

# Copeland Borough Council

## Housing & Council Tax Benefit Claim Form

Benefits Section, The Copeland Centre, Catherine Street, Whitehaven, Cumbria CA28 7SJ  
 Tel: 01946 852585 Fax: 01946 598308  
 E-mail: [benefits@copelandbc.gov.uk](mailto:benefits@copelandbc.gov.uk)



Date issued

Reference

Office date stamp

### A claim form for Housing Benefit and Council Tax Benefit

Help notes can be found at the back of the form

If you are just claiming Second Adult Rebate, only fill in Part 1, Part 3 and Part 18 of this form.

Are you (please tick one box)  
 an owner/-occupier?  a private tenant?   
 a housing association or social landlord tenant?

### Part 1 About you and your partner

Do you have a partner who normally lives with you? From 5th December 2005, a partner means a person you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple.)

No   
 Yes  If you have a partner, you must answer all the questions about them, as well as yourself.

	You	Your partner
<b>Surname or family name</b>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<b>Other names</b>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<b>Any other names you have used</b>	<input style="width: 95%; height: 40px;" type="text"/>	<input style="width: 95%; height: 40px;" type="text"/>
<b>Title (Mr, Mrs, Ms, other)</b>	<input style="width: 80%; height: 20px;" type="text"/>	<input style="width: 80%; height: 20px;" type="text"/>
<b>Address, including room number if you have one</b> Do not tell us your partner's address if it is the same as yours.	<input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/>
	Postcode	Postcode
<b>What date did you move to this address</b>	<input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 20%; height: 20px;" type="text"/>	<input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 20%; height: 20px;" type="text"/>
<b>Your daytime phone number</b>	Code <input style="width: 20%; height: 20px;" type="text"/> Number <input style="width: 60%; height: 20px;" type="text"/>	Code <input style="width: 20%; height: 20px;" type="text"/> Number <input style="width: 60%; height: 20px;" type="text"/>
<b>What is this number?</b> Please tick.	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>	Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Textphone <input type="checkbox"/>
<b>Your email address</b>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<b>Date of birth</b>	<input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 20%; height: 20px;" type="text"/>	<input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 20%; height: 20px;" type="text"/> / <input style="width: 20%; height: 20px;" type="text"/>
<b>National Insurance (NI) number</b> You can find this on payslips or letters from social security or the tax office. We cannot normally decide your claim if we do not have your NI number. We need to see proof of this.	Letters <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Numbers <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Letter <input style="width: 20px; height: 20px;" type="text"/> If you do not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>	Letters <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Numbers <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> Letter <input style="width: 20px; height: 20px;" type="text"/> If your partner does not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>

**You**

**Your partner**

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

No   
 Yes  Please tell us about it below.

No   
 Yes  Please tell us about it below.

When did you last claim?

 /  / 
 /  / 

Which council did you claim from?



What name did you use for the claim?



What address did you claim for?

  
  
  
 Postcode

  
  
  
 Postcode

If you have moved from this address, have you told the council you claimed from?

No   
 Yes

No   
 Yes

If you or your partner have moved home in the last 12 months, tell us your last address if it is different from above.

  
  
  
 Postcode

  
  
  
 Postcode

Tell us whether you were the homeowner, a private tenant, a council tenant or a lodger at this address.



**We need to see proof of your identity and NI number. See the checklist at Part 17.**

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 two years?

No   
 Yes  We will write to you about this.

No   
 Yes  We will write to you about this.

What is your nationality?



If your nationality is not British, on what date did you last enter and apply to stay in the UK?

 /  / 
 /  / 

The UK is England, Northern Ireland, Scotland and Wales.

Are you or your partner in hospital at the moment?

No   
 Yes  Please tell us about it below.

No   
 Yes  Please tell us about it below.

When did you go in?

 /  / 
 /  / 

When will you come out, if you know this?

 /  / 
 /  / 

Do you or your partner get Disability Living Allowance?

