



## Use this form to claim Local Housing Allowance, Housing Benefit and to apply for Council Tax Reduction



Inverclyde Council, Wallace Place, Greenock PA15 1LZ

[www.inverclyde.gov.uk/advice-and-benefits](http://www.inverclyde.gov.uk/advice-and-benefits)



## Please read these important notes before you fill in this form

### How to fill in this form

Please answer all of the questions that apply to you. If you do not answer the questions it will take us longer to work out and pay your Housing Benefit and/or Council Tax Reduction. Please contact us if you need any help or advice or if you would like us to send someone to see you in your own home. We will be happy to help you.

Benefit usually starts from the Monday after we receive your claim. Sometimes it can be paid from an earlier date.

**Please send this form back to us as soon as you can.** If you do not, you may lose some Housing Benefit and/or Council Tax Reduction.

You should send this form back to us even if you are waiting for proof of your income, rent or any other details. You can send us the proof or details later but please make sure that you send original documents and put your name and address on anything you sent to us. **If you would like someone to visit you at home to see the proof, please contact us so that we can arrange this for you.**

When you have filled in this form, you can hand it in or send it the address shown on the front of this form.

**Benefits Office Freephone: 0800 013 1375**  
**email: [benefitenquiries@inverclyde.gov.uk](mailto:benefitenquiries@inverclyde.gov.uk)**  
**[www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)**

### How we pay your benefit

We aim to tell you what your Housing Benefit and/or Council Tax Reduction will be within 14 days of receiving your completed form and all the proof we need. If you do not send the proof we need, we cannot pay your Housing Benefit and/or Council Tax Reduction.

**Local Housing Allowance** and **Housing Benefit** helps you to pay the rent if you are on a low income. If you rent your home from a Housing Association you can choose how your Housing Benefit is paid. Please see section 18. If you rent your home from a Private Landlord it will normally be paid into your bank account. Please see section 17.

**Council Tax Reduction** helps you to pay your Council Tax if you are on a low income. Council Tax Reduction is paid straight to your **Council Tax account**.

**Second Adult Rebate** helps you to pay your Council Tax if you do not live with a partner, but there are other adults who live in your home who have a low income (before tax, National Insurance and any other deductions are taken). **Second Adult Rebate** is paid straight to your **Council Tax account**. If you want to claim Second Adult Rebate but do not want to claim any of the other benefits, make sure your name and address are on this form, and fill in sections 1, 3 and 16 only. However, if you fill in all of the form we can tell you about other benefits and/or Council Tax Reduction you may be able to get.

**Inverclyde Council is under obligation to properly manage public funds. Accordingly, information that you have provided on this form may be used to prevent and detect fraud, and may also be shared for the same purpose with The Scottish Government, public bodies or other organisations that handle public funds.**



# A claim form for Local Housing Allowance, Housing Benefit and/or Council Tax Reduction

Claim/Application No:	
Housing Rent Ref:	
C Tax Ref:	
Date Issued:	Issuing Officer
Date Received:	

## Part 1 About you and your partner

Do you have a partner who normally lives with you?

No

We use partner to mean:

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

Yes  If you have a partner, you must answer all the questions about them.

