

Claim form for Second Adult Rebate



Benefit Department, North Norfolk District Council, Holt Road, Cromer, Norfolk, NR27 9EN
Telephone: (01263)513811 Minicom: (01263)516005 Fax: (01263)515042

Name and Address

Reference Number:
Date Sent:
Officers Initials:
Office Receipt Stamp:

What is Second Adult Rebate?

This is a benefit for people who are solely liable for Council Tax, but do not qualify for 25% single person discount because there are other adults living in the property. Second Adult Rebate is a way to reduce Council Tax payments, and is not based on the income or capital of the person who is liable for Council Tax. Second Adult Rebate is calculated on the income of other adult(s) who live in the property. A partner cannot be classed as a Second Adult for the purpose of this benefit.

Second Adult Rebate is part of the Housing Benefit and Council Tax Benefit scheme administered by Councils on behalf of the Government.

Who cannot claim Second Adult Rebate?

- A single person who is liable for Council Tax and has Boarder(s) or sub tenant(s) living in the property
- A couple – if neither partner is disregarded for Council Tax purposes
- A Joint Owner or tenant living in the property

A person cannot usually claim Second Adult Rebate when jointly liable for Council Tax with someone else. However, where that other person is disregarded for Council Tax purposes, a claim may be made. Examples of when a person may be disregarded are shown below:-

- Aged under 18
- Severely mentally impaired and receiving certain qualifying benefits
- Aged 18 or over but Child Benefit is still being paid for them
- Most full-time students and YTS trainees
- Student nurses
- Patients in hospital and people in homes
- People living in hostels and night shelters
- Care workers and members of religious communities
- In prison
- Students
- Apprentices

Please note

The person liable for the Council Tax (who receives the bill) and **not** the second adult(s) must complete the application form and provide proof of their national insurance number and identity (and that of their partners if they have one, and that partner is disregarded for Council Tax purposes- see above list). Proof of the second adult(s) income and capital must also be provided.

How will Second Adult Rebate be paid?

Second Adult Rebate is credited directly to your Council Tax account. You will receive a notification letter advising of any award. A revised Council Tax bill if appropriate will also be issued you.

Main Housing and Council Tax Benefit

If you are the person liable to pay the Council Tax and on a low income then you can claim based on your income (and you partner's Income where relevant). Please request an application form for Council Tax Benefit on telephone number 01263 516349. If you put in a claim for Council Tax Benefit we automatically calculate both Council Tax Benefit and Second Adult rebate and pay whichever is the highest.

Filling in this form

- Please complete this form using black ink. Do not use pencil, if you make a mistake, just cross it out and put the right answer next to it. You will need to initial any corrections. Do not use correction fluid or tape.
- Answer 'Yes' or 'No' questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. Do not put a cross in any boxes. If you answer a question with a cross, or leave any relevant questions blank we may have to send your form back to you to make sure we understand what you mean. This will delay your claim.

If you need help filling in the form

If you need any help, our telephone number is 01263 516349. Our offices are open Monday, Tuesday and Thursday 8:30am to 5pm, Wednesday 10am to 5pm and Friday 8:30am to 4:30pm. Our minicom number for people who are hard-of-hearing 01263 516005, or you can email: benefits@north-norfolk.gov.uk

If you have difficulties visiting our offices it may be possible for someone from our Benefits Help and Advice Team to visit you in your own home to assist you. Please telephone 01263 516245 for more details.

Organisations like the Citizens Advice Bureau can also offer support and advice. The address and telephone number of your nearest branch can be found in the phone book.

What to do next

When you have filled in the form, sign it and send it to: Benefit Department, North Norfolk District Council, Holt Road, Cromer, Norfolk NR27 9EN

Enclose the evidence we need to see. If you have to show us valuable items such as benefit order books, passports or bank statements please where possible; bring them to North Norfolk District Council Office. If you must send them to us via post, please send them via Recorded Delivery. Any documents you provide will be copied and returned to you immediately.

When we usually pay benefit from

If this is your first claim, we will usually start your benefit from the Monday after we get your form. In certain circumstances we may be able to start your claim earlier than this. Please see part 5 of the form to request further information on this.

Changes you must tell us about

Tell us straight way if

- Any one moves in or out of your property
- Any children living in the property turn 18 and their Child Benefit stops
- You or your second Adult change address
- The Second Adult has a change in income or savings
- Anything you have told us about changes.

This is not a full list. If you are in any doubt whether you need to inform us of a change, please contact us for further advice. You must tell us about changes in writing – a phone call is not enough.

If you don't tell us about these changes you may lose money that you are entitled to or you may get too much benefit (that we will have to take back from you).

It is an offence not to tell us about any changes in circumstance that will effect your benefit. We may take court action against you and if we give you too much benefit, you will probably have to pay it back.

How we collect and use information

We will use the information you give us in the form, and any supporting evidence you send us, to process your claim for Second Adult Rebate.

We may pass the information to other agencies or organisations such as Department for Work and Pensions and Her Majesty's Revenue and Customs (HMRC), as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information that we hold. We may also get information about you from certain third parties to:

- Make sure the information is accurate
- Prevent or detect crime, and
- Protect Public Funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that lend you money.