No   
 Yes  How much?

No   
 Yes  How much?

Care  £

Care  £

Mobility  £

Mobility  £

**You**

**Your partner**

Do you or your partner get Attendance Allowance?

No   
 Yes  We will write to you about this.

No   
 Yes  We will write to you about this.

Does anyone get Carer's Allowance for looking after you or your partner?

No   
 Yes  We will write to you about this.

No   
 Yes  We will write to you about this.

Have you or your partner been told that you are entitled to Carer's Allowance, even if you do not receive it, because you are getting another benefit instead?

No   
 Yes  We will write to you about this.

No   
 Yes  We will write to you about this.

Do you or your partner pay towards the upkeep of a student?

No   
 Yes  How much do you pay and how often?

No   
 Yes  How much do they pay and how often?

£  every

£  every

Are you or your partner a student?

*By student we mean anyone who is attending a course of study at an educational establishment, including student nurses.*

No   
 Yes  Tell us if this is full or part time.

No   
 Yes  Tell us if this is full or part time.

Full time  Part time

Full time  Part time

How much of your income is taken into account when working out your grant?

£  a year

£  a year

Please tick if you or your partner are:

- an apprentice
- on youth training
- in legal custody
- severely mentally impaired
- registered blind
- long-term sick or disabled

- 
- 
- 
- 
- 
- 

Do you or your partner have a vehicle from a Mobility scheme?

No   
 Yes

No   
 Yes

Have you or your partner deferred payment of an occupation pension?

No   
 Yes

No   
 Yes

We will contact you if we need any more information.

We need to know about any children in your household who are:

- under 16,
- aged 16 or 17 and registered for work or youth training, or
- aged 16, 17 or 18 and in education doing a course not higher than GCE A-level, SCE Higher level or GNVQ (advanced).

Are there any children in your household as described above?

No  Go to **Part 3**.

Yes  Fill in this part. If there are more than three children, use a separate sheet of paper to tell us all the information we ask for on this page and send it with the form.

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

	First child	Second child	Third child
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<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"/>
What is the child's sex?	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
The child's relationship to your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Usual address, if different from yours	<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"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who gets the Child Benefit for them?	<input type="text"/>	<input type="text"/>	<input type="text"/>

We need to see proof of this.

Is the child registered blind?

No   
Yes  We need to see proof of this.

No   
Yes  We need to see proof of this.

No   
Yes  We need to see proof of this.

Does the child get Disability Living Allowance?

No   
Yes  How much?

No   
Yes  How much?

No   
Yes  How much?

Care  £

Mobility  £

Care  £

Mobility  £

Care  £

Mobility  £

Do you or your partner pay any childminding costs for this child to a registered childminder, a nursery or an after-school club?

No   
Yes  Please tell us about it below.

No   
Yes  Please tell us about it below.

No   
Yes  Please tell us about it below.

Tell us the name and registration number of the minder.




How much do you pay a week?

£  a week

£  a week

£  a week

We need to see proof of this.

We need to see proof of this.

We need to see proof of this.

Now tell us about all the people who usually live with you and your partner.

Do not tell us about people who just share a hall, bathroom or toilet with you.

If you want to tell us about more than three people, use a separate sheet of paper.

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

Do any adults usually live with you and your partner?

No  Go to Part 4.

By *adults* we mean people over 16 who nobody gets Child Benefit for.

Yes  Fill in this part.

	First person	Second person	Third person
Last name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<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"/>
Their relationship to you or your partner	<input type="text"/>	<input type="text"/>	<input type="text"/>

Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger, boarder, friend or civil partner.

