

# Council Tax Support Application for Universal Credit Full Service Claimants

- Please note this form is available to be completed online.
- Please complete this form in BLACK ink, and place a TICK (✓) in the relevant boxes.
- Please read the guidance notes at Part 11 before you complete the form.
- Remember that you must continue to pay your Council Tax until your entitlement is worked out.
- Please return this form straightaway, or within one month, even if you have documents that are missing – delays in submitting the form may cost you money.
- When you have completed the form, please ensure that you have signed the declaration at Part 10.
- If you are in receipt of Universal Credit you need to provide screen shots of all pages of your award summary from your online account with this form.

Title:

Last name:

First name:

Address:

Postcode:

#### FOR OFFICIAL USE ONLY

Date issued:  Initials:

Claim number:

If you have received or applied for Council Tax Support in this area before, please give your address at that time.

If you know your reference number, please enter it here:

Continued overleaf

## PART 1 About you and your partner

Do you have a partner? No  Yes

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
Last name:	<input type="text"/>	<input type="text"/>
Other names:	<input type="text"/>	<input type="text"/>
Any other last names you have used:	<input type="text"/>	<input type="text"/>
Title: (Mr, Mrs, Ms and so on)	<input type="text"/>	<input type="text"/>
Address that you are applying for: Do not tell us your partner's address if it is the same as yours.	<input type="text"/>	<input type="text"/>
Postcode:	<input type="text"/>	<input type="text"/>
Date of birth:	<input type="text"/>	<input type="text"/>
National Insurance number:	<input type="text"/>	<input type="text"/>
	<p>If you do not have a National Insurance number, or cannot find it, please tick this box <input type="checkbox"/></p>	<p>If you do not have a National Insurance number, or cannot find it, please tick this box <input type="checkbox"/></p>
What is your nationality?	<input type="text"/>	<input type="text"/>
If your nationality is not British, on what date did you last enter the UK?	<input type="text"/>	<input type="text"/>
Contact number:	<input type="text"/>	<input type="text"/>
Email address:	<input type="text"/>	<input type="text"/>

You

Your Partner

What date did you move or will you move to this address?

/ /

/ /

What was your previous address?

Did you receive any benefits or support at that address?

No

Yes

No

Yes

Have you told your previous council that you have moved?

No

Yes

No

Yes

Please tick if you or your partner are:

An apprentice.....  .....

On youth training.....  .....

In legal custody.....  .....

Severely mentally impaired.....  .....

Registered blind.....  .....

## PART 2 About children

Are there any children  
in your household?

No  If No, go to Part 3.

Yes  If Yes, please complete table below.

Please include children living in your household who are:

- Under 16
- Aged 16 or 17 and registered for work or youth training
- Aged 16 - 20 and in education doing a course not higher than GCSE A-level, SCE Higher level or GNVO (advanced), or undertaking an approved training course.

If there are more than three children please ask for an additional child form or use a sheet of paper to give us all the same information we ask for here in Part 2.

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

	First Child	Second Child	Third Child
Last name:			
Other names:			
Date of birth:	/ /	/ /	/ /
What is the child's sex?			
The child's relationship to you:			
The child's relationship to your partner:			
Usual address (if different from yours):			
Who gets the Child Benefit for them?			
Is the child registered blind?	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, we need to see evidence of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, we need to see evidence of this.	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, we need to see evidence of this.
Does the child get Disability Living Allowance or Personal Independence Payments (PIP)?	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, how much per week £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, how much per week £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, how much per week £ <input type="text"/>

## PART 3 About other people who live with you

Do any adults usually live with you and your partner?

No

If No, go to Part 4

Yes

If Yes, tell us about all the people (except your partner) who usually live with you. If you want to tell us about more than 3 people, use a separate sheet of paper.

