

Application form for Council Tax Support

Please complete this form and return it with the following information listed so we can work out how much council tax support you are entitled to.

Your address:

Your name:

Your date of birth:

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Your National Insurance Number (NI):

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| Letters | Numbers | | | | | Letter |
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Your partner's name:

Your partner's date of birth

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Your partner's National Insurance Number

| Letters | Numbers | | | Letter |
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Your telephone number:

☐ Home ☐ Mobile ☐ Work

Your email:

[illegible]

We may need to contact you in the future, please tick your preferred method of contact:

☐ Email ☐ Telephone ☐ Post

About Children who live with you

Please tell us about any children in your household who are under 16, under 16 or 17 and registered for work or youth training, or aged 16, 17, 18 or 19 and in education doing a course not higher than GCSE, A-Level, SCE Higher level or GNVQ (Advanced).

Please list their names, date of birth and gender.

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About other people who live with you

Do any other adults usually live with you and your partner? By adults we mean people over 16 who you or your partner do not get Child Benefit for.

Please list their names, date of birth, gender and National Insurance number. Please also provide details of their income or current circumstances and send evidence of this.

How will Council Tax be paid

Your Council Tax account will be credited with any Council Tax Support that you are entitled to. You must carry on paying the instalments on your last Council Tax Bill sent to you until you receive a new bill. If you are given any Council Tax Support, your new bill will show the different instalments.

What to do next:

Please send:

Evidence of income for any adults living with you

To provide us with the requested documents you can:

- Post a copy to the above address
- Email a photo or scan to frontoffice.housing@islington.gov.uk. Each photo or scan must be clear and show the whole of each page

Please read the claim form carefully and make sure that you provide all of the evidence that we need to assess your claim. If you do not have all of the evidence available, then you should still send us your claim form. You may lose benefit if you do not return your claim form promptly.

Benefit is usually paid from the Monday after we receive your form.

Changes you must tell us about

Please remember if your circumstances change while you are getting Council Tax Support or while your claim is being assessed, you phone, email or write to us at the Benefits Service immediately.

The main circumstances you must tell us about are:

- You are going to be away from home for more than 13 weeks.
- You are going to be abroad (outside of Great Britain) for more than four weeks.
- Your Universal Credit award changes or your award ends.
- The income of an adult living with you changes.
- Any of your children leave home or leave school.
- Anyone moves into or out of your home.
- You change address.
- You or your partner go into hospital for more than 6 weeks.
- Your immigration status changes.

The above does not cover every circumstance you must notify to the Benefit Service however if you are not sure please call the Benefits Service on 020 7527 4990 or report a change using our online form via your My eAccount.

Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign this declaration as well. Please read this declaration carefully before you sign and date it.

I declare and agree with the following:

- The information I give on this form is correct and complete.
- If the information is incorrect or incomplete, you may take action against me. This may also include prosecuting me or charging fines.
- If I am not fully entitled to any benefits declared and this results in you paying me too much council tax support reduction, you may take action against me. This may include prosecuting me or charging fines.
- You will use the information I have provided to process my claim for Council Tax Support. You may check the information I have provided with other sources within the council, other councils and government agencies. This will include comparing the information I have given to other departments within the council, other councils and government agencies.
- I understand that this form will be held on computer and used to work out my Council Tax Support.
- You may use any information I have provided in connection with this and any other claim for social security benefits, a discretionary housing payment or supported accommodation costs that I have made or may make. You may give information to other government organisations if the law allows this.
- I understand that you may contact the Home Office to check information I have given in this form and to get any other relevant information.
- I know I must let the Benefits Service know about any changes in my circumstances immediately which might affect my claim, even if I have already told the Department of Works and Pensions or any other organisation. I understand that if I do not do this you may take action against me. This may include prosecuting me or charging fines.
- I understand you may contact me in writing, by phone or by email or by visiting me at my home, for more information so you can confirm I am still entitled to support.
- I also understand that if you contact me, you may have to suspend or end my support.
- Where Council Tax Liability ends and there is a credit, the Council may use this credit to reduce any other sum that is owed to the Council, including paying all or part of my rent. It cannot help with water charges, fuel charges, meal charges or mortgage payments. Council Tax Support can pay all or part of my Council Tax; the amount I receive depends on my personal and financial circumstances.

Signature of person claiming

Date

 / /

Partners Signature

Date

 / /

Declaration continued

Do you have a representative or nominee who has been appointed to deal with your affairs?

☐ No ☐ Yes – you must complete the letter of authority.

Do you give consent for any information regarding your Council Tax Support claim to be provided to the Council Tax department?

☐ No ☐ Yes

If you are a Council tenant, do you give consent to any information regarding your Council Tax Support claim to be provided to the Housing department?

☐ No ☐ Yes

Has this form been filled in by someone other than the person claiming?

☐ No ☐ Yes

Please tell us why you are filling this form in for the person claiming:

Name and address of the person who filled in this form:

Daytime telephone number:

Relationship to the person claiming:

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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.

Signature

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Date

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Letter of authority

If you want a relative, friend, neighbour or outside agency to be able to discuss your claim on your behalf, please fill in the details below. You can cancel this letter of authority at any time by writing to London Borough of Islington, Benefits Service, at the address shown on page 48.

