



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

OFFICE USE ONLY

Date issued

Date of first contact

Reference

## Housing Benefit and Council Tax Support claim form

If you need help filling in this form or you have any questions, please visit our benefit webpages at [www.ribblevalley.gov.uk/benefits](http://www.ribblevalley.gov.uk/benefits). If you need more help, please contact the Customer Services Team on **01200 425111**.

### About Housing Benefit and the Council Tax Support Scheme

Housing Benefit and Council Tax Support can help you pay your rent and council tax. People in work (whether employed or self-employed) and out of work can claim. Most Ribble Valley residents who are of working age will need to claim Universal Credit to help pay their rent. Universal Credit claimants who need help to pay their Council Tax can still apply for Council Tax Support using this form or a Council Tax Support form.

If you have £16,000 or more in capital or savings and you do not get Guaranteed Pension Credit, you will not be entitled to Housing Benefit or Council Tax Support.

Some students can get help with their rent.

We cannot help to pay water charges or your mortgage.

### About this form:

We have to ask all of the questions to make sure you get paid the right amount.

You must fill in **all parts that apply** to you or people who live with you.

Each part starts with a question to help you decide if you need to fill in that part, except parts 1 and 10 which you must complete in full. **Return your completed form and any evidence we ask for straight away.** Your benefit may be affected if you do not. If you don't have all the evidence you need, don't delay in returning the form – send it back with the evidence you do have. You have one month to send in the rest of the evidence we need.

## **Alternative Maximum Council Tax Reduction (Second Adult Rebate)**

Alternative Maximum Council Tax Reduction is Council Tax Support for people who share their home with one (or more than one) adult who:

- is not their husband, wife or partner; and
- is 18 or over; and
- is on a low income; and
- does not pay them rent.

If you are claiming Alternative Maximum Council Tax Reduction, only fill in part 1, part 10, part 15 and part 18 of this form.

### **Filling in the form**

If you are filling in this form by hand, use a pen, do not use a 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. Answer 'Yes' or 'No' questions by putting a tick (✓) in the relevant box. If you are picking an answer from a list of answers, tick (✓) the relevant box.

If someone else fills in the form for you, there is a special space for them to sign at part 18.

**If you need help filling in the form, you can email the Benefit Team at [benefits@ribblevalley.gov.uk](mailto:benefits@ribblevalley.gov.uk).**

Please give the following information in your email:

- your full name and the full name of any partner you have;
- the full postal address of the property you are claiming benefit for;
- a contact telephone number, if possible – in case we have a query.

Alternatively you can phone our Customer Services Team on 01200 425111.

We are open from 8:45am to 5pm Monday to Friday.

We are happy to offer help and advice about this claim.

However, if you wish to seek independent advice there are a number of organisations, such as Citizens Advice, who can help you with this claim form or give you advice about welfare benefits and other matters.

### **Useful Addresses:**

#### **Ribble Valley Borough Council Offices**

Church Walk  
Clitheroe  
BB7 2RA

Phone: 01200 425111  
Email: [benefits@ribblevalley.gov.uk](mailto:benefits@ribblevalley.gov.uk)

Website: [www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)  
Office hours: Monday to Friday 8:45am - 5pm

#### **Citizens Advice**

Phone: 0808 223 1133

#### **Lancashire Welfare Rights**

0300 123 6739

#### **The Pension Service**

0800 731 7898

# Claim form for Housing Benefit and Council Tax Support

The checklist at part 16 gives details of the type of proof you must provide before we can award Housing Benefit or Council Tax Support.

## Part 1 About you and your partner

Do you have a partner who normally lives with you? No  Yes

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.

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

	You	Your partner
Last name	<input type="text"/>	<input type="text"/>
First or other names	<input type="text"/>	<input type="text"/>
Any other last names you have used	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms and so on)	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
Address (We don't need your partner's address if it's the same as yours.)	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
When did your tenancy begin?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
The date you moved in to this address	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
If you are under 22 and live alone, have you ever been the subject of a Care Order?	No <input type="checkbox"/> Yes <input type="checkbox"/>	
Are you living away from home at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
National Insurance (NI) number. If you do not have or cannot find your NI number, please see part 16.	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>
Your daytime phone number. You do not have to tell us this, but it may help us if you do.	<input type="text"/>	<input type="text"/>
Do you have an email address that we may use to contact you?	<input type="text"/>	<input type="text"/>

# Part 1 About you and your partner – continued

## Your home

Do you or your partner:

- own this property?
- rent from a housing association?
- privately rent?
- other?

If other, please specify.

You

Your partner

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

No  Yes

No  Yes

When did you/they claim?

What name did you/your partner use when claiming?

