**Crawley Borough Council**

**Council Tax Support Claim (v3)**

**ALL QUESTIONS MUST BE ANSWERED**

|  |  |
| --- | --- |
| Full Name: | |
| National Insurance Number: | Email Address: |
| DOB: | Phone Number: |
| Current Address: |  |
|  | |
| Post Code: |  |
| Date you moved in |  |
| Do you OWN or RENT this property? If neither please explain. | Own / Rent |
| Nationality |  |
| Date arrived in UK |  |
| Are you subject to immigration control? | Yes / No |
| Do you have a home office card? | Yes / No |
| Previous Address: |  |

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| Who do you rent the property from? | | |  | | | | | | | | | |
| Who is the owner of the property? | | |  | | | | | | | | | |
| Do you have any savings or capital?  How much in total? | | | Yes / No | | | | | | | | | |
| Do you own any other property or land in the UK or abroad? If so please give details. | | | Yes / No | | | | | | | | | |
| **Number of other adults who live with you?** | | | | | | |  | | | | | |
|  | | | | | | |  | | | | | |
| **Name** | National Insurance Number | Relationship to you | | | DOB | | Nationality | | How Long in UK | | | |
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|  | | | | | | | | | | | | |
| **Income** | | | You £ | Partner £ | | | | | | Other Adult name | | Other Adult name |
| List frequency weekly / fortnighly / monthly | | | | | | | | | | | | |
| Housing Benefit | | |  |  | | | | | |  | |  |
| Universal Credit | | |  |  | | | | | |  | |  |
| Working Tax Credits | | |  |  | | | | | |  | |  |
| Child Tax Credits | | |  |  | | | | | |  | |  |
| Income Support | | |  |  | | | | | |  | |  |
| Job Seekers Allowance Income Based | | |  |  | | | | | |  | |  |
| Job Seekers Allowance Contribution Based | | |  |  | | | | | |  | |  |
| Child Benefit | | |  |  | | | | | |  | |  |
| Maintenance | | |  |  | | | | | |  | |  |
| Disability Living Allowance / PIP | | |  |  | | | | | |  | |  |
| ESA | | |  |  | | | | | |  | |  |
| Pensions | | |  |  | | | | | |  | |  |
| Other | | |  |  | | | | | |  | |  |
| Other | | |  |  | | | | | |  | |  |
| **Earnings (You)** | | | Employer | | | Hours p/w | | Income £ | | | Frequency | |
| Employer 1 | | |  | | |  | |  | | |  | |
| Employer 2 | | |  | | |  | |  | | |  | |
| **Earnings (Partner)** | | | Employer | | | Hours p/w | | Income £ | | | Frequency | |
| Employer 1 | | |  | | |  | |  | | |  | |
| Employer 2 | | |  | | |  | |  | | |  | |
| **Earnings (Non dependant)** | | | Employer | | | Hours p/w | | Income £ | | | Frequency | |
| Employer 1 | | |  | | |  | |  | | |  | |
| Employer 2 | | |  | | |  | |  | | |  | |
| **Earnings (Non dependant)** | | | Employer | | | Hours p/w | | Income £ | | | Frequency | |
| Employer 1 | | |  | | |  | |  | | |  | |
| Employer 2 | | |  | | |  | |  | | |  | |
| **PLEASE PROVIDE THE LAST 5 PAYSLIPS FOR EACH EMPLOYER IF PAID WEEKLY, 3 PAYSLIPS IF PAID FORTNIGHTLY OR 2 PAYSLIPS IF PAID MONTHLY WITH THIS APPLICATION** | | | | | | | | | | | | |
| Are you / partner self employed? | | | Yes / No (We will need separate accounts) | | | | | | | | | |
| Are you / partner a company director? | | | Yes / No (We will need separate accounts) | | | | | | | | | |

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| Are any of the above adults subject to immigration control or have a home office card? | Yes / No |
| Are any of the above adults joint tenants or owners of the property? | Yes / No |

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| --- | --- | --- | --- | --- | --- | --- |
| Number of children who live with you? | | |  | | | |
|  | | | | | | |
| **Childs Name** | Relationship to you / partner | DOB | Nationality | How Long in UK | Who receives Child Benefit | Do you receive child maintenance? |
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| Do you receive any disability benefits for the children such as DLA or PIP? |  |
| Do you pay any child care costs to a registered child care provider? | Yes / No  Which Child?  Hours per week?  How much per week?  Ofstead number? |
| Is any child due to leave school in the next 2 years? |  |