**PLEASE COMPLETE THIS FORM IN BLACK INK ONLY**

	You	Your Partner																				
<b>Last Name</b>	<input type="text"/>	<input type="text"/>																				
<b>First and Middle Names</b>	<input type="text"/>	<input type="text"/>																				
<b>Title</b> <i>Mr, Mrs, Ms and so on</i>	<input type="text"/>	<input type="text"/>																				
<b>Address</b> <i>Do not tell us your partner's address if it is the same as yours.</i>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>																				
	<i>Postcode</i>	<i>Postcode</i>																				
	<i>Tel</i>	<i>Tel</i>																				
	<i>Email</i>	<i>Email</i>																				
<b>Date of Birth</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>																				
<b>National Insurance Number</b>	<table border="0"> <tr> <td>LETTERS</td><td>NUMBERS</td><td>NUMBERS</td><td>NUMBERS</td><td>LETTER</td> </tr> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table>	LETTERS	NUMBERS	NUMBERS	NUMBERS	LETTER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<table border="0"> <tr> <td>LETTERS</td><td>NUMBERS</td><td>NUMBERS</td><td>NUMBERS</td><td>LETTER</td> </tr> <tr> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table>	LETTERS	NUMBERS	NUMBERS	NUMBERS	LETTER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
<b>Tell us any other names you have used</b>	<input type="text"/>	<input type="text"/>																				
<b>Marital Status</b> <i>Are you:</i>	<input type="checkbox"/> <i>Single</i>	<input type="checkbox"/> <i>Married</i>																				
	<input type="checkbox"/> <i>Separated</i>	<input type="checkbox"/> <i>Divorced</i>																				
<i>or your partner:</i>	<input type="checkbox"/> <i>Single</i>	<input type="checkbox"/> <i>Married</i>																				
	<input type="checkbox"/> <i>Separated</i>	<input type="checkbox"/> <i>Divorced</i>																				
	<input type="checkbox"/> <i>Civil Partners</i>	<input type="checkbox"/> <i>Civil Partners</i>																				
	<input type="checkbox"/> <i>or Widowed</i>	<input type="checkbox"/> <i>or Widowed</i>																				
	<input type="checkbox"/> <i>Living together as if you are married or civil partners</i>																					
	<input type="checkbox"/> <i>Living together as if you are married or civil partners</i>																					
<b>If you have moved home in the last 12 months, tell us your last address</b>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>																				
	<i>Postcode</i>	<i>Postcode</i>																				





# Part 1 About you and your partner (continued)

**You**

**Your Partner**

What is your nationality?



If your nationality is not British on what day did you last enter and apply to stay in the UK? The UK is England, Northern Ireland, Scotland and Wales.



If you are aged 16 or 17, Have you recently left Local Authority Care?

No   
Yes

No   
Yes

Have you or your partner claimed Housing Benefit or Council Tax Reduction before?

No   
Yes  When did you claim?

No   
Yes  When did they claim?

 /  / 
 /  / 

What address did you claim for?

What address did they claim for?

  

  


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 do you expect to come out?

When do they expect to come out?

 /  / 
 /  / 

Does anyone get Invalid Care Allowance for looking after you or your partner?

No   
Yes

No   
Yes

If the answer is yes please provide their details.

Name   
Address

Name   
Address

Please tick if you or your partner are:

- a student
- Is your course
- Which level is your course?
- a student nurse
- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- Certified/Registered Blind
- long terms sick or disabled and incapable of work

Full/Part Time\*  
\*Please delete as appropriate

NC/HNC/HND/Degree or other  
(please specify .....

Full/Part Time\*  
\*Please delete as appropriate

NC/HNC/HND/Degree or other  
(please specify .....

**We will contact you if we need any more information**





## Part 2 About children

You may be able to get extra benefit for children you get Child Benefit for if they normally live with you and they are:

- under 16
- aged 16 or 17 and registered for work or youth training
- aged 16 or 17 or over, but still under 19 and in education doing a course not higher than SCE Higher level or GNVQ (advanced).

Do you want to claim/apply for any children?

No  Go to Part 3.

Yes  Tell us about the children you want to claim for. If you want to claim for more than 3 children, use a separate sheet of paper.

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

	First child	Second child	Third child
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
First and Middle names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<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"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them? <i>We need to see proof of this.</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the child certified blind or getting Disability Living Allowance?	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 you pay any childminding costs for this child? <i>For example, to a childminder, nursery or after school club.</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>If Yes, we will send you a separate childcare form. We will process your current application without these details, but it is in your own interest to return this form as soon as possible.</i>	<i>How much do you pay a week?</i>	<i>How much do you pay a week?</i>	<i>How much do you pay a week?</i>
	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	<b>We need to see proof</b>	<b>We need to see proof</b>	<b>We need to see proof</b>





## Part 3 About other people who live with you

**Do any adults normally live with you and your partner**

*By adults we mean people over 16 who nobody gets Child Benefit for.*

No  Go to Part 4.

Yes  Tell us about all the adults, except for your partner, who usually live with you. If you want to tell us about more than 3 people please provide their details in the notes box at the back of this application form.