Which council did you/your partner claim from?

What date did this claim end?

What address did you/your partner claim for?

  
  
  
  
  
  

Postcode

## Your previous home

Have you or your partner moved home in the last 12 months?

No  Yes

No  Yes

Tell us your last address

  
  
  
  
  
  

Postcode

Were you or your partner the homeowner, a private tenant, a council tenant or a boarder at this address? (Please say which.)

If you or your partner owned this property – have you sold it?

No  Yes  We will contact you about this.

No  Yes  We will contact you about this.

Do you currently rent it out?

No  Yes  We will contact you about this.

No  Yes  We will contact you about this.

# Part 1 About you and your partner – continued

## Your and your partner's details

	You	Your partner
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 <input type="checkbox"/> Yes <input type="checkbox"/>  (If yes, we will write to you/your partner separately.)	No <input type="checkbox"/> Yes <input type="checkbox"/>
What is your nationality?	<input type="text"/>	<input type="text"/>
If your nationality is not British, on what date did you last enter the UK?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Are you or your partner in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will you come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will they come out (if they know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>
Please tick (✓) if you or your partner are:		
• long-term sick or disabled	<input type="checkbox"/>	<input type="checkbox"/>
• registered blind	<input type="checkbox"/>	<input type="checkbox"/>
• severely mentally impaired	<input type="checkbox"/>	<input type="checkbox"/>
Do you or your partner get Disability Living Allowance/Personal Independence Payments?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide proof	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide proof
Do you or your partner get Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide proof	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide proof
Does anyone get Carer's Allowance for looking after you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, who receives it?	<input type="text"/>	<input type="text"/>

# Part 1 About you and your partner – continued

## Your and your partner's details

	You	Your partner
Have you or your partner ever claimed Carer's Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, was this benefit ever awarded?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If it was awarded, is it still being paid?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide proof	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide proof
Do you or your partner have a carer who lives elsewhere but provides overnight care in your home?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you or your partner pay towards the upkeep of a student?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes, how much do you/they pay?	£ <input type="text"/>	£ <input type="text"/>
How often?	<input type="text" value="Every"/>	<input type="text" value="Every"/>
Do you or your partner have a vehicle from a mobility scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you or your partner:		
• an apprentice?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
• on work-based training?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
• in legal custody?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
• a student?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you/they study full-time or part-time?	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
How much of your income is taken into account when working out your grant?	£ <input type="text"/> a year	How much of their income is taken into account when working out their grant? £ <input type="text"/> a year

Please supply all the documents you have about your student loan/grant or bursary. We will contact you if we need any more information.

# Part 2 About Income Support/Jobseeker's Allowance, Employment and Support Allowance, Universal Credit, and Pension Credit Guarantee

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

No  Go to **part 3**. Yes  Give details below.

Which one?

You

Your partner

If you are already receiving Income Support, income-based Jobseeker's Allowance, Employment and Support Allowance, Universal Credit or Pension Credit Guarantee at the moment?

When did it start?

When did it start?

If you are waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, Employment and Support Allowance, Universal Credit or Pension Credit Guarantee?

When did you claim?

When did they claim?

## Part 3 About being self-employed

Are you or your partner self-employed?

No  Go to **part 4**.  
Yes  Please see below.

Do you use part of your home for business purposes?

No   
Yes

Do you have any business partners?

No   
Yes  Partner's name

Partner's address

Are you a director of the company?

No   
Yes

Do you get Business Start Up Allowance?

No   
Yes  How much? £  How often?

### Proof of self-employed earnings

Please provide trading accounts for the last 12 months. If you don't have these, please contact customer services on 01200 425111 and ask for a self-employed form to give information about your income and expenditure. We will need to see some evidence of your income and expenditure.

# Part 4 About working for an employer

Do you or your partner work for an employer?

No  Go to **part 5**.

Yes  Answer all the questions in this section.

You

Your partner

How many jobs do you/your partner have?

If you or your partner have more than one job, please tell us about this at **Part 5**.

## JOB 1

What kind of work do you/they do?

What is your/their employer's name, address and telephone number?

  
  
  
  

Postcode

Telephone number

When did you/they start this job?

 /  /  /  / 

What is your/their payroll, employee or staff number?

Are you/they employed on a temporary contract?

No  Yes

No  Yes

If yes, when will it finish?

 /  /  /  / 

How often do you/they get paid?

 Every Every

How much do you/they get paid before tax and National Insurance are taken off?

 £ £

How are you/they paid? For example, in cash, by cheque or straight into a bank or building society account.

What period does your/their payslip cover?