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| Is anyone in your household a student ? Please list when course started. If Full / Part time, College / University and when course is due to end. |  |
| Is anyone in your household temporarily absent?  Please give details. |  |
| Does anyone receive carers allowance for you? |  |
| Any other information you wish to declare |  |

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| Is this application been prompted by a change in your circumstances triggered by the Corona-virus?  If yes please supply details. |  |

**DECLARATION**

**Even if someone else has completed this application for you must ask them to read it and the following declaration back to you, then you must sign and date it.**

**Please read this declaration carefully before you sign and date it.**

* I understand that you may take criminal proceedings against me if;
* I lie to you so that I can get benefit;
* I give you false documents so that I can get benefit;
* I do not tell Crawley Borough Council’s Benefits Section about changes to my circumstances that may affect my claim; or
* I claim when I know I should not.

**I will contact the Benefit Section at Crawley Borough Council about any changes to:**

* my income, my partner’s income and the income of anyone else who lives with me;
* my savings and my partner’s savings;
* the number of people who live with me;
* my address;
* my marital or civil partnership status; and
* any other change to my circumstances or the circumstances of any member of my family.

**I declare that:**

* I understand it is my responsibility to notify Crawley Borough Council’s Revenues Department of any change in circumstances. I understand that the Department of Work and Pensions will not do this on my behalf if I notify them of the change;
* I understand that if I fail to inform you of any changes in circumstance within a reasonable period of time, this could lead to the issue of a penalty notice or the taking of criminal proceedings against me.
* If this application form has been filled in by someone else on my behalf, I have read it, or have had it read to me;
* The details on the form are true and complete; and
* I have sought permissions from everyone else who lives with me to use their details to process my claim.
* I give you permission to check any information relating to my application for Council Tax Support.

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| --- | --- |
| **Signature of person claiming:** |  |
|  |  |
| **Date:** |  |
|  |  |
| **Signature of partner:** |  |
|  |  |
| **Date:** |  |

**Privacy notice**

Crawley Borough Council will use the information we hold about you to process your claim for Council Tax Support.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions or HM Revenues 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:

* Prevent or detect crime;
* Protect public funds; and
* Make sure the information is correct.

These third parties include government departments, local authorities and private-sector companies such as banks, organisations that may lend you money and companies that assist us in fraud detection and prevention such as Credit Reference Agencies.

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

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| --- | --- |
| **Signature:** |  |
|  |  |
| **Date:** |  |

If you are the Council Tax payer at your address and wish to claim, please complete and return the attached form within 1 month of the date of this email/letter.

Alternatively here is a link to the claim form on the website: <https://crawley.gov.uk/council-tax-and-benefits/about-council-tax/council-tax-reduction>

Once we have this form back and have received a full breakdown of your Universal Credit / income details, we can assess whether you would be entitled.

When you receive notification of your Universal Credit payment, please email us the full breakdown (including any deductions/advances/earned income that are detailed).

If you have a partner or non-dependant (a person over the age of 18) living in the household, please also provide evidence of their income and your own as follows:

**Identity and right to claim:**

Evidence of your identity and the identity of others in your household.

Evidence of you and your partner’s national insurance number

Home office biometric card if applicable (both sides)

**Capital and Savings:**

The last 2 months consecutive monthly statements for all bank or building society accounts held by either **you or your partner**. This includes current and savings accounts.

Evidence of any other capital savings or investments including bonds and property or land in the UK or abroad that you or your partner have.

**Income:**

Your last 5 weeks or 2 months’ payslips for you or your partner for all jobs held.

If you are self-employed please supply your last year’s full audited accounts.

If you are a director of a limited company please supply your last full year’s director’s accounts, plus your director’s payslips.

Details of any self-employed income support grant or small business grant received.

Any other income such as:

Child maintenance

Tax credit

Universal credit

Child benefit

Pensions

Disability benefits received by anyone in your household

Any other income.

Once you have gathered these items, you can take photographs or scans of them and email them along with your completed application form to: [benefits@crawley.gov.uk](mailto:benefits@crawley.gov.uk)

Please note that if you and or your partner have been furloughed but were previously earning a good wage, it is probable that you will need to continue paying your council tax, particularly if your total joint earnings are more than £2500 per month. If you have capital including a second property that amounts to more than £9,000 it is likely that you will not get any help with your council tax. You can still make a claim, but please do not be disappointed if you do not qualify.

Please ensure you quote the reference number at the top of this email/letter in any correspondence.

Kind regards

**Benefits Team**