Do they get Income Support 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 or Attendance Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text"/> £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text"/> £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? <input type="text"/> £ <input type="text"/> a week
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, an apprentice or on youth training?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us which. <input type="text"/>
Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below. How much? <input type="text"/> £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below. How much? <input type="text"/> £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below. How much? <input type="text"/> £ <input type="text"/> a week
Does this include money for food?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Does this include money for heating?	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 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"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When are they expected to come out? <input type="text"/> / <input type="text"/> / <input type="text"/>
Are they in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below
When did they go in?	<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"/>
When are they due to come out (if you know)?	<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"/>

	<b>First person</b>	<b>Second person</b>	<b>Third person</b>
<b>Do they normally work for 16 hours or more a week?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> We need to see proof of their earnings.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> We need to see proof of their earnings.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/> We need to see proof of their earnings.
<b>Do they have any other income at all?</b> Make sure you tell us about all other income they have. This includes any benefits or allowances you have not told us about on this form and interest from savings and investments.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below
<b>1</b> Where does this income come from? How much is it before deductions?	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>
<b>2</b> Where does this income come from? How much is it before deductions?	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>	<input type="text"/> £ <input type="text"/>
<b>3</b> Where does this income come from? How much is it before deductions?	<input type="text"/> £ <input type="text"/> We need to see proof of their income.	<input type="text"/> £ <input type="text"/> We need to see proof of their income.	<input type="text"/> £ <input type="text"/> We need to see proof of their income.
<b>Are any of the people who normally live with you married to each other, civil partners or living together as if they were married or civil partners?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their names below. <input type="text"/> is the partner of <input type="text"/> <input type="text"/> is the partner of <input type="text"/>		

## Part 4 About Income Support, income-based Jobseeker's Allowance and Pension Credit

Are you or your partner getting or waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance or Pension Credit?  
 No  Go to Part 5.  
 Yes  Answer both the questions in this part.

	<b>You</b>	<b>Your partner</b>
<b>Are you or your partner actually getting Income Support, income-based Jobseeker's Allowance, or Pension Credit at the moment?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you start getting it? / /	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they start getting it? / /
<b>Are you or your partner still waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, or Pension Credit?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> When did you claim? / /	No <input type="checkbox"/> Yes <input type="checkbox"/> When did they claim? / /
<b>Which benefit are you getting or waiting to hear about?</b>	Income Support <input type="checkbox"/> income based Jobseekers Allowance <input type="checkbox"/> Pension Credit <input type="checkbox"/>	Income Support <input type="checkbox"/> income based Jobseekers Allowance <input type="checkbox"/> Pension Credit <input type="checkbox"/>

We must see evidence of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.

Are you or your partner self-employed?

No  Go to Part 6.

Yes  Answer the questions in this part.

You must send us your trading accounts for the last financial year. If you have only recently set up the business and do not have a full year's accounts, we will need to see some other evidence of your income. We will write to you about this.

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
When did the business start?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
What is the business address?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode
Do you have any business partners?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their name and address. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their name and address. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Do you get a Business Start-up Allowance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text"/> £ <input type="text"/> every <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text"/> £ <input type="text"/> every <input type="text"/>
Do you pay into a private pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text"/> £ <input type="text"/> every <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text"/> £ <input type="text"/> every <input type="text"/>

**We must see evidence of your earnings before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.**

**Part 6 About working for an employer**

Do you or your partner work for an employer?

No  Go to Part 7.

Yes  Answer the questions in this part. If you work for more than one employer, tell us about all the employers on a separate sheet of paper and send it with this form.

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

	You	Your partner
What kind of work do you do?	<input type="text"/>	<input type="text"/>
What is your employer's name and address?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode

	You	Your partner
When did you start this job?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
What is your payroll, employee or staff number?	<input type="text"/>	<input type="text"/>
Are you employed for a limited period?	No <input type="checkbox"/> Yes <input type="checkbox"/> When will you finish? <input type="text" value="/ /"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> When will you finish? <input type="text" value="/ /"/>
How often do you get paid?	<input type="text" value="every"/>	<input type="text" value="every"/>
How much do you get paid before tax and National Insurance are taken off?	<input type="text" value="£"/>	<input type="text" value="£"/>
How are you paid, for example, in cash, by cheque or straight into a bank or building society account?	<input type="text"/>	<input type="text"/>
When was your last pay rise?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
When will your next pay rise be?	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Are you getting Statutory Sick Pay (SSP), Statutory Paternity Pay (SPP), Adoption Pay or Statutory Maternity Pay (SMP) from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Are you getting any other sick pay or maternity pay from your employer at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do you pay into a private or company pension scheme?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text" value="£ every"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much and how often? <input type="text" value="£ every"/>

We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence. If you get tips or bonuses, tell us about these in Part 14.

