

This form can be made available in other languages and formats (including large print, audio tape and Braille as appropriate). Please telephone 01482 300 303.



Part 1 About You

Reference Number if known

Surname or family name

National Insurance Number

Other names

Date of Birth

 / /

Telephone Number

Any other names you have used

Mobile Telephone Number or e-mail address

Notes and guidance Please read the form carefully and answer the questions which are about your change of address. If you pay rent to a private landlord you need to provide proof of your new rent. We may also need you to complete other forms about any other change(s) in your circumstances.

Part 2 Your last address

What is the address you have moved from, including Room and or Flat number?

 Postcode

Were you a Private Tenant / Boarder Housing Association Tenant Hostel Tenant
 Council Tenant Owner Occupier Other

What date did you last stay at this address?

 / /

If you paid rent for this address;

How did you give notice to your previous Landlord?

Writing Verbal

What date was this?

 / /

What date are you being charged rent until?

 / /

Part 3 Your new address

What is the address you have moved to, including Room and or Flat number?

 Postcode

Are you a Private Tenant / Boarder Housing Association Tenant Hostel Tenant
 Council Tenant Owner Occupier Other

What date did you first stay at this address?

 / /

If you pay rent for this address:

What date are you being charged rent from, if different?

 / /

What date do you wish to apply from?

 / /

Are you behind with your rent? No Yes

By how many weeks?

How much do you owe? £

Who do you pay rent to?

Please say if this is the landlord or Agent

Landlord Agent

What is their business address?

 Postcode

If you are an Owner Occupier or Council Tenant, please go to Part 6 on page 3.
 If you are a Private, Housing Association or Hostel Tenant or boarder please continue at Part 4 below.

Part 4 Rent Details

How much rent do you pay and how often?

£ every

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

No Yes

If 'Yes', how many rent free weeks do you have in a year?

What sort of tenancy do you have? For example, shorthold, assured shorthold, assured tied rent, licence or something like this.

How long is the tenancy for?

From / / To / /

Are you or your partner, or any of your children or your partner's children, related to your landlord or agent, or your landlord's or agent's partner?

Related includes related through marriage, civil partnership, even if that marriage or civil partnership has ended. For example, ex-wife, ex-husband, ex-civil partner, aunt, brother, daughter, father, grandchildren, grandparent, son-in-law, stepdaughter.

No Yes

If 'Yes' you **must** tell us about the relationship as this may affect your entitlement. Please state the name of the person who is related to the landlord or agent, or your landlord or agent's partner.

Landlord Landlord's partner

Agent Agent's partner

Who are they related to? You must tick the box that applies.

Please state how they are related: For example: ex-wife, ex-husband, ex-civil partner, aunt, brother, daughter, father, grandchildren, grandparent, son-in law, and stepdaughter.

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

No Yes

If 'Yes', tell us their names and their relationship to you and your partner and what percentage of the rent they pay?

%

Does your landlord live in the property with you?

No Yes

Does your rent include any of the following?

| | No | Yes | How much in £ |
|--------------------|--------------------------|--------------------------|----------------------|
| • Water charges | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| • Heating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| • Lighting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| • Hot Water | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| • Fuel for cooking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| • All Fuel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| • Council Tax | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| • Laundry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |

| | No | Yes | How much in £ |
|-------------------------------------|--------------------------|--------------------------|----------------------|
| • Cleaning of own rooms and windows | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| • Personal care and support | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| • Gardening | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| • Garage or parking space | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |

If 'Yes' do you have to rent the garage or parking space as part of your Tenancy Agreement?

No Yes

• Meals

If 'Yes' which meals? Breakfast Lunch Evening Meal

• Cleaning or lighting in shared areas, an alarm, warden, lift maintenance, or any other service

No Yes

If 'Yes', please state which

• Do you get any utility bills?

No Yes

If 'Yes' which?

Electricity Gas Water charges

What is the property let as? Please tick the box that applies
 Furnished Part furnished

What sort of property do you rent? Please tick 1 box only
 Unfurnished

Detached house Semi-detached house Terraced house Maisonette Bedsit or Room(s)
 Detached bungalow Semi-detached bungalow Terraced bungalow Studio flat
 Flat in a block Flat over shop(s) Flat in a house Hostel Other

Does your home have, central heating No Yes Who is responsible for decorating the inside of your home? You
 a garden No Yes Your landlord
 a garage No Yes Don't know
 a parking space No Yes Number of floors in the whole building

Do you and your household occupy only part of the building you live in? No Yes

Which floor(s) do you live on? for example, ground floor, first floor.

