

RESTRICTED



Housing Benefit and Local Council Tax Support review form

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

Name
Address

Claim reference

If you are filling in this form by hand please 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. Please initial any alterations.

Answer 'Yes' or 'No' questions by ticking (✓) the relevant boxes. If you are picking an answer from a list of answers, please put a tick in the relevant box.

If someone else fills the form in for you, there is a special space for them to sign on page 11.

Please return this form to:

Council Offices
London Road
Saffron Walden
Essex
CB11 4ER

The reception at the London Road Offices in Saffron Walden is open on Monday, Tuesday, Thursday and Friday from 9am to 12pm and 1pm to 4pm.

For help or advice, please telephone: 01799 510510 Monday to Thursday 8.30am - 5.00pm and Friday 8.30am - 4.30pm.

Should you require this document in an alternative format and/or language please contact us on 01799 510510 for more details.

OFFICE USE ONLY

Date of issue	Official Stamp
Date of last claim form	
Received date	

Notes for filling in the review form

About this form

This review form has been specially designed to make it easier for you to fill in.

You may not have to complete all parts of the form, but must make sure you fill in any parts which are relevant to you; even if you think the information we have about you remains unchanged.

Second Adult Rebate

If you are a pensioner claiming Second Adult Rebate, please only complete Parts 1, 3, 11 and 12.

Evidence

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

Changes you must tell us about

Please tell us straight away if:

- Any of your children leaves school or leaves home;
- Anyone moves in or out of your home (including lodgers and subtenants);
- Your income, or the income of anyone living with you, changes (including benefits);
- Your capital, savings or investments change;
- 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;
- Your rent changes
- You move house or move to a different room within a house
- 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 previously changes.

You must make sure that you tell us about any changes in your circumstances. Do not 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 entitlement to benefit. We may take court action against you. If we pay you too much benefit, you will probably have to pay the full amount back.**

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 of Work and Pensions and the HM Revenues and Customs, as allowed by law.

We may check the 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;
- 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 do so.

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1 You and your partner

Do you have a partner?

Yes No

(By partner we mean a husband or wife or someone you live with as if you were married)

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

You Male Female

Partner Male Female

Surname

Surname

First names

First names

Title (Mr, Mrs, Ms, etc)

Title (Mr, Mrs, Ms, etc)

Date of birth

Date of birth

National Insurance Number

National Insurance Number

Daytime phone number

Daytime phone number

Mobile number

Mobile number

Email address

Email address

2 Dependant children

Do you have any dependant children?

Yes No

(A dependant child is any child you receive child benefit for)

If 'Yes' please complete the table below in respect of each child.

Surname	First names	Date of birth	Sex	Is the child registered blind?	Does the child get Disability Living Allowance?	Do you pay childcare costs for this child?	If over 15, date expected to leave school

If you pay someone to look after your child/children when you are at work, we may be able to take this into consideration when working out your benefit entitlement.

If you, or your partner, pay someone to look after your child/children, how much do you pay them each week?

Who do you pay?

Please send us proof of the payments you make with the name, address and registration number of the person or organisation providing child care.

3 Non-dependants

A non-dependant is someone over 18 who normally lives in your home, for example an adult son or daughter or a relative. A non-dependant does not include your partner, children you receive Child Benefit for, joint tenants, boarders or subtenants and carers who work for a charitable or voluntary organisation and you are charged for their service.

Do you have any non-dependants in your home? Yes No

If 'Yes' please fill in the details below.

	First person living with you	Second person living with you	Third person living with you
Surname			
First names			
Date of birth			
Relationship to you			
Are they in hospital?			
Are they on a Youth Training Scheme?			
Are they a student?			
Are they classified as severely mentally impaired?			
Are they an apprentice?			
How many hours a week do they work? If they do not work please write 'none'.			
What are their earnings before deductions and how often are they paid?			
Please list: <ul style="list-style-type: none"> • Any income they have; • How often it is paid; and • How much they receive. This includes state benefits and interest from savings.			

If there are more than three non-dependants in your home, please ask us for another sheet.

Do any of your non-dependants live together as a couple? Yes No

If 'Yes' please confirm who.

is the partner of

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4 Money you have coming in

Please complete all sections

Have you or your partner applied for any income, benefits or pensions but not received payment yet?