 From / / From / / To / / To / /



## Part 4 About working for an employer – continued

	You	Your partner
When was your/their last pay rise?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
When will your/their next pay rise be? (If you do not know, please write 'don't know'.)	<input type="text"/>	<input type="text"/>
How many hours a week do you/they usually work?	<input type="text"/>	<input type="text"/>
Please give details of any regular tips, bonuses or commission.	<input type="text"/>	<input type="text"/>
Are you/they getting Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay from your/their employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	Please state which <input type="text"/>	Please state which <input type="text"/>
Are you/they getting any other sick pay or maternity pay from your/their employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you/they pay into a private or company pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
We need to see evidence of this.	How much? £ <input type="text"/>	How much? £ <input type="text"/>
	How often? <input type="text" value="Every"/>	How often? <input type="text" value="Every"/>

## Part 5 About any other work

Do you or your partner have more than one job, or do any other work at all?

This could be voluntary work or any other work, even if it is not paid work. If you work for more than two employers, tell us about the other employers on a separate sheet of paper and send it with this form.

No  Yes

Go to **part 6**. Answer all the questions in this section

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

	You	Your partner
What other work do you/they do?	<input type="text"/>	<input type="text"/>

We must see evidence of any earnings before we can decide how much Housing Benefit/Council Tax Support you can get. Read the checklist at part 16 to see what you can use as evidence.

## Part 5 About any other work – continued

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



Postcode

When did you/they start this work?

/ /
-----

/ /
-----

How many hours a week do you/they usually work?

--

--

Do you/they get paid? If you only get expenses or tips, still tick (✓) yes and give details.

No  Yes

No  Yes

How much do you get before any deductions?

£
---

£
---

How often?

Every
-------

How often?

Every
-------

## Part 6 About benefits, pensions and allowances

Are you or your partner getting any benefits, pensions or allowances or waiting to hear about any you have claimed?

No  Go to part 7.

Yes  Please answer the questions below.

Read the list of benefits below and tell us about any you or your partner are getting now or have claimed. Tell us on page 9 about any of these benefits. Tell us the full rate of benefits before any deductions. (Deductions are for things like tax, NI, pension contributions.)

- Bereavement Allowance
- Child Benefit
- Contribution-based Jobseeker's Allowance
- Guardian's Allowance
- Industrial Injuries Disablement Benefit
- Kinship Carer's Allowance
- Maternity Allowance
- Statutory Sick Pay or Statutory Maternity/Paternity Pay
- War Disablement Benefit, War Pension or War Widow's Pension
- Working Tax Credit
- Armed Forces Independence Payment
- Carer's Allowance
- Child Tax Credit
- Fostering Allowance
- Incapacity Benefit
- Industrial Death Benefit
- Occupational Pension
- Retirement Pension or Pension Credit
- Private Pension
- Severe Disablement Allowance
- Widow's/Widower's Benefits
- Employment and Support Allowance Contribution Based

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper with the form. If you receive more than 4 types of benefit, please use a separate sheet to tell us about them.

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

## Part 6 About benefits, pensions and allowances – continued

	You	Your partner
The name of the benefit, pension or allowance	<input type="text"/>	<input type="text"/>
Waiting to hear (✓)	<input type="checkbox"/>	<input type="checkbox"/>
Getting now (✓)	<input type="checkbox"/>	<input type="checkbox"/>
How much?	£ <input type="text"/> a week	£ <input type="text"/> a week

	You	Your partner
The name of the benefit, pension or allowance	<input type="text"/>	<input type="text"/>
Waiting to hear (✓)	<input type="checkbox"/>	<input type="checkbox"/>
Getting now (✓)	<input type="checkbox"/>	<input type="checkbox"/>
How much?	£ <input type="text"/> a week	£ <input type="text"/> a week

	You	Your partner
The name of the benefit, pension or allowance	<input type="text"/>	<input type="text"/>
Waiting to hear (✓)	<input type="checkbox"/>	<input type="checkbox"/>
Getting now (✓)	<input type="checkbox"/>	<input type="checkbox"/>
How much?	£ <input type="text"/> a week	£ <input type="text"/> a week

	You	Your partner
The name of the benefit, pension or allowance	<input type="text"/>	<input type="text"/>
Waiting to hear (✓)	<input type="checkbox"/>	<input type="checkbox"/>
Getting now (✓)	<input type="checkbox"/>	<input type="checkbox"/>
How much?	£ <input type="text"/> a week	£ <input type="text"/> a week

We must see evidence of any benefits, pensions and allowances before we can decide how much Housing Benefit/Council Tax Support you can get. Read the checklist at part 16 to see what you can use as evidence.

## Part 7 About other money coming in

Do you or your partner or anyone else who lives with you 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 8**.

Yes

Please answer the questions below.

