

# Council Tax Support application form



Date received:

Date requested:

Date issued:

Reference Number:

## About this form


Please fill in as much of this form as you can. You must fill in any part that is relevant to you and all the questions in that part. Please use black ink to fill in this form and write your answers clearly. When you have filled in the form, please return it without delay otherwise you may lose out. If you cannot provide the proof we need, you can send it later.

If you need help completing this form or need other forms, please phone us or come into one of our offices for advice. You can also find advice on our website. Our contact details are given at the back of this form.

Where you see the sign  you must provide proof

## Part A About you and your partner

If you have a partner, you must answer all questions about them. By partner we 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.

	You	Your Partner
1. Title (Mr, Mrs, Ms, other)	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
2. Last Name	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
3. First Name(s)	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
4. Date of Birth (dd/mm/yyyy)	/ /	/ /
 5. National Insurance Number	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
6. Please tell us of any other names you have used before	<div style="border: 1px solid black; height: 30px;"></div>	<div style="border: 1px solid black; height: 30px;"></div>
7. The address you want to apply for help for		
8. What date did you move into the property?	/ /	/ /

9. Are you the only person in the property over the age of 18? Yes  No  If 'Yes', from what date?  /  /

10. Contact phone number(s)

11. Email address

12. We will send your benefit award letters and Council Tax bills (if you are the person liable for Council Tax) to you by email.  
If you do not want us to do so, tick this box

13. What was your last address?

14. At this address were you the owner, tenant or living with friends or family or other?

15. What dates did you live there?  
From:  /  /   /  /   
To:  /  /   /  /

16. What is your nationality?

17. If you have come to live in the United Kingdom, when did you last arrive?  /  /   /  /

18. Are you a student? Yes  No  Yes  No

If 'Yes', please fill in a **Student Information form** (you can download this form from our website).

**You**

**Your Partner**



19. Are you registered blind? Yes  No  Yes  No

20. Have you been unable to work for more than 52 weeks because of illness or disability? Yes  No  Yes  No

21. Does anyone get Carer's Allowance or the carer element of Universal Credit for looking after you? Yes  No  Yes  No

If 'Yes', who gets this?

## Part B About other people that live in your home

1. Please tell us about all other people who normally live with you even if they do not pay you rent, this includes children, friends and tenants. If there are more than 5 other people in your household use a separate sheet of paper to tell us all the information we ask for on this page.

	First person	Second person	Third person	Fourth person	Fifth person
Surname:					
First Name(s):					
Date of birth: (dd/mm/yyyy)					
Male or female?					
Their relationship to you or your partner:					
Do you get Child Benefit for this person?					
Do you pay Childcare for this person? 					
Are they registered blind? 					
Do they get Disability Living Allowance or Personal Independence Payment?					
When did they move in?					
Do they pay rent or money for board and lodgings to you or your partner?					
Does this include meals?					
If they work, how many hours per week do they work?					
If they work, please tell us their gross weekly earnings:					
Do they get any income, including interest from savings? If 'Yes', please give details in Part F.					
If this person is in any of the following categories, please tell us which:					
Categories: Full time student, student nurse, care worker, apprentice, youth trainee, severely mentally impaired, in legal custody, in hospital.					

If you pay childcare, please fill in a **Childcare Costs Certificate** (you can download this form from our website).

If anyone listed above is working, we must see their last five weekly, three fortnightly or two monthly wage slips. If you do not provide these, it may lead to us paying you less.

## Part C Questions about work

1. Do you or your partner do any work, regardless of the hours worked or whether you are paid?

Yes  No

If 'Yes', please answer all the questions in this part. If 'No', go to Part D.

2. Are you or your partner self-employed?

Yes  No

If 'Yes', please fill in a **Self-employed Income form** (you can download this form from our website).