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

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

	First Person	Second Person	Third Person
Last name:			
Other names:			
Date of Birth:	/ /	/ /	/ /
National Insurance No.			
Their relationship to you or your partner: eg. brother, daughter, stepson, joint tenant, joint owner, subtenant, lodger, friend etc.			
What was their previous address, if they have not always lived with you?			
Do they get Income Support, Income based Job Seekers Allowance, Income related Employment and Support Allowance or 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"/>
Are they a full time student, a student nurse, a care worker, an apprentice or on youth training? (Please state.)			
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"/>

	First Person	Second Person	Third Person
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"/>
Do they pay rent or money for board and lodgings to you or your partner?	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, how much? £ <input type="text"/> Does this amount include meals? No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, how much? £ <input type="text"/> Does this amount include meals? No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, how much? £ <input type="text"/> Does this amount include meals? No <input type="checkbox"/> Yes <input type="checkbox"/>
Are they in hospital at the moment?	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, when did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will they come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, when did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will they come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, when did they go in? <input type="text"/> / <input type="text"/> / <input type="text"/> When will they come out (if you know this)? <input type="text"/> / <input type="text"/> / <input type="text"/>
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, please tell us their earnings before any deductions. £ <input type="text"/> We need to see evidence of their earnings. This could be their last 5 payslips if paid weekly or last 2 if paid monthly.	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, please tell us their earnings before any deductions. £ <input type="text"/> We need to see evidence of their earnings. This could be their last 5 payslips if paid weekly or last 2 if paid monthly.	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, please tell us their earnings before any deductions. £ <input type="text"/> We need to see evidence of their earnings. This could be their last 5 payslips if paid weekly or last 2 if paid monthly.

	First Person	Second Person	Third Person
<p><b>Do they have any other income at all?</b></p> <p>This includes any benefits or allowances and interest from savings and investments.</p> <p>We need to see evidence of their income.</p>	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, please give details of all other income along with the frequency and the amount before deductions.	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, please give details of all other income along with the frequency and the amount before deductions.	No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, please give details of all other income along with the frequency and the amount before deductions.
	<b>1. Income</b>	<b>1. Income</b>	<b>1. Income</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Amount:	Amount:	Amount:
	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
	How often?	How often?	How often?
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>2. Income</b>	<b>2. Income</b>	<b>2. Income</b>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Amount:	Amount:	Amount:
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	
How often?	How often?	How often?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>3. Income</b>	<b>3. Income</b>	<b>3. Income</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Amount:	Amount:	Amount:	
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	
How often?	How often?	How often?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Are any of the people who normally live with you married to each other, civil partners with each other, or living together as if they are married?

No

Yes  If Yes, please tell us about this:

<input type="text"/>	is the partner of	<input type="text"/>
<input type="text"/>	is the partner of	<input type="text"/>

## PART 4 About your income

Are you or your partner currently getting or waiting to hear about a claim for Universal Credit? Yes  No

If Yes, when did it start?  If No, when did you apply?

If No, please confirm below all income you are currently in receipt of whilst awaiting your Universal Credit award, including amounts and frequency of the income.

### Income for you and your partner (we will need to see proof of each income)

If you or your partner have applied for a benefit but not received anything yet please indicate which benefit in the end column. Continue on a separate sheet if necessary.

Name of person receiving the income?	What is the income?	Amount	Frequency	Date income started	Benefit applied for

Do you or your partner pay a registered childminder, nursery, or after school club any childminding costs? No  If No, please go to Part 5. Yes  If Yes, tell us about this below. Please tell us if your child care costs change during term time. We will need to see proof of the amount that you pay.

Name of child	Name and registration number of the minder	How much do you pay each week?



## PART 5 - Capital

In this section please declare all capital that you and your partner hold, even if you have already declared them to us on previous forms. **This includes any bank accounts you have which are either empty or overdrawn, as well as any internet-based accounts, ISAs, Savings Bonds, Shares, Paypal Accounts, Unit Trusts, Premium Bonds etc.** If your savings total more than £1000 please provide proof such as bank statements, bank books or certificates. Continue at Part 8 if necessary.

Who holds the capital? (you, your partner, etc)	Name of bank, or building society	Full account number	Number of shares / bonds (if applicable)	Total amount

Do you or your partner own or partly own, any property, land or timeshare, other than the home you live in, either in the UK or abroad?

No

Yes

If Yes, please give details below.

Address of property or land:

How much is it worth?

£

Mortgage or loan left to repay if applicable?

£

Does an elderly or disabled relative live in this property?

No

Yes

Does a former partner live in the property?

No

Yes  If Yes, do any children live in the property with them? No  Yes

Are you or your partner trying to sell the property?

No

Yes

If Yes, we will need to see proof that you are selling the property, such as a letter from the Estate Agent.

