

Council Tax Support Second Adult Rebate application form



Please note Second Adult Rebate is only available for people of qualifying age for Pension Credit. Second Adult Rebate is help towards your Council Tax where you have other adults living with you who are on a low income. A 'second adult' is a person who lives in your home and is 18 years old or over, but who is not your partner and is not liable to pay Council Tax. Examples include grown up children, relatives or friends who share your home on a non-commercial basis.

Whether or not you qualify for Second Adult Rebate depends on the circumstances of the second adult(s). It does not depend on your own income and capital.

You must provide proof of the following with this application:

- your National Insurance Number
- your identity
- all income for each second adult
- income and interest from savings received by each second adult.

For office use only

Date requested	Date issued	Date received

Part A About you

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

2. Last name

3. First name(s)

4. The address you want to apply for help for

Postcode:

5. Date of birth (dd/mm/yyyy)

6. National Insurance Number

7. Daytime phone number

8. Email address

9. We will send your benefit award letters and Council Tax bills (if you are the person liable for Council Tax) to you by email.

If you do not want us to do so, tick this box

Part B About other people who live with you

1. Do you have a partner? Yes No

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.

If 'Yes', please give their full name

2. Please give the details asked for below about each person aged 18 or over living with you:

	Adult 1	Adult 2	Adult 3
First name			
Last name			
Relationship to you			
Date of birth (dd/mm/yyyy)			
National Insurance Number			
Do they pay you rent?			
Hours worked			
Please list all types of income, for example earnings, pensions and benefits	Gross weekly amounts (before deductions)	Gross weekly amounts (before deductions)	Gross weekly amounts (before deductions)
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Annual interest on savings – state NONE if no savings	£	£	£

If there are more than three people aged 18 or over living with you please attach a separate sheet of paper to tell us all the information we ask for on this page.

Part C 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, getting them to sign this form should allow us to process your application more quickly, but they do not have to sign. Please read this declaration carefully before you sign and date it.

- The information I have given on this form is correct and complete as far as I know and believe.
- I understand that if I knowingly give information or evidence that is incorrect, incomplete or false, I may be liable to prosecution or other action.
- I agree that you will use the information I have provided to process my application for Second Adult Rebate. You may check some of the information with other sources as allowed by the law.
- I understand that you may use any information I have provided in connection with this and any claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- I know that I must tell the Benefits Service of my Local Authority in writing straight away about any change in my circumstances which might affect my application. Some examples of changes you must tell us about are given below (if you are not sure if a change may affect your application please tell us anyway):
 - If you change address, even to another room in the same house
 - Absence from your home for more than 4 weeks
 - If anyone joins or leaves your household
 - If the income of anyone in your household goes up or down

Signature of person applying:

Date:

Partner's signature:

Date:

The section below must be filled in **if someone has filled in the application form for you**. This includes an agent, appointee, relative or friend.

I have filled in this form on behalf of:

As they cannot fill in the form because:

I am (block capitals):

Relationship to the person applying:

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

Signature of the person:

Date:

Canterbury City Council residents

Benefit Payments Service
Canterbury City Council Offices
Military Road
Canterbury
Kent
CT1 1YW

Between 8.30am to 12.30pm drop in, 1.30pm to 5pm appointment only
Monday to Friday

www.canterbury.gov.uk

01227 862300

Please see our website for Housing Benefit and Council Tax Support advice and information.
Full contact details including our office locations and opening times are also available on our website.

Dover District Council residents

Benefit Payments Service
Dover District Council Offices
White Cliffs Business Park
Dover
Kent
CT16 3PJ

Between 9am to 12.30pm drop in, 1.30pm to 5pm appointment only
Monday to Friday

www.dover.gov.uk

01304 872199

Please see our website for Housing Benefit and Council Tax Support advice and information.
Full contact details including our office locations and opening times are also available on our website.

Thanet District Council residents

Benefit Payments Service
Thanet District Council Offices
PO Box 9
Cecil Street
Margate
Kent
CT9 1XZ

Between 9am to 12.30pm drop in, 1.30pm to 5pm appointment only Monday to Friday

www.thanet.gov.uk

01843 577552

Please see our website for Housing Benefit and Council Tax Support advice and information.
Full contact details including our office locations and opening times are also available on our website.