**You**

**Your Partner**

3. What is the name of your employer?




4. When did you start this job?

 /  / 
 /  / 

5. How many hours do you work on average each week?



 6. How much do you get paid?



7. How often?



8. Do you pay into a private pension scheme?

Yes  No

Yes  No

9. Are you getting Statutory Sick Pay, Maternity Pay, Paternity Pay or Adoption Pay from your employer at the moment?

Yes  No

Yes  No

If 'Yes', when do you expect to return to work?

 /  / 
 /  / 

10. Do you have any other jobs?

Yes  No

Yes  No

If 'Yes', please give full details in Part F

**You must tell us straight away if your earnings change, this includes any periods of overtime or you earn more or less than usual.** If any changes are due in the near future, please give details in Part F.

If you have recently started work and do not have any payslips, please ask your employer to fill in a **Certificate Of Earnings** form (you can download this form from our website).

## Part D About the money you have coming in

1. Please tell us about any private pensions, occupational pensions and annuities in the boxes below.

Pension or annuity provider	How often is it paid?	Gross pay (from advice slip)	Tax (from advice slip)	When is the next increase?	Received by who?

2. Please tell us about all other income you or your partner get or are waiting to hear about.

You need to include state pensions, Tax Credits, Pension Credits, Jobseeker's Allowance, Employment and Support Allowance, Income Support, Universal Credit, Disability living Allowance or Personal Independence Payment, Child Benefit, maintenance or child support, rental income, tips, charitable or voluntary payments, or any other income you receive.

If you and your partner have no income, write 'none' and explain why and how you are meeting your day to day living expenses in Part F.

Type of income	Received by who	Received for who	Amount received	How often?	Waiting to hear

**Part E About bank and building society accounts, savings and investments**

1. Do you or your partner have any capital? Yes  No  If 'No', go to Part F. If 'Yes', tell us about all of your capital by answering the questions below.

Please be aware that when we ask about capital, this includes any bank, building society or Post Office accounts, savings or investments (this includes ISAs linked to mortgages), Premium Bonds or stocks and shares, property in the UK or abroad including any money, property or land that is being looked after for you or any money owed to you.

2. How many bank, building society or post office accounts do you and your partner have? Please enter the total number of accounts in this box

3. If you are working age, do you have a total household capital of £5,500 or more? Yes  No

4. If you are of pensionable age, do you have a total household capital of £9,500 or more? Yes  No

5. If your answer to questions 3 or 4 is Yes, please list all of your capital in the table below and provide evidence



Type of capital	Account or reference number if applicable	Amount	Held by
<i>Example: Halifax current account</i>	<i>12345678</i>	<i>£4000.00</i>	<i>Partner</i>

6. Do you or your partner own any property (other than the home you live in), land or holiday homes, in the UK or abroad? This includes properties and land on which there is a mortgage or loan, held in trust, or jointly held with another person. Yes  No  If yes, please give details in section F

**Part F Additional Information**

If you want to give any more information that would help us deal with your application, please give details in this section. If there is not enough room, please attach a separate sheet of paper.

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**Part G 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 application more quickly, but they do not have to sign. Please read this declaration carefully before you sign and date it.

- The information I have given on this form is correct and complete as far as I know and believe.
- I understand that if I knowingly give information or evidence that is incorrect, incomplete or false, I may be liable to prosecution or other action.
- I agree that you will use the information I have provided to process my application for Council Tax Support. You may check some of the information with other sources as allowed by the law.
- I understand that you may use any information I have provided in connection with this and any claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- I know that I must tell the Benefits Service of my Local Authority in writing straight away about any change in my circumstances which might affect my Council Tax Support. Some examples of changes you must tell us are given in Part H of this form

Signature of person applying:  Date:  /  /

Partner's signature:  Date:  /  /

The section below must be filled in **if someone has filled in the application form for you.** This includes an agent, appointee, relative or friend.

I have filled in this form on behalf of:

As they cannot fill in the form because:

I am (block capitals):

Relationship to the person applying:

As far as possible, I have confirmed with the person applying that the answers I have written on this form are correct.