This includes pensions, maintenance or child support for you, your partner or any of the children you have told us about on this form; money from a trust fund; training allowances; a student grant or loan; and any cash payments.

### Other money 1

What is the money for?

Who gets it?

How much do you/they get?

How often?

When did you/they start getting this money?

When is the money likely to go up (if you know)?

### Other money 2

What is the money for?

Who gets it?

How much do you/they get?

How often?

When did you/they start getting this money?

When is the money likely to go up (if you know)?

### Other money 3

What is the money for?

Who gets it?

How much do you/they get?

How often?

When did you/they start getting this money?

When is the money likely to go up (if you know)?

Does anyone owe money to you or your partner?

No  Yes

What for?

How much?

## Part 7 About other money coming in – continued

Are you expecting to get any money in the next 12 months (for example, a redundancy payment or a payment instead of notice or holiday)?

No  Yes

What for?

How much?

 £

We must see evidence of any money coming in before we can decide how much Housing Benefit/ Council Tax Support you can get. Read the checklist at part 16 to see what you can use as evidence.

## Part 8 About capital, savings and investments, bank and building society accounts

Do you or your partner have any **bank accounts**, including any current accounts?

No  Yes

Tell us about **ALL** your bank accounts, even if they have a nil balance, or overdrawn, and accounts which you don't use regularly. If there are more than 3 bank accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Name of bank	Account number	Names on the account	Amount in the account
			£

Does this account include any amount of deferred pension? No  If yes, £  Date received  /  /   
Yes  how much?

Name of bank	Account number	Names on the account	Amount in the account
			£

Does this account include any amount of deferred pension? No  If yes, £  Date received  /  /   
Yes  how much?

Name of bank	Account number	Names on the account	Amount in the account
			£

Does this account include any amount of deferred pension? No  If yes, £  Date received  /  /   
Yes  how much?

Do you or your partner have any **building society accounts**, including any current accounts?

No  Yes

Tell us about all your building society accounts, even if you do not use them regularly. If there are more than 3 building society accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Name of building society	Account number	Names on the account	Amount in the account
			£

Does this account include any amount of deferred pension? No  If yes, £  Date received  /  /   
Yes  how much?

# Part 8 About capital, savings and investments – continued

Name of building society	Account number	Names on the account	Amount in the account
			£

Does this account include any amount of deferred pension? No  If yes, £  Date received  /  /

Yes  how much?

Name of building society	Account number	Names on the account	Amount in the account
			£

Does this account include any amount of deferred pension? No  If yes, £  Date received  /  /

Yes  how much?

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

No  Yes

Tell us about all your post office accounts. If there are more than 3 accounts, tell us about the others on a separate sheet of paper and send it with this form.

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

Type of account	Account number	Names on the account	Amount in the account
			£

Does this account include any amount of deferred pension? No  If yes, £  Date received  /  /

Yes  how much?

Type of account	Account number	Names on the account	Amount in the account
			£

Does this account include any amount of deferred pension? No  If yes, £  Date received  /  /

Yes  how much?

Type of account	Account number	Names on the account	Amount in the account
			£

Does this account include any amount of deferred pension? No  If yes, £  Date received  /  /

Yes  how much?

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 and issue date

Value

£

How many?

Issue number and issue date

Value

£

How many?

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

No  Yes

Company name

How many?

Company name

How many?

## Part 8 About capital, savings and investments – continued

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

For example, cash, Cash ISAs, compensation, or any other money you have not told us about on this form.

No  Yes

Tell us about this.

Do you have any **money or property held in trust**?

No  Yes

Tell us about this.

Do you or your partner own or partly own any **property or land**, other than 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.

No  Yes

What is the address? We may send you another form for more information

Postcode

How much is it worth?

£

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

£

Have you given up/gifted or transferred ownership of a property or land in the UK or abroad in the last 2 years?

No  Yes  We will write to you for further information

Have you or your partner received a **Far Eastern Prisoner of War payment**?

No  Yes  Who? You  Your partner  Both

Have you or your partner ever received any other compensation payments? (We may need to ask for more information about this as these payments may not be counted when calculating benefit.)

No  Yes  Who? You  Your partner  Both

How much? £

When?  / /

We must see evidence of any bank or building society accounts, capital, savings and investments before we can decide how much Housing Benefit/Council Tax Support you can get. Read the checklist at part 16 to see what you can use as evidence.

## Part 9 About children

Are there any children in your household? No  Go to **part 10**.  
 Yes  Please answer the questions on this page.

If there are more than 4 children, please use a separate sheet to tell us about the extra children. Please give the same type of information that we ask for in this part.