## Part 7 About any other work

Do you or your partner do any other work at all? This could be voluntary work or any other work, even if it is not paid work.

No  Go to Part 8.  
Yes  Answer the questions in this section.

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

	You	Your partner
What is the name and address of the person you do this work for?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode	Postcode
When did you start this work?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
How many hours a week do you usually work?	<input type="text"/>	<input type="text"/>
Do you get paid? If you only get expenses or tips, still tick Yes and give details.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
How much do you get before any deductions?	£ <input type="text"/>	£ <input type="text"/>
How often are you paid?	<input type="text"/> every	<input type="text"/> every

**We must see evidence of any earnings before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.**

## Part 8 About benefits and pensions

Are you or your partner getting any benefits or waiting to hear about benefits you have claimed? No  Go to Part 9.  
Yes  Tell us the full rate of the benefits before any deductions.

Read the list of benefits below and tell us about any you or your partner are getting now or have claimed.

- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Contribution-based Jobseeker's Allowance
- Maternity Allowance
- Working Tax Credit
- Incapacity Benefit
- Reduced Earnings Allowance
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Carer's Allowance
- Severe Disablement Allowance
- Statutory Sick Pay
- Statutory Maternity Pay
- Statutory Paternity Pay
- Adoption Pay
- Bereavement Allowance
- Guardian's Allowance
- Pension Credit (including Savings Credit)
- State Retirement Pension
- War Disablement Benefit
- War Pension or War Widow's Pension
- Widow's or Widower's Benefit

If you are getting or have claimed any benefit that is not listed, tell us about it on a separate sheet of paper and send it with the form.

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

	You	Your partner
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, and how often and by what method?	<input type="checkbox"/> How much, and how often and by what method?
	£ <input type="text"/> every <input type="text"/> by <input type="text"/>	£ <input type="text"/> every <input type="text"/> by <input type="text"/>
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, and how often and by what method?	<input type="checkbox"/> How much, and how often and by what method?
	£ <input type="text"/> every <input type="text"/> by <input type="text"/>	£ <input type="text"/> every <input type="text"/> by <input type="text"/>
The name of the benefit or pension	<input type="text"/>	<input type="text"/>
Waiting to hear	<input type="checkbox"/>	<input type="checkbox"/>
Getting now	<input type="checkbox"/> How much, and how often and by what method?	<input type="checkbox"/> How much, and how often and by what method?
	£ <input type="text"/> every <input type="text"/> by <input type="text"/>	£ <input type="text"/> every <input type="text"/> by <input type="text"/>

**We must see evidence of your benefits, allowances or pension before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.**

**Do you or your partner, or any children you are claiming for, 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 10**.

**Yes**  Answer the questions in this part.

You do not need to tell us about payments from the Independent Living Fund, the Eileen Trust or the MacFarlane Trust.

This includes occupational pensions, work pensions and private 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. Also tell us about any money you get from people living in your house as boarders, lodgers or subtenants.