Where in the building do you live, as viewed from the street? Front left Front Right Middle Rear left Rear right

How many rooms are there in the building? please use numbers

| | Living rooms | Bedsitting rooms | Bedrooms | Bathrooms or shower rooms | Toilets | Kitchens | Other rooms |
|------------------------------------|----------------------|----------------------|----------------------|---------------------------|----------------------|----------------------|----------------------|
| • In the whole building | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Just for you and your household | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • That you share with other people | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Do you use your home for business? No Yes

Part 6 Other changes in circumstances

Has anyone else come to live with you or a member of your household, that you have not already told us about? This includes any children who have become part of your household since you last applied
 No Yes

If 'Yes', please tell us - the date they became part of your household / /

also who has come to live with you - their date(s) of birth - their relationship to you or any member of your household

Have you had any other changes in circumstances which may affect your entitlement?
 If 'Yes', please use this space to give details of the change(s) and the date(s) the change(s) took place. No Yes

Please continue on a separate sheet if necessary. If we need any more details we will contact you.

Section A: If you pay Council Tax we will adjust your Council Tax account with any Council Tax Reduction you are awarded and send you a new bill.

Section B: If you are a Council tenant, we will credit your rent account with any Housing Benefit you are awarded.

Section C: If you rent your home from a Housing Association or a Charity who provides you with support, or you have been renting your current home from a Private Landlord since before 14 January 1989 you can choose one of the following options to receive payments of Housing Benefit; please tick **one box only**:-

I would like any Housing Benefit I am awarded to be paid

- By Direct Credit (BACs) to my bank or building society account: **Go to Section F.**
- Directly to my landlord: **Go to Part 8.**
- By Direct Credit into the bank or building society account of of a nominated person: **Go to Section E.**

Section D: If you rent your home from a Private Landlord

Your first payment of Housing Benefit may be paid directly to your landlord where the Council considers it to be in your best interests. This could happen if you have not already paid any rent for the period you are claiming for or if you are 8 weeks or more in arrears with your rent. If you **do not** want your first payment of Housing Benefit to be paid directly to your landlord you must tell us why.

- I have already paid my rent and I have enclosed evidence of the amount I paid and the period it covers.
- Another reason, please state why

Ongoing payments of Housing Benefit. If you have a bank/building society account, these payments will be transferred to your account (not a Post Office account) by Direct Credit (BACs). **Go to Section F.**

If you do not have a bank/building society account or you believe you will have difficulty managing your affairs you can ask us to make payments as follows: Tick **one box only**:-

- By Direct Credit into the bank or building society account of a nominated person: **Go to Section E.**
- Directly to your landlord if you feel that you will have difficulty managing your financial affairs. We will send you an additional form to complete which will be considered under Hull City Council's Safeguard policy: **Go to Part 8.**

Section E: If you have ticked for your Housing Benefit to be paid to a nominated person

The nominated person must provide a signed statement agreeing to this.

Tell us this person's name and address and contact details

| | | | |
|---------------|----------------------|---------|----------------------|
| Name | <input type="text"/> | Address | <input type="text"/> |
| Telephone No. | <input type="text"/> | | Postcode |

You must complete Section F with details of the bank or building society account into which your nominated person has agreed for your Housing Benefit to be paid into.

Section F: Bank or building society account into which Housing benefit is to be paid

Name of Account Holder as it appears on the chequebook or statement

- This is my account This is the account of the person I have nominated to receive my Housing Benefit

Full name and address of bank or building society

| | | |
|----------------------|----------------|----------------------|
| <input type="text"/> | Account Number | <input type="text"/> |
| <input type="text"/> | Roll Number | <input type="text"/> |
| Postcode | Sort Code | <input type="text"/> |

You must provide details **and evidence** of this account. For example a statement or paying-in slip.

A. Sharing Information with your landlord or agent

Sharing information with your private landlord or their agent could help us to deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord or agent before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord or agent without your permission.

The law requires that we inform your landlord or agent of certain decisions we make on your claim, for example, when a decision is made to pay your benefit to your landlord or agent.

Under Data Protection Legislation we need your permission to discuss anything else.

If you give us permission by signing this form, we could tell your landlord whether

- You have a claim for Housing Benefit • We have made a decision on your claim, or
- We need more information to make a decision on your claim and what that information may be

We will not give your landlord or agent any information about

- Your personal or household circumstances or your financial circumstances

You can withdraw your permission at any time

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

If you want to give us permission to discuss your claim with your landlord or agent, please complete the section below.