	First person	Second person	Third person
<b>Last name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>First and Middle names</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of Birth</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>Their relationship to you</b> <i>For example, aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner or friend.</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Do they get Income Support, income-based Jobseeker's Allowance or income related Employment and Support Allowance?**

No   
Yes

No   
Yes

No   
Yes

**Do they get Universal Credit?**

No   
Yes

No   
Yes

No   
Yes

**Do they get Disability Living Allowance/Personal Independence Payment or Attendance Allowance, or are they Certified Blind?**

No   
Yes

No   
Yes

No   
Yes

**Are they a full time student, a student nurse, a case worker, an apprentice or in youth training?**

No   
Yes

No   
Yes

No   
Yes

**We need to see proof of this.**





## Part 3 About other people who live with you (continued)

	First person	Second person	Third person
Do they pay rent to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they severely mentally impaired?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they in legal custody at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, when did they go into custody, and when are they expected to come out?	<i>In</i>	<i>In</i>	<i>In</i>
	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
	<i>Out</i>	<i>Out</i>	<i>Out</i>
	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
Are they in hospital at the moment?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> <i>When did they go in?</i>	Yes <input type="checkbox"/> <i>When did they go in?</i>	Yes <input type="checkbox"/> <i>When did they go in?</i>
	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
	<i>When are they expected to come out?</i>	<i>When are they expected to come out?</i>	<i>When are they expected to come out?</i>
	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
Do they normally work for 16 hours a week or more?	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> <i>Tell us their earnings before deductions for things like tax and National Insurance.</i>	Yes <input type="checkbox"/> <i>Tell us their earnings before deductions for things like tax and National Insurance.</i>	Yes <input type="checkbox"/> <i>Tell us their earnings before deductions for things like tax and National Insurance.</i>
	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text" value="£"/>
	<i>We need to see proof of their earnings. (eg wageslips)</i>	<i>We need to see proof of their earnings. (eg wageslips)</i>	<i>We need to see proof of their earnings. (eg wageslips)</i>
Do they have any other income at all? <i>Working Tax Credit, Child Benefit, etc.</i>	No <input type="checkbox"/>	No <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/> <i>Tell us their other income before deductions for things like tax and National Insurance.</i>	Yes <input type="checkbox"/> <i>Tell us their other income before deductions for things like tax and National Insurance.</i>	Yes <input type="checkbox"/> <i>Tell us their other income before deductions for things like tax and National Insurance.</i>
	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text" value="£"/>
	<i>We need to see proof of their income</i>	<i>We need to see proof of their income</i>	<i>We need to see proof of their income</i>



## Part 4 About rent

Do you rent your home?

No  Go to Part 6.

Yes  Answer the next question.

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.*

What sort of tenancy do you have?

Shorthold / Assured / Tied Rent / Registered Rent / Other:

*Please delete as appropriate.*

How long is the tenancy for?

 /  / 

to

 /  / 

Please tick to show if the property is let as:

Furnished

Partly furnished

Minimally furnished

Unfurnished

How much rent do you pay?

£

every

*week/fortnight/4 weeks/month*

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

No

Yes  Tell us their names

Has your rent changed in the last 12 months?

No

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

When is the next rent increase due?

 /  / 

Are you more than 8 weeks behind with your rent payments?

No

Yes  Please provide proof such as a rent account statement.



## Part 4 About rent (continued)

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

No

Yes

Don't Know

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

No

Yes  How many?

We must see proof of your rent and tenancy before we can decide how much Housing Benefit you can get. Read the checklist at Part 14 to see what you can use as proof.

Who is the named person responsible for Council Tax:  
Please tick

You and your partner

Your landlord

Someone else

Tell us who pays the Council Tax.

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 sub-let, tell us who lives there now.

## Part 4 About rent (continued)

**Does your rent include money for:** Please tick

Meals

No

Yes

How much?

£

Which meals are included?

Heating

No

Yes

How much?

£

Lighting

No

Yes

How much?

£

Hot water

No

Yes

How much?

£

Fuel for cooking

No

Yes

How much?

£

Laundry

No

Yes

How much?

£

Gardening

No

Yes

How much?

£

Garage or parking space

No

Yes

How much?

£

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

No

Yes

Decoration

No

Yes

How much?

£

**Do you pay any service charges separate from your rent?**

No

Yes

How much?