	<b>Other money 1</b>	<b>Other money 2</b>	<b>Other money 3</b>
<b>What is the money for?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Who gets it?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>How much do they get?</b>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<b>How often?</b>	<input type="text" value="Every"/>	<input type="text" value="Every"/>	<input type="text" value="Every"/>
<b>How is this paid?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>When did they start getting this income?</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>When is the income likely to go up?</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>Does anyone owe money to you, your partner, or any children you are claiming for?</b>	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.
<b>What for?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>How much?</b>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<b>Who is it owed to?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Are you expecting to get any money in the next 12 months?</b> For example, a redundancy payment or a payment instead of notice or holiday.	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.	<b>No</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> Tell us about it below.
<b>What for?</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>How much?</b>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

**We must see evidence of any money coming in before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.**

**Do you own your home or have a mortgage?**

- No  Answer the questions in this part.  
 Yes  Go to **Part 12**.

**What sort of building 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 or a studio flat <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 – give details <input type="checkbox"/>             |  |

**Does your home have central heating?**

- No   
 Yes

**Does your home have a garden?**

- No   
 Yes

**Does your home have a garage?**

- No   
 Yes

**Does your home have a parking space?**

- No   
 Yes

**How many floors are there?**

**Do you and your household occupy only part of the building you have ticked?**

- No   
 Yes  Where in the building do you live?

At the front  In the middle  At the back

**Which floors do you live on?**

For example, ground floor, first floor.

**How many rooms are there in the building?**

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



**What is the property let as?**  
Tick the box that applies.

- Furnished
- Partly furnished
- Hardly any furniture
- Unfurnished

**How much rent do you pay and how often?**  
For example, every week, every fortnight, every four weeks or monthly.

£  every

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

- No   
Yes  Tell us the details below.

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

**How much of the rent do they pay and how often?**  
For example, every week, every fortnight, every four weeks or monthly.

£  every

**Has your rent changed in the last 12 months?**

- No   
Yes

Send us proof of the date it changed and how much it changed.

**When is the next rent increase due?**

/  /

**We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as proof.**

**Has your rent been registered as a fair rent by a rent officer?**

- No   
Yes  Please send us 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?

**Have you asked for a pre-tenancy determination?**

- No   
Yes

**Who has to pay the Council Tax bill for your home?**  
Tick the box that applies.

- You or your partner
- Your landlord
- Someone else  Tell us who it is.

**What is the Council Tax reference number?**

**Does your rent include money for the following?**

Meals

- No   
Yes  How much? £  every

- For which meals? Please tick.
- Breakfast
  - Lunch
  - Evening meal

Water authority charges

- No   
Yes  How much? £  every

Heating

- No   
Yes  How much? £  every

Lighting	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/> every <input style="width: 50px;" type="text"/>
Hot water	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/> every <input style="width: 50px;" type="text"/>
Fuel for cooking	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/> every <input style="width: 50px;" type="text"/>
Laundry	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/> every <input style="width: 50px;" type="text"/>
Cleaning rooms or windows	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/> every <input style="width: 50px;" type="text"/>
Gardening	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/> every <input style="width: 50px;" type="text"/>
Garage or parking space	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/> every <input style="width: 50px;" type="text"/>
	Do you have to rent the garage as part of your tenancy agreement? No <input type="checkbox"/> Yes <input type="checkbox"/>
Personal care and support	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/> every <input style="width: 50px;" type="text"/>
Do you pay any service charges separate from your rent, for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance?	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input style="width: 150px;" type="text"/> every <input style="width: 50px;" type="text"/> What for? <input style="width: 300px; height: 30px;" type="text"/>
Are you living away from home at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us about it below.
Why are you not living at home?	<input style="width: 400px; height: 40px;" type="text"/>
When did you last live at home?	<input style="width: 150px; height: 20px;" type="text"/>
When do you expect to go back home?	<input style="width: 150px; height: 20px;" type="text"/>
What is the address of where you are living at the moment?	<input style="width: 400px; height: 20px;" type="text"/> <input style="width: 400px; height: 20px;" type="text"/> <input style="width: 400px; height: 20px;" type="text"/> <input style="width: 400px; height: 20px;" type="text"/> Postcode
Have you sublet your home?	No <input type="checkbox"/> Yes <input type="checkbox"/> Who lives there now? <input style="width: 350px; height: 40px;" type="text"/>

**We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.**

We need to know if you or your partner have any bank accounts, savings, investments or property in the UK or abroad?

