

<p>Name <input style="width: 90%;" type="text"/></p> <p>New Address (Including Postcode) <input style="width: 90%; height: 40px;" type="text"/></p> <p>Home Telephone Number <input style="width: 80%;" type="text"/></p> <p>Mobile Telephone Number <input style="width: 80%;" type="text"/></p> <p>Your email address <input style="width: 80%;" type="text"/> We will use this email address to correspond with you.</p>	<p style="text-align: center;">FOR OFFICE USE ONLY</p> <p>Ref <input style="width: 80%;" type="text"/></p> <p>Date Issued <input style="width: 80%;" type="text"/></p> <p>Issuing Officer <input style="width: 80%;" type="text"/></p>
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Council Tax Reduction: New Claim Form

Please complete this form in black ink and bring it with the required proof to the Community Contact Centre within the next 7 days. We must see original documents. If you need help to complete this form, please contact us.

The Community Contact Centre is open between 8.30am and 4.45pm Monday to Thursday (from 10.00am on Wednesday) or between 8.30am and 4.15pm on Friday,

A list of the types of evidence required to support this application can be found on page 8. The list is not exhaustive so if you are unsure please do not hesitate to contact us.

IMPORTANT - If you think you are eligible to receive Housing Benefit and are not currently receiving Universal Credit, please complete the combined Housing Benefit and Council Tax Reduction application form

Part 1 You and your partner (a partner is a husband, wife, civil partner or someone you are living with as if they are your husband, wife or civil partner).

Do you have a partner? Yes No

Please tell us the names and details of you and any partner:

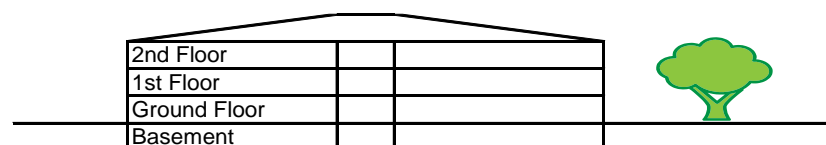
	You	Your partner
First Names:		
Last Name:		
Date of Birth:		
National Insurance No:		
Nationality:		
Have you lived permanently outside of the UK in the last two years?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are not a UK resident/UK Passport holder, what date did you enter the UK to live here permanently?	Date:	Date
Does anyone get Carer's Allowance for looking after you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, who receives it?		
What date did you move into this address?	Date:	Date:

	You	Your partner
If you are renting, when did your tenancy start?	Date:	Date:
Do you own or jointly own this property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Previous Address:		
Post Code		
Did you own or jointly own this property?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes and you were the owner/joint owner, please confirm the completion date of the sale, and the name of the new owner	Date: New Owner's name:	Date: New Owner's name:
If the previous property was not sold and you are still the owner, please confirm if the property is empty?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you or your partner a student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you studying full or part time?	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Title of course and Qualification Type	Course Title: Qualification Type:	Course Title: Qualification Type:
Length of course (months/years)		
Which year of study are you in?		
Are you eligible to claim a Student Loan?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please explain why you are not eligible?		

If you/your partner hold a Student Exemption Certificate, please provide this as soon as possible

Part 2 Your address

Which floor is your home on?



Do you occupy the whole property? Yes No

Part 3 Dependants who live in your home

Please tell us the names and details of all the children living with you.

Name	Surname	Date of Birth	Relationship to you	Gender

Do you or your partner have children who go to an OFSTED registered nursery or childminder?
 Yes No

If yes, please give details of the provider including OFSTED registration number, how much childcare is paid for each child, each week, in Part 11.

Part 4 Other people who live in your home

Please tell us the names and details of all the other people who live in your home

Name	Date of Birth	Relationship to you	Gross income £	Type of Income

If any of the other people are employed, please complete the table below

Name of person receiving earnings	Name of employer	Number of hours worked weekly	Gross earnings £	How often is this received?

If you are the only person aged 18 or over in the property, you may qualify for a single person discount.