I give Hull City Council Benefits Service permission to share information about the progress of my Housing Benefit claim with my landlord and their agent.

| | | | |
|------------------|-----|---|----------|
| Signature | | Full name <small>in Capital Letters</small> | |
| Date | / / | Your claim address | |
| | | | Postcode |

B. Paying your Benefit direct to your landlord or their agent

If you have ticked to have your Housing Benefit paid straight to your landlord, you must sign this declaration below.

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

I understand that

- I must always tell you about any change in my circumstances.
- If I do not tell Hull City Council Benefits Service of any change of circumstances and I am paid too much benefit because of this, I may have to pay back the extra benefit.
- I may be prosecuted if I do not tell Hull City Council Benefits Service about any change in circumstance.

| | | | |
|------------------|-----|---|----------|
| Signature | | Full name <small>in Capital Letters</small> | |
| Date | / / | Your claim address | |
| | | | Postcode |

If you have asked us to pay your benefit direct to your landlord or agent and or you wish to use this form to provide proof of your rent, please detach this page from the rest of the form and give it to your landlord or their agent to complete the details on the other side of this page.

When complete, please return this form to FREEPOST RSJC-KKBE-ABXZ, Revenues and Benefits, Hull City Council, PO Box 15, Hull. HU1 2AA or call into any Hull City Council Customer Service Centre or Information Point. Ring 01482 300 303 for details of your nearest Customer Service Centre or Information Point.

For office use only.

COA.

C. Landlord Confirmation of Rent Details

This section should be completed **by the landlord or agent** to provide details of the tenancy relating to this customer's claim where the customer is unable to provide such details, for example where a written Tenancy Agreement does not exist.

| | | |
|-----------------------|--------------------------|----------|
| Tenant's name? | Tenant's address? | |
| <input type="text"/> | | |
| | | Postcode |

| | | |
|---|----------------------------------|--|
| If you are acting as an Agent, what is | The landlord's full name? | |
| | Your full name? | |

| | | |
|-------------------------------|----------------------|----------|
| Your telephone number? | Your address? | |
| <input type="text"/> | | |
| | | Postcode |

| | | |
|----------------------------|-----------------------------|--|
| Your mobile number? | Your e-mail address? | |
| <input type="text"/> | | |

On what date did the person named in this form become your tenant? Date / /

How much rent do you charge this tenant and how often? £ every

When is the rent paid up to? If no rent has been paid yet please write 'none paid' Date / /

Does the rent include payment for the following? Please tick (3) the appropriate boxes.

| | No | Yes | If Yes how much? (£) | | No | Yes | If Yes how much? (£) |
|---------------------------|----|-----|----------------------|--|----|-----|----------------------|
| Water Rates | | | | Council Tax Services please say which services | | | |
| Heating | | | | | | | |
| Lighting | | | | | | | |
| Hot Water | | | | | | | |
| Cooking facilities | | | | | | | |
| All power | | | | Meals please say which meals | | | |

D. Landlord's Declaration

Please sign and date this declaration if you are willing to accept Housing Benefit or payments direct **and or** have completed the Landlord's Confirmation of Rent Details. By signing this declaration you are accepting the conditions for receiving Housing Benefit payments direct to yourself and that the information you have given in section C above is correct. If you do not wish to be paid Housing Benefit payment directly please show this by deleting the appropriate option below.

I agree / do not agree* to accept Housing Benefit payments for the tenant named in this form.

*please delete as appropriate

I understand that by law:

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

| | |
|---------------------------|----------------------|
| Landlord Signature | Full Name |
| <input type="text"/> | <input type="text"/> |

| | | |
|--|-----------------------------------|---|
| Are you the landlord or Agent of the property overleaf? Please tick as appropriate. | Landlord <input type="checkbox"/> | Date <input type="text"/> / <input type="text"/> / <input type="text"/> |
| | Agent <input type="checkbox"/> | HCC-BAF |

We need evidence of your new rent. We may not be able re-calculate your housing benefit entitlement without this supporting evidence.

If you are unable to supply evidence with this form it can be sent later. Your payments of Housing Benefit may be stopped while we wait for your evidence. We will write to you about this. If you fail to supply information we may end your award for Housing Benefit and/or Council Tax Reduction.

Acceptable evidence could be, a tenancy agreement, a letter from your landlord, a landlord Rent Declaration form or the 'Dealing with Landlords' section of this form.

