birth certificate, marriage certificate, civil partnership certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill (which must have been paid). We may need to see several of these documents (at least two) for you.

Evidence of National Insurance number for your partner

Such as a National Insurance number card, payslips or letters from the Department of Work and Pensions or the Inland Revenue.

Evidence of capital, 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 evidence of any interest or dividends you get on investments and savings. The evidence you send must show details for at least the last 2 months.

Evidence 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. Ask us for a form to give to your employer 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.

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 or pensions

Such as current award notices or letters from the Department of Work and Pensions confirming how much you get. If you do not have evidence, let us know straight away. Order books can be taken to our office for copying. If you receive Pension Credit all we need to see is your award letter from the Pension Service.

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

Carlisle City Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about the information we hold on you or the way in which we use it, you should write to The Data Protection Officer, Carlisle City Council, Civic Centre, Carlisle, CA3 8QG.