

Reference Number

# Council Tax Support application form



canterbury.gov.uk



dover.gov.uk



thanet.gov.uk

[Empty rectangular box for reference number]

Your email address

Please enter each character in a separate box

Grid of 30 small boxes for email address input

## Declaration

Please read the declaration on Page 8 carefully before you sign below.

Even if someone is filling in this form with you, you must sign this declaration if you can.

Signature of person applying [ ] Date [ / / ]

Partner's signature [ ] Date [ / / ]

The section below must be completed **if someone is filling in this form for you.** This includes an agent, appointee, relative or friend.

I am filling 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 will confirm with the person applying that the answers I will give on this form are correct

Signature [ ] Date [ / / ]

Date requested [ ]

Date issued [ ]

Date received [ ]

**Part A About you and your partner**

Where you see the sign  you must provide proof. You can do this on our website.

1. Phone number(s)  
Please include a mobile number if you have one


2. Are you the only person in the property over the age of 18? Yes  No  If 'Yes', from what date?  /  /

**If you have a partner, you must answer all questions about them.** 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
3. Title (Mr, Mrs, Ms, other)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
4. Last name	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
5. First names	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
6. Date of birth (dd/mm/yyyy)	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
7. National Insurance number	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
8. Please tell us of any other names you have used before	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
9. The address for which you are applying for help	Postcode	
10. What date did you move into the property?	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
11. What was your last address?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
12. At this address were you the owner, tenant or living with friends or family or other?	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
13. What dates did you live there?	From: <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	
	To: <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>	

**Part A About you and your partner (continued)**

**You**

**Your partner**

14. What is your nationality?

15. If you have come to live in the United Kingdom, when did you last arrive?

16. Are you a student?

Yes  No

Yes  No

If 'Yes', please fill in a **Student Information form** (you can find this form on our website)



17. Are you registered blind?

Yes  No

Yes  No

18. Have you been unable to work for more than 52 weeks because of illness or disability?

Yes  No

Yes  No

19. Does anyone get Carer's Allowance or the carer element of Universal Credit for looking after you?

Yes  No

Yes  No

If 'Yes', who gets this?

## Part B About other people that live in your home

1. Please tell us about all other people who normally live with you even if they do not pay you rent (including children, friends and tenants). If there are more than five other people in your household use a separate sheet of paper to tell us all the information we ask for on this page.

	First person	Second person	Third person	Fourth person	Fifth person
Surname					
First names					
Date of birth (dd/mm/yyyy)					
Male or female?					
Their relationship to you or your partner					
Do you get Child Benefit for this person?					
Do you pay childcare for this person? 					
Are they registered blind? 					
Do they get Disability Living Allowance or Personal Independence Payment?					
When did they move in?					
Do they pay rent or money for board and lodgings to you or your partner?					
Does this include meals?					
If they work, how many hours per week do they work?					
If they work, please tell us their gross weekly earnings					
Do they get any income, including interest from savings? If 'Yes', please give details in Part F					
If this person is in any of the following categories, please tell us which:					
Categories: Full time student, student nurse, care worker, apprentice, youth trainee, severely mentally impaired, in legal custody, in hospital.					

If you pay childcare, please fill in a **Childcare Costs Certificate** (you can find this form on our website).

If anyone listed above is working, we must see their last five weekly, three fortnightly or two monthly wage slips. If you don't provide these, it may lead to us paying you less.

**Part C Questions about work**

1. Do you or your partner do any work, regardless of the hours worked or whether you are paid? Yes  No

If 'Yes', please answer all the questions in this part. If 'No', go to Part D on Page 6.

2. Are you or your partner self-employed? Yes  No

If 'Yes', please fill in a **Self-employed Income form** (you can find this form on our website).



	You	Your partner
3. What is the name of your employer?	<input type="text"/>	<input type="text"/>
4. When did you start this job?	<input type="text"/>	<input type="text"/>
5. How many hours do you work on average each week?	<input type="text"/>	<input type="text"/>
6. How much do you get paid?	<input type="text"/>	<input type="text"/>
7. How often do you get paid?	<input type="text"/>	<input type="text"/>
8. Do you pay into a private pension scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Are you getting Statutory Sick Pay, Maternity Pay, Paternity Pay or Adoption Pay from your employer at the moment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', when do you expect to return to work?	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
10. Do you have any other jobs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If 'Yes', please give full details in Part F on Page 8

**You must tell us straight away if your earnings change**, this includes any periods of overtime or if you earn more or less than usual. If any changes are due in the near future, please give details in Part F on Page 8.

If you have recently started work and do not have any payslips, please ask your employer to fill in a **Certificate of Earnings** form (you can find this form on our website).

**Part D About the money you have coming in**

**!** 1. Please tell us about any private pensions, occupational pensions and annuities in the boxes below.

Pension or annuity provider	How often is it paid?	Gross pay (from advice slip)	Tax (from advice slip)	When is the next increase?	Who gets this?

**!** 2. Please tell us about all other income you or your partner get or are waiting to hear about.

You need to include state pensions, Tax Credits, Pension Credits, Jobseeker’s Allowance, Employment and Support Allowance, Income Support, Universal Credit, Disability Living Allowance or Personal Independence Payment, Child Benefit, maintenance or child support, rental income, tips, charitable or voluntary payments, or any other income you receive.