£

For example, for cleaning or lighting in shaded areas, an alarm system, a warden or lift maintenance.

What for?

### Supporting People

**Does your landlord, within the rent charge, provide you with any general counselling and support for your tenancy?**

No

Yes

We will write to you separately about this

## Part 4 About rent (continued)

### What is your landlord's name and address?

By landlord we mean the person or organisation who owns the property you live in.

Email	
Phone Number	Postcode

### If your landlord has an agent, tell us their full name and address?

By landlord we mean the person or organisation you actually pay your rent to.

Email	
Phone Number	Postcode

### Are you, your partner or children related to your landlord or agent, or to your landlord's partner or the agent's partner?

Related includes related through marriage, even if the marriage has ended.

No

Yes  What is the relationship?

### Have you or your landlord ever been partners, either now or in the past?

No

Yes

## Part 5 About where you live

### What sort of building do you live in?

Tenement Flat <input type="checkbox"/>	Detached House <input type="checkbox"/>	Hotel <input type="checkbox"/>
Flat in a house <input type="checkbox"/>	Semi-detached house <input type="checkbox"/>	Board and lodgings <input type="checkbox"/>
Flat in a block <input type="checkbox"/>	Terraced house <input type="checkbox"/>	Caravan, mobile home or houseboat <input type="checkbox"/>
Flat over a shop <input type="checkbox"/>	Maisonette <input type="checkbox"/>	Residential nursing home <input type="checkbox"/>
Bedsit or rooms <input type="checkbox"/>	Bungalow <input type="checkbox"/>	Residential care home <input type="checkbox"/>
Hostel <input type="checkbox"/>	Other (specify) <input type="text"/>	

### Is there more than one floor?

No

Yes  How many floors are there?

Which floors do you live on?

### Do you and your household occupy only part of the building?

No

Yes  Where in the building do you live?

At the front  In the middle  At the back

This information, if needed, will assist the Rent Officer in locating your household in the building.



## Part 5 About where you live (continued)

How many rooms are there in your accommodation?

Living Rooms

In your accommodation

Just for you and your household

That you share with other people




Bedsitting Rooms




Bedrooms




Bathrooms or shower rooms




Toilets




Kitchens




Other rooms




Do you use your home for business?

No

Yes

Do you have a main home somewhere else?

If your main home is somewhere in the UK or abroad, tick "Yes" even if you do not pay rent for it.

No

Yes

What is the address?

Postcode

How much do you pay for this home?

£

## Part 6 About Income Support, income based Jobseeker's Allowance and income related Employment and Support Allowance

Are you or your partner getting or waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance or income related Employment and Support Allowance?

No

Go to Part 7.

Yes

Answer the next question.

Are you or your partner getting Income Support, income-based Jobseeker's Allowance or income related Employment and Support Allowance at the moment?

No

Yes

When did you claim?

 /  / 

You

No

Yes

When did they claim?

 /  / 

Your Partner

Are you or your partner getting or waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance or income related Employment and Support Allowance?

No

Yes

When did you claim?

 /  / 

No

Yes

When did they claim?

 /  / 


## Part 7 About being self-employed

Are you or your partner self-employed?

No

Go to **Part 8**.

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 proof of your income.

### You

### Your Partner

What kind of work do you do?



When did the business start?

 /  / 
 /  / 

What is the business name and 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

How many hours a week do you 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 any earnings before we can decide how much Housing Benefit and/or Council Tax Reduction you can get. Read the checklist at Part 14 to see what you can use as proof.**



## Part 8 About working for an employer

Do you or your partner work for an employer?

No

Go to Part 9.

Yes

Answer the questions on this page.

If you work for more than one employer, tell us about all the employers.

Please provide their details in the notes at the back of this application form.

### You

### Your Partner

What kind of work do you do?



What is your employer's name and address?

  
  

  


Postcode

Postcode

When did you start this job?

 /  / 
 /  / 

Do you expect your employment to last 5 weeks or more?

No

Yes

No

Yes

Are you employed for a limited period?

No

Yes

When will you finish?

No

Yes

When will you finish?

 /  / 
 /  / 

How often do you get paid?

 Every

 Every

How much do you get paid?