- I wish to claim a single person discount, because I am the only person aged 18 or over in the property, from

Please see Part 10 for details of additional Council Tax Discounts you may be eligible to receive.

Part 5 Earnings

Do you or your partner receive any earnings? (please tick) Yes No
 Are you or your partner self-employed? (please tick) Yes No

Name of person receiving earnings	Name of employer	Date when job started	Number of hours worked weekly	Amount of earnings £	How often is this received?

Do you receive Statutory Maternity Pay Yes No

Please tell us the date this started / /

Do you receive Maternity Allowance Yes No

What date is your baby due/born on / /

Do you receive Statutory Sick Pay Yes No

Please tell us the date this started / /

Part 6 Other Income, Benefits and Pensions

Do you or your partner receive any other income, benefits or pensions? Yes No

If 'No', please go to Part 7

If 'Yes', please give details below

Name of person receiving income/benefit/pension	Type of income/benefit/pension	Amount £	How often is this received?

Part 7 Capital and savings

Do you or your partner have any bank, building society or Post Office accounts, savings or capital?
Yes No

If yes, please give details below.
Please note this includes Savings Bonds, Shares and Stocks, Premium Bonds, and ISA's. This list is not exhaustive. If you require additional space, please use the box at Part 11

If an account/capital/savings previously notified by you is not detailed here, you are stating that the account is now closed and you no longer hold any capital or savings from that source.

Name of person	Type of account	Account number	Name of Bank or Building Society	Amount/Value £

Part 8 Nil Income

If you have very little or no income, please confirm how you are currently meeting your day to day living expenses. You will also need to provide documentary evidence, where available, to support your statement. For example, if you are supporting yourself with savings, you should provide the last two consecutive months bank statements, showing a current balance.

If a family member, friend or other person is supporting you financially, please also confirm how much money they are giving you, how often, and when this will stop (if applicable). Please also confirm your relationship to this person.

You must provide signed, dated statements from the person or people supporting you detailing what support is being given to you, and confirming the date the support and payments began.

Name of party	Relationship to you	Amount received	How often	Payment end date
		£		
		£		
		£		

If you are receiving money to meet your day to day living expenses, are you expected to repay the money? Please tick below.

Yes No

Please detail below the arrangements that have been made for repayment.

Part 9 Backdating

We can only consider this if you give us your reasons. Please give us your reasons for not claiming earlier in the space provided at Part 11 of this form.

Do you want to claim backdated Council Tax Reduction? Yes No

If 'Yes', please give us the date you want to claim from

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Part 10 Council Tax Personal Discounts

A Council Tax personal discount can be applied when you or someone in your household meets certain criteria.

Examples of people who may be eligible to these discounts are:

- people who are being looked after in a care home
- patients resident in hospital
- people who are severely mentally impaired
- full time students on certain courses of study
- people with disabilities

A full list of personal discounts and how to apply for them can be found by visiting the web address below:

www.hastings.gov.uk/council_tax/discounts_exemptions/personal/

Alternatively, if you do not have access to the internet, you may visit the Community Contact Centre at the Town Hall or telephone 01424 451081.

If you are aware that you, or someone in your household, are already eligible to receive a personal discount, please complete the section below so further enquiries can be made with you regarding your eligibility.

I think that I or somebody who lives with me may be entitled to a status discount.

Yes No

Type(s) of Discount _____

Part 11 Please use the space below for more information you want to give us. If you require more space, please attach additional pages.

If you are using the space to request backdating as per part 9, please be aware of the following:

- for working age customers, Council Tax Reduction may be backdated to a maximum of **six months** prior to the receipt of your request
- backdated Council Tax Reduction may be awarded if you have a good reason for not claiming earlier. This could include, for example, being ill or in hospital. If you think you have a good reason, please use the space below to explain
- if you have reached the qualifying age for state pension credit, we will be contacting you for further information regarding your income and circumstances. You may be entitled to an automatic award of Council Tax Reduction for a period of up to 3 months prior to the date you have claimed

Changes you must tell us about

You **must** tell us immediately if there are any changes to your circumstances. You must tell us about changes in writing - a telephone call is not usually enough. Do not rely on anyone else to give us the information. If you don't tell us about the changes, you may lose money you are entitled to or may be granted too much reduction on your Council Tax - which will be recharged to your council tax account.