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

	First child	Second child	Third child	Fourth child
Last name				
First or other names				
Date of birth	/ /	/ /	/ /	/ /
What is the child's sex?	Male / Female	Male / Female	Male / Female	Male / Female
What is the child's relationship to you?				
What is the child's relationship to your partner?				
Do they normally live with you?	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"/>
State their address if different from yours				
Child Benefit number				
Who gets the Child Benefit for them?				

We do not count Child Benefit as income when calculating your Housing and Council Tax Support. But to process your claim correctly, we need to know how many children you get Child Benefit for.

Are any of your children registered blind? No  Yes

If yes, which children?  
 (We need to see evidence of this.)

Do any of your children get Disability Living Allowance/Personal Independence Payments? No  Yes  Please provide evidence.

If yes, which children?

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



## Part 9 About children – continued

	First child	Second child	Third child	Fourth child
Do you pay childminding costs for this child to a registered childminder, nursery or after-school club?	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"/>
Tell us the name and address of your childcare provider				
What is your childcare provider's registration number?				
How much do you pay each week? (We need to see evidence of this.)	£	£	£	£
Do you only pay for childcare during term time?	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"/>

## Part 10 About other people who live in your home

Do any other adults usually live in your home? No  Go to **part 11**.  
Yes

If you have answered yes, tell us about all the other people who usually live in your home.  
If you need 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
Last name			
First or other names			
Date of birth	/ /	/ /	/ /
Their relationship to you or your partner (for example, aunt, brother, joint tenant, lodger, friend)			

# Part 10 About other people who live in your home – continued

If they are a joint tenant or lodger, please answer the following questions about their rent.

	First person	Second person	Third person
Do they pay you rent or money for board or lodgings?	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, does it include meals?	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, how much?	£                      a week	£                      a week	£                      a week

If they are not a joint tenant or lodger, please fill in the following questions.

National Insurance number (You do not have to tell us this but it may help us if you do.)	Letters   Numbers   Letter <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"/>	Letters   Numbers   Letter <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"/>	Letters   Numbers   Letter <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"/>
Do they get Income Support, Employment, Support Allowance, Universal Credit or income-based Jobseeker's 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"/>
Do they get Pension Credit?	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 they get Disability Living Allowance/ Personal Independence Payments or Attendance 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"/>
Are they 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"/>
Are they a full-time student, a student nurse, a care worker or an apprentice?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Tell us which			
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"/>
When did they go in?	/ /	/ /	/ /
When are they expected to come out?	/ /	/ /	/ /

# Part 10 About other people who live in your home – continued

	First person	Second person	Third person
Are they in hospital?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
When did they go in?	/ /	/ /	/ /
When will they come out (if you know this)?	/ /	/ /	/ /

Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
--	--	--	--

Tell us their earnings before any deductions (We need to see evidence of earnings.)	£ a week	£ a week	£ a week
--	----------	----------	----------

<p>Do they have any other income? This includes any pensions, benefits or allowances you have not already told us about on this form, and interest from savings and investments.</p> <p>For example: maintenance, Working Tax Credit, Child Tax Credit, Sick Pay, Maternity Allowance, Pension Credit.</p> <p>(Deductions are for things like tax, NI and pension contributions.)</p> <p>If they have more than 3 types of other income, please give details on a separate sheet.</p>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	Name of first other income <input type="text"/>	Name of first other income <input type="text"/>	Name of first other income <input type="text"/>
	Amount before deductions? £ a week	Amount before deductions? £ a week	Amount before deductions? £ a week
	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	Name of second other income <input type="text"/>	Name of second other income <input type="text"/>	Name of second other income <input type="text"/>
	Amount before deductions? £ a week	Amount before deductions? £ a week	Amount before deductions? £ a week
	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	Name of third other income <input type="text"/>	Name of third other income <input type="text"/>	Name of third other income <input type="text"/>
	Amount before deductions? £ a week	Amount before deductions? £ a week	Amount before deductions? £ a week

Are any of these people you have told us about married to each other, civil partners, or living together as if they are married or civil partners?

No

Yes  If yes, give details below.

is the partner of

is the partner of

# Part 11 About rent

Do you pay rent? No  Go to **part 15**. Yes  Answer all the following questions.

Do you get or are you waiting to hear about a claim for Universal Credit? No  Yes  Go to **part 18**.

Please note you must claim Universal Credit housing cost element for help with your rent.

When did you start paying rent for your home?  /

When did you move to this address?  /

If you have not moved in yet, tell us when you expect to move in. When you have moved in, you must then write to us to confirm the date you moved in.

Could you afford the rent when you first moved in? No  Yes

**You**  
Have you always had to pay rent to live at this address? No  Yes

If 'No', tell us what has changed. Why do you now need to pay rent?