 £

 £

When was your last pay rise?

 /  / 
 /  / 

How many hours a week do you work?



Are you getting Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP), or Statutory Adoption Pay from employer your at the moment?

No

Yes

No

Yes

When did this start?

 /  / 
 /  / 

Are you getting any other sick, maternity, paternity or adoption pay from your employer at the moment?

No

Yes

No

Yes

When did this start?

 /  / 
 /  / 

Do you pay into a private pension scheme?

No

Yes

How much?

No

Yes

How much?

 £

 £

How often?

 Every

How often?

 Every

**We must see proof of any earnings before we can decide how much Housing Benefit and/or Council Tax Reduction you can get. Read the checklist at Part 14 to see what you can use as proof. If you get tips or bonuses, tell us about these in Part 13.**



## Part 9 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  *Go to Part 10.*

Yes  *Answer the questions on this page.*

**You**

**Your Partner**

**What kind of work do you do?**



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

  
  


*Postcode*

  
  


*Postcode*

**When did you start this work?**

 /  / 
 /  / 

**Do you get paid?**

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

No   
 Yes  *How much?*

£

*How often?*

Every

No   
 Yes  *How much?*

£

*How often?*

Every

**We must see proof of any earnings before we can decide how much Housing Benefit and/or Council Tax Reduction you can get. Read the checklist at Part 14 to see what you can use as proof.**



## Part 10 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.

- Universal Credit
- Attendance Allowance
- Disability Living Allowance/Personal Independence Payment
- Disabled Person's Tax Credit
- Guardian's Allowance
- Incapacity Benefit
- Contribution-based Employment and Support Allowance
- Industrial Death Benefit
- Contribution-based Jobseeker's Allowance
- Maternity Allowance
- Retirement Pension
- Pension Credits
- Severe Disablement Allowance
- War Disablement Benefit, War Pension or War Widow's Pension
- Tax Credits
- Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay

If you are getting or have claimed any benefit that is not listed, tell us about it on the notes box at the back of this application form.

No  Go to Part 11.

Yes  Tell us about the benefits below.

	You	Your Partner
<b>The name of the benefit</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<i>Waiting to hear</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Getting now</i>	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	£ <input style="width: 60%;" type="text"/>	£ <input style="width: 60%;" type="text"/>
	<i>How often?</i>	<i>How often?</i>
	<input style="width: 60%;" type="text" value="Every"/>	<input style="width: 60%;" type="text" value="Every"/>
<b>The name of the benefit</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<i>Waiting to hear</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Getting now</i>	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	£ <input style="width: 60%;" type="text"/>	£ <input style="width: 60%;" type="text"/>
	<i>How often?</i>	<i>How often?</i>
	<input style="width: 60%;" type="text" value="Every"/>	<input style="width: 60%;" type="text" value="Every"/>
<b>The name of the benefit</b>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<i>Waiting to hear</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Getting now</i>	<input type="checkbox"/> How much?	<input type="checkbox"/> How much?
	£ <input style="width: 60%;" type="text"/>	£ <input style="width: 60%;" type="text"/>
	<i>How often?</i>	<i>How often?</i>
	<input style="width: 60%;" type="text" value="Every"/>	<input style="width: 60%;" type="text" value="Every"/>





## Part 11 About other money coming in

Do you or your partner, or any children you are claiming for, have any 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; 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  Go to Part 12.

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?

 Every

### Other money 2

What is the money for?

Who gets it?

How much do they get?

 £

How often?

 Every

### Other money 3

What is the money for?

Who gets it?

How much do they get?

 £

How often?

 Every

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

No

Yes

What for?

How much?

 £

**We must see proof of any earnings before we can decide how much Housing Benefit and/or Council Tax Reduction you can get. Read the checklist at Part 14 to see what you can use as proof.**

## Part 12 About Bank Accounts

Do you or your partner have any bank accounts?

No

Yes

*Tell us about **bank accounts**. If there are more than 2 bank accounts, tell us about the others on the notes box at the back of this application form.*

**Even if you have no savings, we still need to know about any accounts you have.**

Name of bank?

Whose name is the account in?

Account number?

How much is in the account?

£

Name of bank?

Whose name is the account in?