If the property is for sale, please give the date that it went on the market:

## PART 6 Information sharing

We would not normally share any of your information with another person should they make enquiries about your application/entitlement. However, you may find it helpful for someone to act on your behalf, such as a family member or a close friend. If this is the case, you must give us your permission before we can do this.

If you want to give us permission to speak to another person about your application, please give their details here:

Name:

Address:

Contact number:

Relationship to you:

If you have an official appointee or someone holds power of attorney for you, please provide the documents regarding this.

## PART 7 About your application or entitlement start date

Your Council Tax Support will usually start from the Monday after the date we receive your application. Your application will only be backdated to an earlier start date if you can tell us a good reason why you did not apply before. If you would like your application to start earlier, or you have sent us your application early and you want your support to start from a later date (perhaps because your circumstances are due to change soon), please tell us the date that you would like your application to start from here:

If you have asked for us to start your application from an earlier date, please give full reasons for your late application at Part 8. You must give us as much detail as possible to enable us to make a decision. Further guidance about backdating your application can be found at Part 11.

## PART 8 Anything else that you need to tell us

Use the box below to tell us anything else you think we should know about. Please make sure that you tell us about any other income that you have not already told us about on the form. Continue on a separate piece of paper if necessary.

### Equality monitoring

Please indicate your race in the space opposite (optional):

Now please read Parts 9 and 10 and ensure that you sign the form.  
We cannot process your application if the form is not signed.

## PART 9 Changes you must tell us about

If something changes while you are claiming Council Tax or support, you must tell us immediately.

### Your income or your partner's income

- If you start, change or leave a job or the hours you work change, including regular overtime.
- If you start or stop receiving Statutory Sick Pay / Maternity Pay.
- If you start getting another income such as Tax credits.
- If you start or stop getting a benefit such as Income Support, Job Seekers Allowance, Employment and Support Allowance, Universal Credit or Pension Credit. Also tell us if one of these benefits changes to a different type, for example you were getting Job Seekers Allowance (income based) and this changes to contribution based Job Seekers Allowance.
- If you start getting a pension such as State Retirement Pension or a pension from a former employer.
- If the amount you get from your job, tax credits, pension or any other income changes.

Remember, you must tell us if anyone in your household has any changes to their income. This includes you, your partner, other family members or friends.

### Capital you and your partner have

- Any changes to any bank/savings/building society accounts held, such as opening or closing an account, receipt of any lump sum etc. This includes accounts such as TESSAs, ISAs, Paypal, Premium Bonds and Post Office card accounts.
- Any changes to investments or shares held.
- Property – you must tell us if you or anyone in your household becomes an owner or part owner of any property or land either in this country or abroad.
- If the amount of your capital exceeds £6,000, including all savings, investments or bank accounts.

### Your household

- If anyone moves in or out of your home – this includes your partner, children, other family, members, lodgers, sub-tenants or friends.
- If a child leaves school.
- If anyone becomes a student or stops being a student.
- If anyone has a baby.

The people in your household and the income they receive can affect the amount of support you get.

### Other changes you must report

- If you move.
- If you will be leaving your property for over two months.
- If someone goes into hospital, a nursing home or to prison.
- If you start or stop paying for child care or the amount of child care you pay changes.

### Remember

- It is your responsibility to tell us about changes in circumstances – You must tell us immediately to avoid having to pay money back later.
- Don't rely on someone else to tell us.
- If you are not sure then contact us on 01775 761161.
- It is an offence not to tell us straight away about any changes that affect your support.
- We may take court action against you if you do not tell us about changes and you get too much support.

## PART 10 Declaration

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

Please read this declaration carefully and the 'changes you must tell us about' section before you sign and date it.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- 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.
- 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. You may also share information between departments of the council, if it is going to be of benefit to me and the law allows this.
- I know I must let the benefit department at the council know about any change in my circumstances which might affect my application.
- I declare the information I have given on this form is correct and complete.
- I declare that I have read (or had read to me) and understand the changes that I must notify the council of.

I am fully aware that I must declare my full and true circumstances when making an application for Council Tax Support. Once I have made an application I have a legal responsibility to notify the council of any changes in my circumstances.

- For Council Tax Support, I understand that I must notify the change of circumstance within 21 days of the date the change occurred.