Signature of the person:  Date:  /  /

## Part H Some examples of changes you need to tell us about

- If you or your partner start working or change employer
- If your savings or investments go up or down
- If the income of anyone in your household goes up or down
- If your tax credits change
- If you or your partner's income goes up or down
- If you or your partner make a claim for Universal Credit
- If a child leaves school or Child Benefit stops
- If you or your partner come off Income support, Jobseeker's Allowance, Employment and Support Allowance, Universal Credit
- If anyone joins or leaves your household
- If you or your partner have a baby
- If you move, or are absent from your home

## Part I Proof you need to provide and how we use your information

### Proof we need before we can deal with your application for Council Tax Support

If you don't provide all the information we have asked for on this form, we might not be able to pay you any Council Tax Support. We need the same proof for your partner and for any other adults living in your home (such as non-dependants in Part B). If you don't have 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 application, but we may not be able to give you any Council Tax Support until we have all the proof.

If you don't provide the proof within one month of any request and don't let us know you are having difficulties in providing the information, we may have to make a decision without this information. This could mean you get less help.

**Proof of identity (unless previously provided):** Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EU National identity card or recent gas or electricity bill.

**Proof of earnings:** This means your last five payslips if you are paid weekly, your last three payslips if you are paid every two weeks, or your last two payslips if paid monthly. If you or your partner are self-employed, you need to fill in a Self-employed Income form.

**Proof of other income:** Such as pension slips from a former employer and proof of any money people pay you for board and lodgings. If you receive any benefits or pensions we need to see the award notice from the Department for Work and Pensions, The Pension Service or The Service Personnel and Veterans Agency. If you receive a student grant or loan we need to see your financial assessment notice.

**Proof of capital, savings and investments:** Such as all your bank, building society or Post Office books or accounts with the interest made up to date (showing at least the last two months transactions), 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. **If your answer to questions 3 and 4 in Part E was "No", we do not require evidence of your capital.**

### How your Local Authority collects and uses information

Your Local Authority will use the information you give in this form, and in any supporting proof you send, to process your application for Council Tax Support.

They may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue & Customs, as allowed by the law. They may check information you have provided, or information about you that someone else has provided, with other information they hold.

They may share relevant information about you with other council departments, other councils and landlords, to make sure you receive the correct amount of welfare benefits and services.

They may also get information about you from certain third parties, or give information to them to make sure the information is accurate, prevent or detect crime, and protect public funds. These third parties include government departments, other local authorities and private-sector organisations such as banks and organisations that may lend you money.

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

Your Local Authority is the data controller for the purposes of the Data Protection Act. If you want to know more about what information they have about you, or the way they use that information, please ask them.

## **Canterbury City Council residents**

Benefit Payments Service  
Canterbury City Council Offices  
Military Road  
Canterbury  
Kent  
CT1 1YW

Between 8.30am to 12.30pm drop in, 1.30pm to 5pm appointment only  
Monday to Friday

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

01227 862300

Please see our website for Housing Benefit and Council Tax Support advice and information.  
Full contact details including our office locations and opening times are also available on our website.

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## **Dover District Council residents**

Benefit Payments Service  
Dover District Council Offices  
White Cliffs Business Park  
Dover  
Kent  
CT16 3PJ

Between 9am to 12.30pm drop in, 1.30pm to 5pm appointment only  
Monday to Friday

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

01304 872199

Please see our website for Housing Benefit and Council Tax Support advice and information.  
Full contact details including our office locations and opening times are also available on our website.

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## **Thanet District Council residents**

Benefit Payments Service  
Thanet District Council Offices  
PO Box 9  
Cecil Street  
Margate  
Kent  
CT9 1XZ

Between 9am to 12.30pm drop in, 1.30pm to 5pm appointment only Monday to Friday  
9am to 5pm Saturday drop in

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

01843 577552

Please see our website for Housing Benefit and Council Tax Support advice and information.  
Full contact details including our office locations and opening times are also available on our website.