**Your partner**  
No  Yes

When did this change happen?  /

/

What sort of tenancy do you have (for example, shorthold, assured, tied rent)? This information will be written on your tenancy agreement.

How long is the tenancy for? From  /  to  /

What is your landlord's name and business address? By landlord we mean the person or organisation that owns the property you live in.

If your landlord has an agent, tell us their full name and address. By agent we mean the person or organisation you actually pay your rent to.

Are you, your partner, or any of your or your partner's 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. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

No  Yes

If yes, please state the relationship  
 is my landlord's or agent's

is my landlord's or agent's

Are you or your partner a director of your landlord's company? No  Yes

Have you or your partner previously been the owner of this property? No  Yes  If yes, when did you sell it?  /

Please tick (✓) to show if the property is let as: fully furnished  partly furnished  minimally furnished  unfurnished

# Part 11 About rent – continued

How much is the rent for your home?

£  every

(For example, every week/fortnight/four weeks/month)

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

No  Yes

Tell us their names and their relationship to you and your partner.

How much of the rent do you pay?

£  every

(For example, every week/fortnight/four weeks/month)

Has your rent changed in the last 12 months?

No  Yes

We need to see evidence of the date and the amount it changed to.

When is the next rent increase due?

/  /

Has your rent been registered as a fair rent by a Rent Officer?

No  Yes

We need to see the notice of registration form RO5.

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

No  Yes

How many in a year?

Are you behind with your rent?

No  Yes

By how many weeks?

By how much?

Who receives the Council Tax bill for your home? (Please give the person's name.)

You or your partner

Your landlord

Someone else

Tell us who receives the Council Tax bill.

Please tick (✓) No or Yes to show if your rent includes money for any of the following:

Meals

No  Yes

How much each week?

£

Which meals are included?

Water and sewage charges

No  Yes

How much each week?

£

Heating

No  Yes

How much each week?

£

Lighting

No  Yes

How much each week?

£

Hot water

No  Yes

How much each week?

£

Fuel for cooking

No  Yes

How much each week?

£

## Part 11 About rent – continued

Laundry

No  Yes

How much each week?

£

Cleaning rooms or windows

No  Yes

How much each week?

£

Gardening

No  Yes

How much each week?

£

Garage or parking space

No  Yes

How much each week?

£

Do you have to rent the garage as part of your tenancy agreement? No  Yes

Personal care and support

No  Yes

How much each week?

£

Other

No  Yes

How much each week?

£

What for?

Do you pay any service charges separately from your rent?

No  Yes

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.

How much each week?

£

What for?

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 (if you know this)?

Tell us the address where you are living at the moment.

Postcode

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

We must see evidence of your rent and tenancy before we can decide how much Housing Benefit/ Council Tax Support you can get. Read the checklist at part 16 to see what you can use as evidence.

# Part 12 About where you live

What sort of property do you live in? Tick (✓) one box only.

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

Please tell us what

Does your home have central heating? No  Yes

Has your home been built or adapted for people with disabilities? No  Yes

Is there more than one floor in the whole building? No  Yes

How many?

Which floors do you live on?

Do you and your household occupy only part of the property you have ticked? No  Yes

Where in the property do you live?  
At the front  In the middle  At the back

How many rooms are there in the building?

	In the whole property?	Just for you and your household?	That you share with other people?
--	------------------------	----------------------------------	-----------------------------------

Living rooms

Bedrooms

Bedsitting rooms

Kitchens

Bathrooms or shower rooms

Toilets

Other rooms

Please tell us what these rooms are.

If you occupy one room, please tell us the room number.

Do you use your home for business? No  Yes

Do you have a main home somewhere else? No  Yes

What is the address?  
  
  
 Postcode

How much do you pay for this home? £

## Part 13 About how your Housing Benefit will be paid

Do you rent your home from a housing association? No  Go to **part 13.1** below.

Yes

Would you like your Housing Benefit paid direct to them? No  Go to **part 13.1** below.

Yes

If you want us to pay your Housing Benefit straight to your Housing Association landlord, you must sign the declaration below.

Please pay my Housing Benefit straight to my landlord. I understand that:

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

Signature

Date

 

### Part 13.1 About how your Housing Benefit will be paid – continued

For your convenience and security your Housing Benefit will be paid into your bank account. You can obtain advice on opening and running an account from your local Citizens Advice.

Please provide the following details to enable us to pay benefit into your account.

Name of bank

Branch

Account name

Sort code

  

Account number

We will pay your Housing Benefit direct to you and NOT your landlord (unless your landlord is a housing association). However, in some circumstances we may be able to pay the landlord direct. If you would like us to consider paying your landlord direct, please give full details in Part 21 and explain why you want us to pay your landlord.