I fully understand that should I fail to notify the benefit department at the council of any changes in circumstances of myself or other household members promptly that I may be prosecuted in accordance with the Social Security Administration Act 1992 or the Fraud Act 2006.

Signature of  
person making:  
application:

Partner's  
signature:

Date (ddmmyy):

Date (ddmmyy):

If this form has been filled in by someone other than the person making the application, please tell us why?

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

Name of person who  
filled in the form:

Signature of  
the person:

Relationship to the  
person named  
at Part 1:

Date (ddmmyy):

### a) Filling in the form

Please use black ink on this form and 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 'yes' or 'no' questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. Do not put a cross in any boxes.

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

Your application may be reviewed periodically either by post or by home visit.

### b) Evidence

Throughout this form we tell you that we need evidence of some of the things you have told us about. Please provide this with the form wherever possible as this will help us to process your application faster. We need to see original documents, not photocopies.

If you do not provide all the proof we need we might not be able to pay you any support. We need the same proof for your partner, if you have one, and for any other adults living in your home.

If you cannot send the evidence we need at the moment ensure that you send the form back to us within a month and send the evidence as soon as possible. We can start to process your application, but we will not be able to pay you any support until we have all the evidence.

The following list shows the types of documents you can use to provide evidence:

#### **Proof of your identity**

Birth certificate, Marriage certificate, passport, driving licence, UK residence permit.

#### **Proof of your address**

A recent gas, electricity or telephone bill, or a credit agreement or similar showing your current address.

#### **Proof of National Insurance number**

National Insurance number card, payslips or letters from the DWP or HMRC.

#### **Proof of income**

Letters from the DWP or HMRC, Occupational pension slips and letters.

## c) Backdating your application

We cannot backdate your benefit or support application automatically. You need to prove you have good reasons for not making your application sooner. These good reasons must exist for the whole period – starting from the date you want us to pay from, right up to the date that you ask us to consider backdating. The law limits how far we can backdate your application. The maximum amount is 1 month if you are of working age. We will need proof of all your income and savings from the earliest date that you want us to pay benefit from, and if your household was different during that period we will need full details of that too.

Social Security Commissioners have already decided that the following reasons are not good enough to justify backdating applications, therefore, we will usually refuse to backdate your application if your reasons for not applying sooner are that:

- you thought your illness or situation would not last very long
- you did not know about claiming benefit or support
- you were careless and did not bother to make an application
- you thought that you would not get any benefit or support even if you did apply
- you thought you would only be out of work for a short time.

## How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your application for Council Tax Support.

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

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to :

- make sure the information is accurate
- prevent or detect crime
- protect public funds.

These third parties include government departments, local authorities and private-sector companies 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 us to.

## What to do next

When you have filled in the form and read the declaration, please ensure it is signed and send it back to us, with the evidence we need to see.

**Please return along with any necessary proofs to:  
Council Tax Support Section, Council Offices,  
Priory road, Spalding, Lincs PE11 2XE**

If you do not want to send valuable items such as bank books or passports in the post you can bring the form and evidence to us. Please telephone 01775 761161 for advice on how to do this.

**For enquiries in relation to your  
Council Tax Support Application:**

**Tel:** 01775 761161

**Email:** [benefits@sholland.gov.uk](mailto:benefits@sholland.gov.uk)

**Web:** [www.sholland.gov.uk](http://www.sholland.gov.uk)

Applications can also be made via the internet at: [www.sholland.gov.uk](http://www.sholland.gov.uk)  
Click on 'Resident' / 'Do it online' section

If you suspect anyone of fraud, please telephone our 24 hour FREEPHONE hotline: 0800 002 008

Any information you provide in response to this correspondence will be processed by Public Sector Partnership Services Ltd on behalf of the data controller, South Holland District Council.

We have a legal responsibility to administer claims for Council Tax Support, and this forms our legal basis for processing your information. We may also share this information with other public bodies responsible for auditing or administering public funds, and with other suppliers we commission to support us with our duties.

Please refer to our website [www.sholland.gov.uk/article/8604/HB-CTS-Privacy-Notice](http://www.sholland.gov.uk/article/8604/HB-CTS-Privacy-Notice) for more information relating to how your information is processed and your rights as a data subject.