This includes cash, current accounts and savings accounts with a bank or building society, Post Office® accounts, Premium Bonds, National Savings Certificates, and stocks and shares.

Do you or your partner have any of the following:

Money in bank accounts	No <input type="checkbox"/>	Yes <input type="checkbox"/> How many accounts? <input type="checkbox"/>	Total Amount <input type="text" value="£"/>
Money in building society accounts	No <input type="checkbox"/>	Yes <input type="checkbox"/> How many accounts? <input type="checkbox"/>	Total Amount <input type="text" value="£"/>
Money in Post Office® accounts	No <input type="checkbox"/>	Yes <input type="checkbox"/> How many accounts? <input type="checkbox"/>	Total Amount <input type="text" value="£"/>
Premium Bonds	No <input type="checkbox"/>	Yes <input type="checkbox"/> How many bonds? <input type="checkbox"/>	Total Amount <input type="text" value="£"/>
Unit trusts, ISAs, PEPs, TESSAs or other investments	No <input type="checkbox"/>	Yes <input type="checkbox"/> How many? <input type="checkbox"/>	Total Amount <input type="text" value="£"/>
Income bonds or capital bonds	No <input type="checkbox"/>	Yes <input type="checkbox"/> How many bonds? <input type="checkbox"/>	Total Amount <input type="text" value="£"/>
Money or property held in trust	No <input type="checkbox"/>	Yes <input type="checkbox"/> How many? <input type="checkbox"/>	Total Amount <input type="text" value="£"/>
Any other savings or investments?	No <input type="checkbox"/>	Yes <input type="checkbox"/> How many? <input type="checkbox"/>	Total Amount <input type="text" value="£"/>

Type of other savings or investment

Shares – approximate value

Name of the company the shares are held in

Number of shares held

Shares – approximate value

Name of the company the shares are held in

Number of shares held

Shares – approximate value

Name of the company the shares are held in

Number of shares held

**We must see evidence of any savings, investments or property before we can decide how much benefit you can get. Read the checklist at Part 17 to see what you can use as evidence.**

Do you, your partner or any children you are claiming for have any National Savings Certificates?

No

Yes  Please send us the **original** certificates as proof. We will return the certificates to you.

Do any of your savings or investments include:  
• money from the sale of a house, or  
• money from a charity?

No

Yes  We will write to you about it.

Apart from your home, do you, your partner or any children you are claiming for own any other property or land in this country or abroad?  
If it is on a mortgage or a loan, still tick Yes.

No

Yes  We will write to you about it.

Have you or your partner received:

- a Far Eastern Prisoner of War Compensation payment, or
- a compensation payment made to victims of atrocities that happened during the Second World War?

No

Yes  What payment did you receive? Who received the payment?

A Far Eastern Prisoner of War Compensation payment

You  Your partner

A compensation payment made to victims of atrocities that happened during the Second World War

You  Your partner

We need to know this to make sure we do not count it as part of your savings.

Have you, your partner or any children you are claiming for received a payment from the vCJD (Creutzfeldt-Jakob Disease) Trust?

No

Yes  We will write to you about it.

- If you are awarded Housing Benefit, in most cases you can choose where to have your money paid. Copeland Borough Council can arrange to pay your money:
  - by cheque, or
  - direct to your landlord.
- If you are awarded Council Tax Benefit, Copeland Borough Council will pay this into your Council Tax account.

Would you like Housing Benefit to be paid to you?

- No  Go to the next question.  
 Yes

Would you like your Housing Benefit to be paid direct to your landlord?

If you ticked Yes, do not forget to fill in the authorisation sheet at the end of this claim form. Then tear it off and give it to your landlord to sign.

- No   
 Yes  Go to Part 14.