Here are some examples of changes you must report in relation to you and anyone in your household. Household members include: you, your partner, any dependants and non-dependants.

This list does not include all possible changes. If you are not sure about whether or not you need to tell us about a change, please contact us to check the details.

- earnings go up or down, including changes to the National Living Wage (NLW) or National Minimum Wage (NMW). This occurs in either April or October each year for NLW and NMW
- changes to Working Tax Credit or Child Tax Credit for you, or anyone living with you
- changes to other income, or the income of anyone living with you
- change to employment, for example a new job or role, or if someone becomes unemployed
- return to work after a period of illness, for which benefit has been received
- changes to address (even if the move is to a different room or flat in the same property)
- an income related benefit (such as Universal Credit, Income Support or Jobseekers Allowance etc.) starts or ends
- a dependant leaves school or leaves home
- a new dependant joins the household
- a dependant starts to be cared for, or stops being cared for, by a registered childminder, nursery or playgroup, **or the amount and frequency of the care changes.**
- someone moves into or out of your home (this includes joint tenants, sub-tenants and boarders)

Part 12 Declaration

We will work out your entitlement based on the income/capital details we have on our system and the information you have given us on this form.

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

If you have a partner, he or she must sign it as well. Where the declaration says "I" or "me" or "my" this means both you and your partner.

I declare that the information I have given on this form is correct and complete. **I know** that I must let Hastings Borough Council Benefits Service know immediately **in writing** about any change in my circumstances that might affect my claim.

I agree that you will use the information I have provided to work out my claim for Council Tax Reduction. You may check some of the information with other sources if the law allows it.

I understand that you may use any information I have provided for this and any other 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.

If I have given information on this form that I know to be false, or I do not tell the Benefits Service in writing about a change in my circumstances, I understand that Hastings Borough Council may take action against me. This may be court action.

Signature of person claiming:

Date:

Partner's signature:

Date:

Checklist

Have you answered every question?

Have you enclosed the following ORIGINAL documents for you and your partner?

Proof of National Insurance Number (NINO) Yes No To follow

For you and your partner. Your NINO can be found on your P45 or P60 from your last employer, NINO Card, printed wage slips, letter from DWP/Jobcentre, letter or tax code from Revenues and Customs, or occupational pension slip.

Proof of Identity Yes No To follow

As well as one item from the list above, we need at least one further item for each of you (such as an up-to-date driving licence, passport, utility bill or bank statement). We can also accept a birth or marriage certificate, divorce papers, medical card or residence permit, or a letter from the Home Office or a probation officer, solicitor, social worker or Revenues and Customs.

Proof of Earnings Yes No To follow

5 weekly payslips, or 3 fortnightly, or 2 monthly OR a letter saying how much you earn and what hours you work, from your employer, OR a Certificate of Earnings.

Proof of self-employed earnings – for each of you Yes No To follow

Most recent accounts OR a form for self-employed – ask us for this if you need one.

Proof of benefits, pensions or allowances – for each of you Yes No To follow

Current award letters from DWP or other pension provider.

Proof of any other income – including student grants or loans Yes No To follow

Proof of savings and investments – for each of you Yes No To follow

Bank, building society and post office account statements or pass-books for the last 2 months. For all other investments and capital, please provide certificates or other documents.

Proof of income for all non-dependants Yes No To follow

These are the people entered in Part 4.

Proof of Child Benefit and any other income and savings for all dependants Yes No To follow

We also need to see proof of the child's or children's date of birth if the evidence supplied does not include this.

Proof of payments to a registered childminder Yes No To follow

Proof of payments to a pension scheme Yes No To follow

Except those you make through your employer – they will show on your payslips.

Proof of student ID and course details Yes No To follow

If you cannot provide the proof we need, please explain this here

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