



Surrey Heath Borough Council

Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD

Direct phone: 01276 707100
E-mail: benefits@surreyheath.gov.uk

Council Tax Reduction Application Form

Date requested:

Date issued:

Reference Number:

Date received:

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 our office for advice. You can also find advice on our website. Our contact details are given at the back of this form.

**If you are just claiming Second Adult Rebate,
only fill in Part A,B and H of this form.**

Where you see the sign **!** You must provide proof (**Original Documents only**).

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.

1. Title (Mr, Mrs, Ms, other)

2. Last Name

3. First Name(s)

4. Date of Birth
(dd/mm/yyyy)

5. National Insurance Number

6. Please tell us of any other
names you have used before

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. What was your last address?

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

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

15. What is your nationality?

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

17. Are you a student? Yes No Yes No

You **Your Partner**

! 18. Are you registered blind? Yes No Yes No

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

20. 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

Please tell us about all other people who normally live with you even if they do not pay 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 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 if 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. 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>

4. Do you or your partner own 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 would like 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 Backdating

We normally pay your award the Monday following the day we receive your claim. It may be possible to backdate your claim for up to:

- Three months from the date you ask if you are of pensionable age
- One month from the date you ask us if you are under pensionable age and there is a good reason why you did not claim earlier.

1. What is the date you would like your award to start from?

2. Were your circumstances different for the period you have requested backdating from? Yes No

If you are under pensionable age and would like us to backdate your award please write and explain in Part F your reasons for not claiming earlier. For us to backdate your award you will have to have good cause for not claiming earlier. Examples may include if you have been unwell or if you have been in hospital or if family or personal circumstances affected your ability to claim earlier.

Your reasons for not claiming earlier must apply throughout the period you are asking for backdating and you will need to provide evidence to support your request if available.

Part H Declaration

You may pass the information to other agencies, or organisations such as the Department for Work and Pensions or HM Revenues and Customs and any other parties as allowed by law. You may check information I have provided, or information about me that someone else has provided, with other information held by you. You may also get information about me from certain third parties, or give them information to prevent or detect crime; protect public funds and make sure the information is correct. These third parties include Government departments, local authorities and private-sector companies such as banks, organisations that may lend me money and companies that assist in fraud detection and prevention such as credit reference agencies. You will not give information about me to anyone else or use information about me for other purposes, unless the law allows you to do so.

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.

- 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

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.surreyheath.gov.uk/council/information-governance/data-matching-national-fraud-initiative> or contact corporateenforcement@surreyheath.gov.uk

Signature of person applying:

Date:

Partner's signature:

Date:

This 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 I 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 partners 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 J Proof you need to provide and how we use the 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 Reduction. 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 the proof later. We can start to process your application, but we may not be able to give you any Council Tax Reduction 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 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.

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 Reduction.

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 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.

How to Contact us

When you have completed this form please return it to:

**The Benefits Section
Surrey Heath Borough Council
Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD**

If you need help completing this form or require a home visit please contact the Benefits Section by:

By Phone: 01276 707100

By Email: benefits@surreyheath.gov.uk

Opening hours are: Monday to Thursday 8.30 am to 4.30 pm
Friday 8.30 am to 4.00 pm



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