## Part 14 Anything else you need to tell us

Please use this space 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 any separate sheets of paper with this form, tell us how many.

I am enclosing a filled-in *Paying benefit to your landlord* form.

I will send you a filled-in *Paying benefit to your landlord* form later.

## Part 15 About your ethnic origin and disability

You do not have to answer the following question about your ethnic origin or disability, but if you do it will help us to make sure that everyone who is entitled to benefit is claiming.

What ethnic origin are you? Please choose one of the following. Fill in the 'other' box if appropriate.

### White

- British
- Irish
- Any other white background

### Mixed

- White and black Caribbean
- White and black African
- White and Asian
- Any other mixed background

### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Asian British
- Any other Asian background

### Black or black British

- Black British
- Caribbean
- African
- Somali
- Nigerian
- Any other African
- Any other black background

### Other ethnic group

- Chinese
- Yemeni
- Gypsies
- Travellers (see note)
- Other

Travellers are defined as a specific ethnic group who may also belong to a variety of racial backgrounds. For this reason, if you consider yourself to be a traveller, you may also tick another category which shows your racial background.

Do you consider yourself to be disabled? Yes  No  Prefer not to say

If 'Yes', do you need anything particular to overcome any barriers to receiving our service? No   
 Yes  If 'Yes', please give details below.

Details

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, tell us when you want benefit from and why you did not claim earlier.

Date you want to claim benefit from

 /  / 

For this earlier period, were your circumstances the same as on this form?

No  Yes

Tell us why you have not claimed before.

## Part 17 Checklist

Please tick to say 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 might not be able to pay you any benefit. We need the same evidence for your partner, if you have one.**

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, passport, National Insurance number card, medical card, driving licence, UK residence permit, EEC identity card or recent gas or electricity bill. We may need to see several of these documents for each person.
- **Evidence of your address**

Such as a recent gas or electricity bill or a TV licence.
- **Evidence of National Insurance number**

Such as a National Insurance number card, payslips or letters from social security or the tax office for you and your partner.
- **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. We need to see this evidence for children in your household as well. The evidence you send must show details for at least the last three months.
- **Evidence of earnings**

*We also need this for any other adults living in your home.*

This means your last five payslips if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. We will contact your employer 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 six months, a summary of your trading records so far.
- **Evidence of other income**

*We also need this for any other adults living in your home.*

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings.
- **Evidence of benefits, allowances or pensions**

*We also need this for any other adults living in your home.*

Such as current award notices or letters from social security confirming how much you get. If you do not have evidence, let us know straight away. Please do not send order books through the post.
- **Evidence of household composition**

Such as child benefit books.
- **Evidence of private rent and tenancy**

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord.
- **Evidence of other money paid out**

Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

**Make sure you read and sign the declaration on Page 18.**

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.

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

- I declare that the information I have given on this form is correct and complete.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I agree that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. 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 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 and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- I know that I must let you know in writing about any change in my circumstances which might affect my claim.

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

Name of the person who filled in the form

Signature

Relationship to the person claiming

Date

 /  / 

## Part 19 What to do next

You should now have:

- filled in the claim form for Housing Benefit and Council Tax Benefit
- collected any evidence to support your claim – but remember not to send valuable items, and
- filled in the *Paying benefit to your landlord* form – if you want any benefit you may be entitled to paid to your landlord.

If you are claiming **Jobseeker's Allowance**, **Income Support** or **Pension Credit**, send the above documents to us. You can find our address in the phone book under **Copeland Borough Council**.

If you are going to send evidence or a filled-in *Paying benefit to your landlord* form at a later date, send these to us. You can find our address in the phone book under **Copeland Borough Council**.



If you want us to pay your benefit straight to your landlord, you must sign this declaration.

## Your declaration

Please pay my Housing Benefit straight to my landlord.

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

Signature

Full name  
(in CAPITAL LETTERS)

Date

Address

## Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named in this form.

