

Part A About you and your partner

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 type="text"/>	<input type="text"/>
4. Last name	<input type="text"/>	<input type="text"/>
5. First names	<input type="text"/>	<input type="text"/>
6. Date of birth (dd/mm/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
7. National Insurance number	<input type="text"/>	<input type="text"/>
8. Your new address (the address for which you are applying for help)	Postcode	
9. What date did you move into the property?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
10. What was your last address?	<input type="text"/>	<input type="text"/>
11. What dates did you live there?		
	From: <input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	To: <input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Part B About other people that live in your home

1. Please tell us about all other people who normally live with you (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?					
When did they move in?					

Part C Other changes in circumstance

1. Apart from the changes you have told us about in this form, have there been any other changes in your circumstances?

Yes No

If 'Yes', please tell us what has changed and when it changed in Part D on Page 4.

Part D 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 E 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

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

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

01304 872199

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.

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

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.