Account number?

How much is in the account?

£

Do you or your partner have any building society accounts?

No

Yes

*Tell us about **building society accounts**. If you have more than 2 building society accounts, tell us about the others on a separate piece of paper and sent it with this form.*

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

**Even if you have no savings, we still need to know about any accounts you have.**

Name of building society?

Whose name is the account in?

Account number?

How much is in the account?

£

Name of building society?

Whose name is the account in?

Account number?

How much is in the account?

£



## Part 12 About Post Office Accounts, capital, savings and investments

**Do you or your partner have any post office accounts?**

*This includes savings accounts and Girobank accounts.*

No

Yes

*Tell us about **post office accounts**. If there are more than 2 post office accounts, tell us about the others on the notes box at the back of this application form.*

Type of account?

Account number?

Whose name is the account in?

How much is in the account?

 £

Type of account?

Account number?

Whose name is the account in?

How much is in the account?

 £

**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 of each certificate

 £

How many?

Issue number

Value of each certificate

 £

How many?

*If you have more than two, please bring all your certificates into the office.*

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

No

Yes

Company name

How many?

Company name

How many?





## Part 12 About Post Office Accounts, capital, savings and investments (continued)

**Do you or your partner have any other capital, savings or investments?**

*Tell us about any TESSAs or ISAs here.*

No

Yes  *Tell us about this.*

**Do you or your partner own or partly own any land or property other than the home you live in?**

*By property we mean any type of dwelling or business or holiday home, including caravans.*

No

Yes  *Tell us about this.*

*Postcode*





## Part 13 *Anything else you need to tell us*

*Use this box to tell us anything else you think we should know about, (eg other jobs, savings accounts, savings certificates).*

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



## Part 14 Checklist

We must have **original** documents, not copies.

**If you do not provide all the proof we need, we might not be able to pay you any Housing Benefit and/or Council Tax Reduction. 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 Housing Benefit and/or Council Tax Reduction until we have all the proof.*

*Please bring in or send in any evidence in support of your claim, to this office. 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.*

### **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 need to see at least 2 of these documents for you and your partner if you have one.*

### **Proof of capital, savings and investments**

*Such as all your bank, building society or post office statements and passbooks, 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.*

### **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. We will contact 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.*

### **Proof 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 proof of any money people pay you for board and lodgings.*

### **Proof of benefits, tax credits, allowances or pensions**

*Such as award notices or letters from Jobcentre Plus, The Pension Service or HM Revenue and Customs confirming how much you get. If you do not have 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 child carers.*

*If you are divorced, please provide divorce papers.*

*If you are separated please provide legal proof of this, eg lawyer's letter of confirmation.*



## Part 15 *Backdating*

*We can usually award Housing Benefit and/or Council Tax Reduction from the Monday after the day we receive your claim. Sometimes we can pay Housing Benefit and/or Council Tax Reduction from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your Housing Benefit and/or Council Tax Reduction from an earlier date, tell us when you want this from and why you did not claim earlier (Note that Housing Benefit and/or Council Tax Reduction may be backdated for a maximum of 6 months from the date of claim).*

**Date you want to claim Housing Benefit and/or Council Tax Reduction from**

**Tell us why you have not claimed Housing Benefit and/or applied for Council Tax Reduction before**



## Part 16 Declaration

Benefits Office Freephone 0800 013 1375  
 email: [benefitenquiries@inverclyde.gov.uk](mailto:benefitenquiries@inverclyde.gov.uk)  
[www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

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 this declaration as well.

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

I understand that:

- 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 Local Housing Allowance, Housing Benefit and/or my application for Council Tax Reduction. You may check some of the information from other sources within the Council and other councils.
- You may use any information I have provided in connection with this and any other claim to Housing Benefit and/or application to Council Tax Reduction that I have made or may make. You may give some information to The Scottish Government and to other organisations, if the law allows this.
- I agree to act as the claimant for the purposes of the Housing Benefit Regulations 2006 Reg (82(1)) and as the applicant for the purposes of the Council Tax Reductions (Scotland) Regulations Reg 82, unless given the circumstances of my household it is beneficial for my partner to act as claimant or applicant. In which case, I allow the council to decide on who is claimant and/or applicant and who is the partner, if as a consequence of the council deciding on who is the claimant and/or applicant I am no longer the claimant or applicant, my partner agrees to accept the legal rights and responsibilities of claimant and/or applicant.
- I know I must let the Housing Benefit Section of Inverclyde Council know about any change in my circumstances which might affect my housing entitlement, such as changes to who shares my home with me and changes to my income and that of people who live with me.
- I know that it is an offence to fail to notify promptly of a change in circumstances and also an offence to make false statements in order to obtain housing benefit.
- I declare the information I have given on this form is correct and complete.