You

Your full name:
(in CAPITAL LETTERS)

Your address:
(in CAPITAL LETTERS)

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| | | | | | | | | Postcode | | | | | | |

I give London Borough of Islington permission to discuss this benefit claim with the person or agency named below.

Signature

Date

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Your nominee

Name of nominated person or agency:
(in CAPITAL LETTERS)

Their address:
(in CAPITAL LETTERS)

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| | | | | | | | | Postcode | | | | | | |

Their daytime telephone number:

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Their relationship to the person claiming:
(in CAPITAL LETTERS)

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Nominee's signature

Date

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Equalities monitoring survey

Under the Equality Act 2010, the council has a responsibility to ensure that it does not unfairly discriminate in the services it provides. In order to help us ensure that our Equal Opportunities policy is working, would you please provide the following information by ticking the appropriate boxes.

The completion of this survey is voluntary. It will not affect your claim for Housing Benefit and/or Council Tax Support if you do not answer these questions.

1 Please indicate which background you feel you belong to:

Asian

- ☐ Bangladeshi
- ☐ Indian
- ☐ Pakistani
- ☐ Other Asian background

Please specify:

Black

- ☐ Caribbean
- ☐ Somali
- ☐ Other African
- ☐ Other black background

Please specify:

Mixed ethnic background

- ☐ Asian and white
- ☐ Black African and white
- ☐ Black Caribbean and white
- ☐ Other mixed ethnic background

Please specify:

White

- ☐ British
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Western European
- ☐ Eastern European
- ☐ Other white background

Please specify:

Arab

- ☐ Any Arab background

Chinese

- ☐ Any Chinese background

Any other ethnic background

- ☐ Any other ethnic background

Please specify:

2 Please indicate your nationality:

- ☐ British
- ☐ Irish
- ☐ Any other nationality

Please specify:

Equalities monitoring survey

The Disability Discrimination Act 1995 defines a disabled person as someone with a physical or mental impairment, which has a substantial and long-term effect of at least one year on a person's ability to carry out normal day-to-day activities.

3 Do you consider yourself to be disabled as defined in the Disability Discrimination Act 1995?

☐ No

☐ Yes

What type of disability do you have?
Tick all that apply.

☐ Visual impairment

☐ Hearing impairment

☐ Speech impairment

☐ Physical impairment

☐ Learning difficulties

☐ Mental health problems

☐ Long-term illness

☐ Other

4 Do you look after or give any help or support to anyone else because of long-term physical or mental ill-health or disability, or problems related to old age?

☐ No

☐ Yes

5 What is your religion or belief?
Tick one box only.

☐ Buddhist

☐ Christian

☐ Hindu

☐ Jewish

☐ Muslim

☐ Sikh

☐ None

☐ Prefer not to say

☐ Other

Please specify:

6 How would you define your gender?
Tick one box only.

☐ Female

☐ Male

☐ Transgender (M-F)

☐ Transgender (F-M)

☐ Prefer not to say

7 How would you define your sexual orientation?
Tick one box only.

☐ Heterosexual

☐ Gay

☐ Lesbian

☐ Bisexual

☐ Pansexual

☐ Asexual

☐ Prefer not to say

8 How long have you lived in the U.K.?
Tick one box only.

☐ Less than 6 months

☐ 6 months or more
but less than a year

☐ 1 year or more
but less than 5 years

☐ 5 years or more
but less than 10 years

☐ 10 years or more
but not all my life

☐ All my life

Fair processing notice - how the Benefits Service may use your data

Our claim forms for Housing Benefit, Council Tax Support and education benefits explain that the details our customers tell us are confidential and are used for working out and awarding your benefits and support and for getting back any money you owe to the council. These details are also used to ensure we charge the right amount of Council Tax. Your information is covered by the Data Protection Act, which gives you the legal right to correct any information about you which we get wrong. The Act also means we must not give out details about your claim except when we need to do so to sort out your claim. For example, if we pay benefit direct to your landlord we must tell them how much benefit you are entitled to.

However, the law also says that:

- we (the council) must protect the public funds we handle; and
- we may share information that is given to us with other organisations that inspect or handle public funds, to prevent and detect fraud. Examples are the Department for Work and Pensions (DWP), HM Revenue & Customs, and auditors who are appointed to check the council's accounts.

Computerised data matching

Computerised data matching is comparing computer records held by one organisation with other computer records held by the same organisation or a different one. This is usually personal information. It allows us to identify claims and payments that may be fraudulent. A match means that there is an inconsistency between the two sets of records that needs investigating. The inconsistency may be because of fraud, error or another explanation. We cannot decide which until we investigate.

The DWP is also responsible for carrying out data matching exercises and the council has to give information to the DWP for those exercises. The law says that the DWP has legal powers to use data in data matching exercises and that it does not have to get the agreement of the people whose details are being matched. You can find out more about the kinds of data the DWP require, together with their code of practice for data matching, in their guidance at

<https://www.gov.uk/guidance/national-fraud-initiative-additional-public-services>

Data sharing with credit reference agencies

We may also share information with a credit reference agency to prevent and detect fraud. The council currently gives information to a credit reference agency to carry out data matching to check whether there are other adults in your household you have not told us about.

Other ways we may use your details

As well as sharing details with the DWP and other organisations that inspect or handle public funds, we may also use our customers' details within the council for

- keeping the electoral roll right;
- collecting debts owed to the council (for example council rents and Council Tax); and
- preventing and detecting fraud and other crime.