Yes No If 'Yes' what have you applied for?

Are you or your partner already in receipt of any benefits or allowances?

Yes No If 'Yes' please fill in details below. If 'No' please go to Page 6.

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

Benefits & allowances	You		Partner	
	How often is it paid?	Amount	How often is it paid?	Amount
Income Support				
Jobseeker's Allowance (Income Based)				
Jobseeker's Allowance (Contribution Based)				
Employment & Support Allowance (Income related)				
Employment & Support Allowance (Contribution based)				
Incapacity Benefit				
Child Benefit				
Working Tax Credit				
Child Tax Credit				
Severe Disablement Allowance				
Disability Living Allowance (Care Component)				
Disability Living Allowance (Mobility Component)				
Attendance Allowance				
Disabled Tax Credit				
Carer's Allowance				
Fostering Allowance				
Maternity Allowance				
Personal Independence payment				

Have any of your benefits been reduced because you are paying back a social fund crisis loan or an overpayment of benefit?

Yes No

If 'Yes' please state which benefit and give the full amount before deductions

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Do you or your partner have any pensions or other income?

Yes No

If 'Yes' please fill in details below. If 'No' please go to Page 7.

Pensions	You			Partner		
	How often is it paid?	Amount	Date of last increase	How often is it paid?	Amount	Date of last increase
State Pension						
Personal or occupational pension						
Pension Credit or Savings Credit						
Are you over 60 with a private pension or retirement annuity contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If 'Yes' have you chosen not to take an income from your pension?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If you are taking an income from your pension, are you taking the maximum amount available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Widow's Pension						
War Widow's Pension						
War Disablement Pension						
Other income						
Maintenance payments						
Annuities						
Charitable payments you receive						
Home income plan						
Student loan						
Student grant						
Rent from boarders or subtenants						
Does this rent include payment for food?						
Do they pay separately for heating?						

Are you or your partner in receipt of any income that is not listed above? Yes No

If 'Yes' please give details

If any of the income you have told us about is due to increase, please state what the income is and the date it should increase

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5 Capital, savings and investments

Please complete all sections

If you are in receipt of Income Support, Jobseeker's Allowance (income based) Employment Support Allowance (income based) or Pension Guarantee Credit. Please move straight on to Section 9.

Do you or your partner have any bank/building society accounts? Yes No
(Please include empty, overdrawn and inactive accounts)

If 'Yes' please list below.

Name of bank/ building society	Account name	Account number	Current balance

Do you or your partner have any of the following?

	You		Partner		Balance/ amount
	Yes	No	Yes	No	
Premium Bonds					
Income Bonds					
National Savings Certificates					
Post Office Account					
Shares and unit trusts					
Far Eastern Prisoner of War Compensation Payment					

Do you, or your partner, own or partly own any property, land or timeshare, other than the home you live in, within the UK or abroad?

(Please tick 'Yes' even if you have a mortgage or loan for the property. Yes No
This includes jointly owned properties)

If 'Yes' how much it is worth?

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

Do you or your partner have any other capital, savings or investments not shown above?

If Yes please give details Yes No

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6 Earnings

Please complete all sections

Do you or your partner work for an employer?

Yes No

If 'Yes' please fill in details below. If 'No' please go to Section 7

	You		Partner	
	1st job	2nd job	1st job	2nd job
What is your employer's name?				
What is your payroll, employee or staff number?				
When did you start this job?				
How many hours do you work each week?				
How much is your pay before deductions?	£	£	£	£
How often are you paid? <i>(please tick)</i>	Weekly	Weekly	Weekly	Weekly
	Fortnightly	Fortnightly	Fortnightly	Fortnightly
	Four Weekly	Four Weekly	Four Weekly	Four Weekly
	Monthly	Monthly	Monthly	Monthly
How are you paid? <i>(please tick)</i>	BACS	BACS	BACS	BACS
	Cheque	Cheque	Cheque	Cheque
	Cash	Cash	Cash	Cash
What date is your next pay increase due or expected?				
Do you pay into a private or company pension scheme?	Yes	Yes	Yes	Yes
	No	No	No	No
If 'Yes'; how much and how often?	£	£	£	£

7 Self-employed

Are you or your partner self-employed?