Part 9 Anything else you need to tell us – Changes in Circumstances

You **must** tell us in writing about any changes in your circumstances which could affect your entitlement.

You must report your change in circumstances straight away or you may lose money that you are entitled to. If you have received too much Housing Benefit you may be asked to pay it back and your Council Tax account will be adjusted where you have received too much Council Tax Reduction. It is your duty to tell us about any changes that may affect your benefit/reduction. Do not rely on someone else to inform us of a change in your circumstances.

It is an offence not to tell Hull City Council Revenues and Benefits Service about any changes that may affect your entitlement and failure to do so could lead to court action being taken against you.

Examples of changes you must tell us about. This is not a full list, if you are unsure, please ask us for advice.

- Your partner moves into or out of your household. By partner we mean someone of the opposite sex or same sex who is either a person you are married to or a person you live with as if you are married to them or is a Civil Partner or a person you live with as if you are Civil Partners
- Any of your children leave school or leave home
- Your income or the income of anyone living with you, including benefits, changes
- Your capital or savings change
- You or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or changes or leaves a job
- Your rent changes
- You move
- Anyone moves into or out of your home, including lodgers and subtenants
- You or your partner are going to be away from home for more than a month
- You or anyone living with you starts work
- You receive any decision from the Home Office, or
- If anything you have told us about changes

Part 10 Sharing information with other people

It may help us to deal with your application more quickly if you give permission for Hull City Council Benefit Service to share information with a care worker, social worker, voluntary organisation or any other person who provides you with support or assistance.

The law allows Hull City Council to contact third parties and organisations regarding your Housing Benefit and Council Tax Reduction if you give your permission to do so and we consider it to be in your best interests. It is your legal right, under Data Protection legislation, to change or withdraw your permission at any time.

Please complete the sections below to give your permission.

I give permission for Hull City Council to share information with the person or organisation named below who provides me with support or assistance.

Contact name, address and relationship to you

| | |
|--------------------------------|----------|
| Name of person or organisation | |
| Address | |
| | Postcode |
| Relationship to you | |

Your signature

Contact's telephone number

Date

/ /

Housing Benefit and Council Tax Reduction Application

Customer receipt

Please enter your name and address in the box below if you wish to have this receipt of your Application Form. If you do not receive this receipt within 10 working days, please contact us.

| | |
|--------------|----------|
| Your Name | |
| Your Address | |
| | |
| | Postcode |

For office use only

This receipt can be used as proof that an application form has been received by Hull City Council

Even if someone else has filled in this form for you, you must sign this declaration if you can.

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

- **I declare** that the information I have given is true and complete and I have notified you about all my changes in circumstances which may affect my Housing Benefit, Council Tax Reduction or Alternative Council Tax Reduction.
- **I am aware** it is an offence to deliberately make a false statement or withhold material information in order to obtain Housing Benefit or Council Tax Reduction and to do so could result in Hull City Council taking action against me. This may include court action which could lead to prosecution.
- **I understand** that I may have to pay back any Housing Benefit which I am overpaid and that my Council Tax account will be adjusted where I have received too much Council Tax Reduction.

Please ensure you have read the Declaration then sign and date this form.

Please calculate my correct entitlement to Housing Benefit and Council Tax Reduction

Date

/ /

Customer or official appointee Signature

If this form has been filled in by someone other than the customer please tell us why.

I declare as far as possible, that I have confirmed with the customer that the answers are correct.

Name of person who filled in the form.

Relationship to customer.

Please calculate the correct entitlement to Housing Benefit and/or Council Tax Benefit Reduction for the customer.

Signature

For Office use only.

| | |
|---|--------------------|
| Date of customer contact | L.A. Date Received |
| Date form issued | |
| Issued by | |
| Customer advised to contact Job Centre Plus | |

P&S 1719

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COA.

- **telephoning** 01482 300 303
- **by faxing us at** 01482 613 680
- **e-mailing:** benefitssr@hullcc.gov.uk
- **visiting our website:** www.hull.gov.uk
- **In Person** by visiting any Council Customer Service Centre or Information Point.
Please telephone 01482 300 300 for details of the nearest of these facilities.
- **writing to:** FREEPOST RSJC-KKBE-ABXZ,
Revenues and Benefits, Hull City Council, PO Box 15, Hull. HU1 2AA.

**Contacting Hull City Council
Benefits Service**

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Making Benefits
A c c e s s i b l e !

P&S 1719