**Remember to provide proof of private rent and tenancy (if this applies to you)**

Signature of claimant and/or applicant

Date

Partner's Signature

Date



## Part 16 Declaration (continued)

**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**

**Address of the person**

**Signature of the person**

**Relationship to the person claiming**

**Date**

/   /

## Part 17 Local Housing Allowance

### LOCAL HOUSING ALLOWANCE

**Local Housing Allowance (LHA) is the new name for Housing Benefit for tenants in privately rented accommodation.**

*LHA is a flat rate allowance based on the size of the household, composition of the household and area of residence. There are no changes to the Housing Benefit entitlement regulations - this will still be based on income, savings and a valid tenancy.*

*Payments of LHA will normally be to the tenant, directly into their bank/building society account through Bank Automated Clearance System (BACS).*

*It will be the tenant's responsibility to pay their rent to the Landlord and it may be more convenient to arrange to pay your Landlord by Standing Order from your bank account. If you feel there is a reason why you cannot manage your own rent payments, you should contact us to explain your reasons why.*

*If you change address or your circumstances change resulting in a break in your Housing Benefit entitlement, **any new entitlement will be paid as Local Housing Allowance.***

*In preparation for this, details are required of your bank/building society accounts where you would wish any entitlement to LHA to be paid.*

### BANK/BUILDING SOCIETY ACCOUNTS

*If you do not hold a Bank Account and would like more details about basic bank accounts we can arrange for Money Matters Inverclyde to contact you to offer assistance.*

*Please complete the relevant sections on the form on the next page.*

**You can get more information by contacting the Benefits Office on Freephone 0800 013 1375 or from the DWP website at [www.dwp.gov.uk](http://www.dwp.gov.uk)**

## Part 17 Housing Benefit/Local Housing Allowance

### If you are an owner-occupier you do not have to complete this part.

- If you are awarded Council Tax Reduction, we will pay this direct to your Council Tax Account.
- If you are awarded Housing Benefit, you may be able to choose where to have your money paid.
  - We can arrange to pay your money
    - straight into your bank, building society (unfortunately Post Office Accounts will not accept payment).
    - in some cases, direct to your Landlord.

For your convenience and security we recommend that payment is made direct into your bank/building society account. You can obtain advice on opening and managing an account from any bank or building society of your choice. Alternatively, contact us if you need help.

### Selecting your preferred payment option

#### for Private Tenants

You agree to be paid direct into your account

Please complete account details below

If there is a reason why you cannot manage your own rent payments we may be able to pay your landlord directly. If so, please select this option.

Use the extra page (Part 13) to explain the special circumstances that prevent you from paying rent yourself.

#### for Housing Association Tenants

You agree to be paid direct into your account

Please complete account details below

You would like payment to be made direct to your landlord

Please complete Part 18 **section A** and ask your landlord to complete Part 18 **section B**

### Your Account Details

Please provide details of your account below:

Bank/Building Society Name	
Branch	
Account Holder Name(s)	
Account Number	
Sort Code	

## Part 18 *Housing Benefit Mandate*

### Paying your Housing Benefit direct to your landlord

If you want us to pay your Housing Benefit to your landlord, please fill in section A below.

Please ask your landlord or his or her agent to fill in section B over the page.

#### **Section A** (to be filled in by you)

*Your landlord's or agent's name*

*Your landlord's or agent's address and postcode*

*Your address and postcode*

Please pay my Housing Benefit straight to my landlord or agent.

I understand that you may not agree to this.

I understand that you can end this agreement any time.

I will give you four weeks notice if I want to end this agreement.

I agree this mandate agreement will still be valid even if I have a break in my entitlement. The mandate agreement applies to my current landlord.