To protect vulnerable customers, we (The Benefits Team) will use our discretion in deciding whether to pay Housing Benefit to the landlord instead of the customer. By vulnerable we mean someone who may have difficulty managing their money. We do not mean someone who does not want to pay their rent.



### Sharing information with your landlord or their agent.

Under the current Data Protection Act, we need your permission to discuss your claim with your landlord, or their agent.

If you give us permission, we will only be able to tell your landlord or their agent whether, for example:

- you have claimed benefit and from what date,
- we have made a decision on your claim,
- we need more information to make a decision on your claim.

We will not give your landlord or their agent any information about:

- your personal household circumstances
- your financial circumstances.

### Please note

You can withdraw your permission at any time. To do this, please write to us and tell us you want to withdraw your permission.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord or their agent.

If we decide to pay your benefit to your landlord or their agent direct, by law we need to inform your landlord or their agent of this decision. We will also be able to tell your landlord or their agent certain other decisions.

If you want to give us permission, please sign below.

I give my local council permission to discuss certain information about my Housing Benefit claim with my landlord or their agent.

Signature of person claiming

Landlord's name & address

Date

Agent's name & address

## Part 15 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.

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

## Part 16 Checklist

Please tick (✓) to tell us what evidence you are sending with this form. We must see original documents, not copies. Please do not send valuable items through the post. If you can, bring them into our reception. 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.

If you do not provide all the evidence we need, we may not be able to pay you any benefit. We need the same evidence for any partner you have. 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

Such as a birth certificate, marriage certificate, civil partnership certificate, passport, National Insurance card, medical card, driving licence, UK residence permit, ECC identity card or recent gas or electricity bill. We need to see at least 2 documents each for you and any partner you have.

### Evidence of National Insurance number

Such as a National Insurance number card, payslips or letters from the Department for Work and Pensions or the tax office.

### 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. We will give you a form for your employer to complete 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.

## Part 16 Checklist – continued

### Evidence of other income

Such as pension slips from a former employer. We need to see evidence of any money that people pay you for board and lodgings such as a letter from the lodger.

### Evidence of benefits, allowances or pensions

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

### Evidence of private rent and tenancy

Such as a rent book, rent receipts, a tenancy agreement, or a letter from your landlord or the enclosed landlord certificate.

### Evidence of other money paid out

Such as letters about student grants or maintenance, a completed Verification of Childcare Payments Form.

### Evidence required for Alternative Maximum Council Tax Reduction

Evidence of your identity and National Insurance Number (see page 24) and evidence of the second adult's earnings, benefits and other income, such as 5 weekly or 2 monthly wage slips, letters or current award notices from the DWP showing the amount of benefit, pension or allowance, and details of any income from capital or investments they may have.

If you cannot supply any documents needed, please say why in Part 15.

## Part 17 About backdating

We can usually award benefit from the Monday after the day we receive your claim.

If you are of pensionable age your claim for Housing Benefit and/or Council Tax Support can be backdated for up to three months.

**If you are of working age you may ask for your claim to be backdated:**

- **by one month prior to your application for Housing Benefit/Council Tax Support.**

**You must prove that you had a good reason for failing to apply at the correct time. This is called "good cause". You may be asked to provide supporting evidence, for example a letter from your doctor to support an illness.**

Tell us the date you want to claim benefit from.

Tell us below why you have not claimed before now.

## Part 18 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, getting them to sign this form should allow us to process your claim more quickly, but they do not have to sign.

- We will use your information in line with the current Data Protection Act. We have a duty to protect public funds and we may use the information you have given us or share it with other organisations to prevent and detect fraud. We will also share your information if we have a legal duty to do so.

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

- **I understand** that this claim form is made to you, my local council.
- **I confirm** that, as far as I know, the information I have given on this form is correct and complete.
- **I understand** that, if I have given information that is incorrect or incomplete, you may take legal action against me.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Support, or both. You may check some of the information with other sources as allowed by law.
- **I know** that I must let the Revenues and Benefit Service at Ribble Valley Borough Council know, in writing straightaway about any change in my circumstances that could affect my claim. e.g. change in household/change in income/capital..
- **I understand** that if I do not tell you about any change of circumstances and you award me too much Benefit and Council Tax Support because of this, I may have to pay back the extra Benefit, Council Tax Support and you may take legal action against me.

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 confirm that**, as far as possible, I have checked with the person claiming that the answers I have written on this form are correct.

Your name if you have filled in this form for the person claiming

Your relationship to the person claiming

Your signature

Date

## Part 19 What to do next

- Check that you have filled in this form in all the relevant places.
- Check that you have signed the form.