Yes No

(This includes being a director or company secretary of any business)

Are you registered as self-employed with HM Revenue and Customs?

Yes No

If 'Yes', please confirm your unique taxpayer reference number

If 'No', please state why

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.

8 Any other work

Do you or your partner do any other work?

Yes No

(This could be voluntary work or any other work, even if it is unpaid)

If 'Yes', please give details

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9 Your accommodation

Do you own your property? Yes No

Do you share ownership of your property with anyone else? Yes No

If 'yes' please tell us their names and their relationships to you?

10a Rent - all tenants All tenants please complete

If you own your property please go straight

to Part 11 **Do you rent your home?** Yes No

How many floors are there in your building?

On which floor is your home/room? All Basement Ground 1st 2nd 3rd

If it is a single room, where is it? Front Centre Rear of the building

- A How many rooms are there in the whole house or flat?
- B How many rooms are only used by you and your family?
- C How many rooms do you share with others?

Living room	Bedrooms	Bedsits	Kitchen	Bathroom	Toilet	Other	Total
<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"/>	<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"/>

How many adults are there in the house or flat? (including yourself)

10b Rent - private tenants

If you are a council tenant please go straight to Part 11

What is your landlord's name?

Can we give your landlord details of your claim? Yes No

How much is your full rent?

How often is it due?

Are you related to your landlord? Yes No

If 'Yes' please give details

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Does anyone else share the rent with you and your partner? Yes No

If 'Yes' please tell us their names and their relationship to you and your partner.

Are you behind with your rent? Yes No

If 'Yes', by how many weeks?

When is your next rent increase due?

11 Anything else you need to tell us

Please 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 do so.

12 Declaration

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

Privacy Notice - Housing Benefits, Local Council Tax Support & Discretionary Housing Payments

The council will use the information you submit, or have submitted, in all correspondence to the council to enable the council to process claims to Housing Benefit, Local Council Tax Support or Discretionary Housing Payments.

Further information about your Data Protection rights in line with the provisions of the General Data Protection Regulations and Data Protection Act 2018, for example how to contact the Data Protection Officer, how long your information is held or how we process your personal information can be found at: <http://www.uttlesford.gov.uk/privacy-notice>

Printed copies of the council's Privacy Notices can be provided on request.

The council will:

- use the information you provide for the purpose of performing any of its statutory duties.
- make any disclosures required by law and may also share this information, both across council departments and with other local authorities and government organisations.
- check information you have provided, or information about you that someone else has provided, with other information it holds.

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

I know I must let the council know immediately about any change in my circumstances or the circumstances of anyone living with me, which might affect my claim.

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

Name of person claiming	<input type="text"/>	Date	<input type="text"/>
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Name of partner (if relevant)	<input type="text"/>	Date	<input type="text"/>
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This section must be filled in if this form has been filled in by someone on your behalf. Please tell us why you are filling in this form for the person claiming.

Name of person who filled in the form	<input type="text"/>
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Relationship to the person claiming	<input type="text"/>
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Date	<input type="text"/>
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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 in to our Customer Service Centre in either Saffron Walden or Great Dunmow, we will take the details we need and give you the original documentation back straight away.

If you do not provide all the evidence we need, we might not be able to pay you any benefit. 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 review, **but will not be able to complete it until we have all the evidence. Payments may be suspended until all the evidence is received. Please tell us now in Part 10 if you know you cannot supply evidence we will need within 21 days.**

Evidence of capital, savings and investments N/A Seen Requested

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, Tessa, 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 N/A Seen Requested

The last 5 consecutive payslips if paid every week, the last 3 payslips if paid every 2 weeks or the last 2 payslips if paid every month. We can supply a form for employers to fill in if acceptable payslips can not be provided. If you or your partner are self-employed, we need to see 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 to help with this.

Evidence of other income N/A Seen Requested

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

Evidence of benefits, allowances, tax credits or pensions N/A Seen Requested

Such as current award notices or letters from government department confirming how much you get. If you do not have evidence please let us know straightaway.

Evidence of tenancy and rent N/A Seen Requested

Such as a new signed tenancy agreement, a letter from your landlord, a rent book or rent receipts. We can supply a form to help you with this if needed.

Evidence of any other money paid in or out N/A Seen Requested

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