**I understand that by law:**

- I must tell you straight away if I find out about any change in the tenant's circumstances
- you can stop paying benefit to me if I do not tell you about any change of circumstances
- I can be prosecuted if I accept Housing Benefit 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. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Signature

Date

### Notes for filling in the claim form for Housing Benefit and Council Tax Benefit

- Filling in the form
- About this form
- About Housing Benefit and Council Tax Benefit
- Second Adult Rebate
- Proof
- If you need help to fill in the form
- What to do next
- Changes you must tell Copeland Borough Council about
- How Copeland Borough Council collects and uses information

### Filling in the form

Use black ink to fill in the form. Do not use 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 **No** or **Yes** questions by putting a **tick** in the relevant box. If you are picking an answer from a list of answers, **tick** the appropriate box again. Do not put a cross in any boxes. If you answer a question with a cross, Copeland Borough Council may have to send the form back, and this will delay the claim.

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

### About this form

We have designed this claim form to be easy to fill in. It may look rather long, but there need to be enough questions to make sure that everyone who claims gets the right amount of benefit.

You may not have to fill in all parts of the form (for example, a few questions would not apply to most pensioners) but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

### About Housing Benefit and Council Tax Benefit

Housing Benefit can pay all or part of your rent. It may also give you some extra money towards things you have to pay for, like children's play areas and cleaning shared areas. Council Tax Benefit can pay all or part of your Council Tax. It cannot help with water charges.

For an estimate on how much benefit you may be entitled to please use our on-line calculator at [www.copelandbc.gov.uk](http://www.copelandbc.gov.uk).

### Second Adult Rebate

Second Adult Rebate is Council Tax Benefit for people who may not have a partner but who share their home with someone who:

- is 18 or over
- is on a low income, **and**
- does not pay them rent.

If you are claiming *Second Adult Rebate*, only fill in **Part 1**, **Part 3** and **Part 18** of this form.

### Proof

Copeland Borough Council will need to see proof of some of the things you write about on the form. There is a checklist in **Part 17** of the form to help you. If you are not sure if Copeland Borough Council needs to see proof of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the proof we need.

### If you need help to fill in the form

If you need any help, contact us. You can find our phone number and address on the front page.

Or you can get in touch with an organisation like your local Citizens Advice Bureau. You can find their phone number and address in the business numbers section of your local phone book.

### What to do next

When you have filled in the form (and you are claiming **Jobseeker's Allowance, Income Support or Pension Credit**), sign it and send it to Copeland Borough Council with the proof we need to see.

Or you can take the form and proof to our offices. Do not send valuable items such as benefit order books, bank books or passports in the post. Take them to our reception and we will get the information we need and give them back to you.

If you cannot get the proof we need straight away, do not worry. Send the form to us with the proof you do have and let us know that you will be sending some proof later. If you do not send the form to us straight away, you might lose money.

### Changes you must tell Copeland Borough Council about

For example:

- any of your children leave school or leave home
- anyone moves into or out of your home, including lodgers and subtenants
- 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
- 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**
- anything you have told us about changes.

This is not a full list. If you are not sure, ask us for advice. You must tell us about any changes in writing – a phone call is not enough. If you do not tell us about any changes, you may lose money you are entitled to or you may get too much benefit. You must make sure that you tell us about any changes. Do not rely on someone else to pass the message on. It is an offence not to tell Copeland Borough Council about any changes that may affect your benefit. We may take court action against you and if we pay you too much benefit, you will probably have to pay it back.

### How Copeland Borough Council collects and uses information

We will use the information you give in this form, and in any supporting evidence you send, to process your claim for Housing Benefit and Council Tax Benefit.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and the Inland Revenue, as allowed by the law.

We may check information you have provided, or information about you that someone else has provided, with other information they hold. We 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.

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

Copeland Borough Council is the data controller for the purposes of the Data Protection Act.

If you want to know more about what information we have about you, or the way we use that information, please ask us.