*Signature*

*Date*

*Your name (please write your name and address in capital letters)*



## Part 19 Landlord Direct Payment Agreement

### Landlord/Agent's Declaration (please delete as appropriate)

This must be completed in order to receive payments.

### Please supply the following

If you are trading as, but are not a limited company you must provide your full name and home address.

**Landlord / Agent's Title** *Mr, Mrs, Miss, Ms*

**Business Name**

**Business Address**

<i>Postcode</i>
<i>Tel</i>
<i>Email</i>

**Home Address Details**

Not needed if a limited company

<i>Postcode</i>
<i>Tel</i>
<i>Email</i>

Please indicate which address you wish any correspondence to be sent – Business / Home

Have you received Direct Payments from Inverclyde Council before?

NO

YES

**Name and address for the tenant, to whom this agreement relates**

Name of Tenant

Address

<i>Postcode</i>

**Are you the owner of this property?**

NO

YES

If you are not the owner of this property, but are the owner's agent, please provide the owner's details on the next page.





## Part 19 Landlord Direct Payment Agreement cont

### Property Owner Details

Last Name

First and Middle Names

Address

*Postcode*

## Part 20 Payments by BACS

Housing Benefit is paid four weekly in arrears by BACS and transferred directly to your bank account.

Payments cannot be sent to any other bank account other than that of the person signing this agreement (or a limited company's bank account if applicable)

**Please provide details of the Bank Account you wish to use with the Direct Payment Agreement**

Bank/Building Society Name	
Bank Address	
Account Holder Name(s)	
Account Number	
Sort Code	

**PLEASE PROVIDE PROOF OF YOUR BANK ACCOUNT**  
(such as a recent bank statement or letter from your bank confirming your account)





**If you need to contact us:**

**Enquiries in person:** Inverclyde Council  
Customer Service Centre  
Clyde Square  
Greenock PA15 1LY

**Opening Times** Monday-Thursday 8.45am - 4.30pm (excluding Wednesday)  
Wednesday 11.00am - 4.30pm  
Friday 8.45am - 3.45pm

**Enquiries in person:** Inverclyde Council  
Princes Street House  
19-29 Princes Street  
Port Glasgow PA14 5JH

**Opening Times** Monday-Thursday 8.45am - 4.30pm  
Friday 8.45am - 3.45pm

**Telephone Enquiries:** 0800 013 1375

**Online Enquiries:** [benefitenquiries@inverclyde.gov.uk](mailto:benefitenquiries@inverclyde.gov.uk)  
[www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)



## Part 3 Landlord / Agent Declaration

Please read and sign the following declaration.

If payments are to be made in joint names both persons must sign below.

I agree to accept any Housing Benefit due to my tenants directly from Inverclyde Council and understand that:

- **I must** tell the Benefits Services if the tenant moves out, or changes rooms, his or her rental liability changes, or any other changes in his or her circumstances that I am aware of. I am aware that failure to notify promptly of a change of circumstances, make false statements or knowingly allow a person to make a false declaration is an offence and may result in criminal proceedings being taken against me.

- **I must** repay any Housing Benefit which is overpaid to me, and that failure to comply may result in either:-

Recovering any outstanding overpayments directly from other tenant's entitlement to benefit, which is paid directly to myself, in accordance with the Social Security Administration Act 1992.

**Those tenants are protected and deemed to have paid rent to the value of the recovery made.**

Direct payments being withdrawn and further action being taken against me.

- I understand that this agreement covers any of my tenants who claim Housing Benefit and for whom I receive direct payments.
- I must advise Inverclyde Council immediately, in writing, of any change to the Bank details or address details supplied on this form.

**I understand I have the right to appeal against the decision to recover an overpayment from me within one calendar month of the date of the decision letter.**

Landlord / Agent  
signature(s)

Last Name

First and Middle Names

Date

If Ltd. Company  
Please state position

**It is an offence for any person(s) to make false declarations, or false representations, for the purpose of obtaining Housing Benefit either for themselves, or someone else and anybody doing so may be liable for prosecution.**



Inverclyde  
council

Inverclyde Council  
Wallace Place  
Greenock  
PA15 1LZ