**If you and your partner have no income**, write ‘none’ and explain why, and how you are meeting your day to day living expenses in Part F on Page 8.

Type of income	Received by who	Received for who	Amount received	How often?	Waiting to hear

**Please note** that you don’t need to provide proof of your income, earnings, capital, savings or investments if you receive Income Support, Jobseeker's Allowance (income-based), Employment and Support Allowance (income-related) or Pension Credit (Guarantee credit).

## Part E About bank and building society accounts, savings and investments

1. Do you or your partner have any capital?

Yes

No

If 'No', go to Part F on Page 8. If 'Yes', tell us about all your capital by answering the questions below

Please be aware that when we ask about capital, this includes any bank, building society or Post Office accounts, savings or investments (this includes ISAs linked to mortgages), Premium Bonds or stocks and shares, property in the UK or abroad including any money, property or land that is being looked after for you or any money owed to you.

2. How many bank, building society or Post Office accounts do you and your partner have?

3. If you are working age, do you have a total household capital of £5,500 or more?

Yes

No

4. If you are of pensionable age, do you have a total household capital of £9,500 or more?

Yes

No



5. If your answer to question 3 or 4 is 'Yes', please list all of your capital in the table below and provide proof

Type of capital	Account or reference number if applicable	Amount	Held by
<i>Example: Halifax current account</i>	<i>12345678</i>	<i>£4000.00</i>	<i>Partner</i>

6. Do you or your partner own any property (other than the home you live in), land or holiday homes, in the UK or abroad?

Yes

No

This includes properties and land on which there is a mortgage or loan, held in trust, or jointly held with another person.

If 'Yes', please give details in Part F on Page 8

## Part F Other information

If you want to give any more information that would help us deal with your application, please give details in this section. If there is not enough room, please attach a separate sheet of paper.

## Part G Declaration

- 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 Council Tax Support. 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 Council Tax Support.  
Some examples of changes you must tell us about are given below (if you are not sure if a change may affect your Council Tax Support 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
  - Tax Credit changes
  - If you or your partner start working or change employer
  - If you or your partner have a baby
  - If anyone joins or leaves your household
  - If the income of anyone in your household goes up or down
  - If a child leaves school or Child Benefit stops
  - If you or your partner's income goes up or down
  - If you or your partner's savings or investments go up or down
  - If you or your partner make a claim for Universal Credit, or
  - If you or your partner come off Income Support, Jobseeker's Allowance, Employment and Support Allowance, Universal Credit.

We will send your benefit award letters and Council Tax bills (if you are the person liable for Council Tax) to the email address you have given on the front of this form.

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



**Proof we need before we can deal with your application for Council Tax Support**

If you don't provide all the information we have asked for on this form, we might not be able to pay you any Council Tax Support. We need the same proof for your partner and for any other adults living in your home (such as non-dependants in Part B). If you don't have the proof we need at the moment, send the form back to us now and send the proof later. We can start to process your application, but we may not be able to give you any Council Tax Support until we have all the proof.

If you don't provide the proof within one month of any request and don't let us know you are having difficulties in providing the information, we may have to make a decision without this information. This could mean you get less help.

**Proof of identity (unless previously provided):** Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, EU National identity card or recent gas or electricity bill.

**Please note** that you don't need to provide proof of your income, earnings, capital, savings or investments if you receive Income Support, Jobseeker's Allowance (income-based), Employment and Support Allowance (income-related) or Pension Credit (Guarantee credit).

**Proof of earnings:** This means your last five payslips if you are paid weekly, your last three payslips if you are paid every two weeks, or your last two payslips if paid monthly. If you or your partner are self-employed, you need to fill in a Self-employed Income form (you can find this form on our website).

**Proof of other income:** Such as pension slips from a former employer and proof of any money people pay you for board and lodgings. If you receive any benefits or pensions including Tax Credits, we need to see the award notice from HM Revenue and Customs, The Department for Work and Pensions, The Pension Service or The Service Personnel and Veterans Agency. If you receive a student grant or loan we need to see your financial assessment notice.

**Proof of capital, savings and investments:** Such as all your bank, building society or Post Office books or accounts with the interest made up to date (showing at least the last two months transactions), or certificates for premium bonds, national savings certificates, ISAs, stocks shares and unit trusts. We need to see proof of any interest or dividends you get on investments and savings.

**How your Local Authority collects and uses information**

Your Local Authority will use the information you give in this form, and in any supporting proof you send, to process your application for Council Tax Support.

They may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue & Customs, as allowed by the law. They may check information you have provided, or information about you that someone else has provided, with other information they hold.

They may share relevant information about you with other council departments, other councils and landlords, to make sure you receive the correct amount of welfare benefits and services.

They 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.

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

Your Local Authority is the data controller for the purposes of the Data Protection Act. If you want to know more about what information they have about you, or the way they use that information, please ask them.

## **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

01227 862300

[www.canterbury.gov.uk](http://www.canterbury.gov.uk)

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.

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## **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

01304 872199

[www.dover.gov.uk](http://www.dover.gov.uk)

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.

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## **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

01843 577552

[www.thanet.gov.uk](http://www.thanet.gov.uk)

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.