If you do not have all the information, documents or evidence that we have asked for DO NOT DELAY in returning this form.

Send the form back to us straightaway and send the other information etc. to us as soon as you can.

If you delay in sending in this form until you have all the information we have asked for, we will only be able to pay your benefit from the Monday after we have received your claim.

## Part 20 Privacy Notice

Ribble Valley Borough Council will use the information you provide in this form, and information from any supporting evidence you send, to process your claim for Housing Benefit and Council Tax Support.

We may pass the information to other agencies or organisations which handle public funds, such as the Department for Work and Pensions or HM Revenues and Customs, as allowed by law.

We may check the information you have provided, or information that someone else has given us about you, against other information we already have.

The Council is under a duty to protect public funds and to prevent or detect crime, to that end we may share your information with, obtain information about you from

- Government departments (HM Revenue and Customs, Department for Work and Pensions)
- Other local authorities
- Private Sector companies (banks, organisation that may lend you money and companies that assist us in fraud detection & prevention such as credit reference agencies)

We will not provide your personal information to anyone else or use that information for any other purpose unless the law allows or requires us to do so.

We will only keep your information for as long as it is required. The retention period is either dictated by law or by our information retention policies. Once your information is no longer required it will be destroyed securely and confidentially.

For further information on how your personal information is used, how we maintain the security of your information and your rights to access the information we hold about you, please visit <http://www.ribblevalley.gov.uk/privacynotice> or contact our Data Protection Officer (email: <mailto:data.protection@ribblevalley.gov.uk>, tel no: 01200 425111)

### **When you have completed the form**

When you have filled in the form, sign it and send it to us, with the evidence we need to see, in the envelope we have sent you. Or you can bring the form and evidence to us. Do not send valuable items such as bank books or passports in the post. Bring them to our reception and we will take the details we need and give them back to you.

**If you cannot get the evidence we need straight away, don't worry. Send the form to us, but let us know that you will be sending some evidence later.** If you don't send the form to us straight away, you may lose money. If you cannot get the evidence within 2 or 3 weeks, let us know and we may be able to help you.

### **Changes you must tell us about**

Tell us straight away if:

- any of your children leave school or leave home;
- anyone moves into or out of your home (including lodgers and subtenants);
- there is a change to your income or the income of anyone living with you, including benefits;
- there is a change to your capital, savings or investments;
- you or anyone living with you becomes a student; goes into hospital or a nursing home; goes into prison; or gets, changes or leaves a job;
- your rent changes;
- you move home;
- you or your partner will be away from home for more than 4 weeks;
- you receive any decision from the Home Office; or
- anything you have told us about changes.
- Receive Universal Credit

### **You must tell us about these changes in writing – a phone call is not enough.**

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

### **It is an offence not to tell us about any change of circumstances that affects your Housing Benefit or Council Tax Support**

We may take court action against you. If we pay you too much Housing Benefit or Council Tax Support, you will probably have to pay it back.

## Part 21 How you will be paid and the choices you have

- If you are a Housing Association tenant, we can pay Housing Benefit to you or your landlord.
- If you are awarded Council Tax Support, your council will pay this in to your Council Tax account.
- If you are a private tenant, we may be able pay you directly into your bank or building society.
- If you are awarded Housing Benefit under the Local Housing Allowance (LHA) Scheme, we will usually pay your Housing Benefit to you. You must then pay your landlord.
- We can also pay your Housing Benefit directly to your landlord if you have difficulty managing your money; have health issues, debt problems or other issues that might prevent you from paying your landlord your rent. Please give details below if you think this applies to you.

## Equal opportunities

Ribble Valley Borough Council is committed to an Equal Opportunities Policy to promote equality and fair treatment in the provision of its services.

To monitor the effectiveness of this policy we ask all customers completing this application to fill in this form. **This is voluntary and does not affect your Housing Benefit/Council Tax Support application in any way.**

This information will be kept with the electronic record of your benefit application.

**Please tell us about yourself. Tick the boxes that apply to you.**

1. I am applying for benefits as:  one of a couple  a single person

2. I am:  male  female

### 3. Your ethnic background

Please choose one section from **A to E** then ✓ the appropriate box to tell us about your cultural background.

#### A: White

British

Irish

Any other white background   
(please write below)

#### B: Mixed

White and black Caribbean

White and black African

White and Asian

Any other mixed background   
(please write below)

#### C: Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background   
(please write below)

#### D: Black or black British

Black Caribbean

Black African

Any other black background   
(please write below)

#### E: Chinese or other ethnic group

Chinese

Any other ethnic group   
(please write below)

**Thank you for helping us by completing this form. You can return it with your benefit application in the envelope provided.**