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

North Norfolk Distinct Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use this information then please ask.

Part 1 - About you and your partner

Please complete the section about you.

- A. Do you have a partner who normally lives with you? Yes No
If Yes, please provide details of your partner.



If you have a partner, please refer to page 1 to check that you are able to claim.

	You	Partner
Title (Mr, Mrs, Miss, Ms)		
First name(s)		
Surname		
Date of birth		
Address		
National Insurance number		
Daytime telephone number (including STD code or mobile number)		

Please provide proof of identity and National Insurance number (see checklist part 4)

Part 2 – About your dependant children

We need to know about any children in your household who you receive Child Benefit for.

- A. Do you have any dependant children? Yes No
If Yes please complete the section below. If No, go to part 3

First Name(s)	Surname	Relationship to you	Date of birth	Male/ Female

Part 3 – About other people who live in the property

A. Please tell us about anyone who normally lives with you other than those you listed in part 1 & 2.

	Person 1	Person 2	Person 3
First name(s)			
Surname			
Date of birth			
National Insurance Number			
Relationship to you			
Do they pay a commercial rent or money for board and lodging with you?	Yes / No	Yes / No	Yes / No

B. Please tell us about their circumstances.

	Person 1	Person 2	Person 3
Are they a full time student , a student nurse, a care worker, an apprentice or on youth training?	Yes / No	Yes/ No	Yes / No
Are they in legal Custody at the moment?	Yes / No	Yes/ No	Yes / No
If 'yes', when did they go in?	Date in	Date in	Date in
When are they expected to come out	Date out	Date out	Date out
Are they in hospital at the moment?	Yes / No	Yes / No	Yes / No
If 'Yes', when are they expected to come out?	Date in Date out	Date in Date out	Date in Date out
Are they Severely Mentally Impaired?	Yes / No	Yes / No	Yes / No

C. Please tell us about their income

If any of the people above are in employment please complete below.

	Person 1	Person 2	Person 3
If working, what is their weekly gross income (before deductions)?	£	£	£

Please provide proof of earnings (see checklist part 4)

D. Please tell us below about all income other than earnings. This includes:

Income Support, Job Seekers Allowance, Child Benefit, Tax Credits, Incapacity Benefit, Employment & Support Allowance (ESA), Disability Living Allowance, Attendance Allowance, Invalid Care Allowance, Maintenance, Maternity Allowance, State Retirement Pension, Occupational/Private Pension, **any other benefits or income other than earnings not listed above.**

Name of person in receipt of income	Type of income	How much	How often	Date next change due (if known)

Please provide proof of income (see checklist part 4)

E. Please tell us about their capital / savings / investments

	Person 1	Person 2	Person 3
Do they receive any income / interest from any capital?	Yes / No	Yes / No	Yes / No
Do they have capital, savings or investments over £6000	Yes / No	Yes / No	Yes / No
If "yes" how much?	£	£	£

Please provide proof of Capital (see checklist part 4)

F. Are any of the people who normally live with you married or living with you as if they were married or civil partners?

Yes

No

If "Yes", tell us their names below. If "No" go to part to part 4

Name		Name
	Is the partner of	
	Is the partner of	

Part 4 – Checklist of the proof we need

Please note: Please use this checklist to tell us what proof you are sending with this form. It is important that proof is supplied with the form for us to be able to check that the amount of Second Adult Reabte is correct. If you do not give us all the proof we need, we might not be able to pay you any Second Adult Rebate or may need to write to you. Please tick to tell us what evidence you are sending with this form. We must see original documents, not copies.

Proof of national insurance number and identity for you

We need to see two of the documents listed and one of these will have to show you national insurance number. Birth certificate, marriage certificate, passport, medical card, driving licence, EEC identity card, recent gas or electricity bill, UK residence permit.

Two proofs for yourself and partner if applicable

Proof of work and earnings for other adults living with you

We need to see proof of all work and earnings listed in Part 3. This can be the last 5 payslips if paid weekly, or the last 2 payslips if paid every month. (Please note that handwritten payslips are not acceptable. If payslips are not available please tell us and we will send an Employers Certificate to the employer for completion). If the other adult is self-employed, we will need to see the prepared accounts for the last financial year. If they have been trading for less than 6 months, we need to see a summary of the trading records so far. We can supply forms for this.

The most recent payslips:

Proof of any self-employment:

Proof of income other than earnings for other adult living with you

We need to see proof of all income listed in Part 3. This can be current award notices or letters from the Department of Work and Pensions or HM Revenue & Customs confirming what is paid, in respect of benefits, allowances, tax credits, state retirement pensions, disability benefits / allowances etc. Proof could also be things such as pension slips from a former employer

Current award notices or letters (all pages) from Department of Works and Pensions or HM Revenue & Customs:

The most recent pension payslip or notification letter for any private/public service pensions:

A notification letter showing how much maintenance they are getting:

Proof of any other income received:

Proof of capital if over £6,000

We need to see proof of all income from capital / investments. This includes bank, building society accounts, Post Office books, Premium Bonds, National Savings certificates, ISA's, stocks, shares and unit trusts etc. We need to see proof of any income or interest. If you are unable to provide up to date proof of the income/ interest received, we will assume an income from the capital.

Two months consecutive and up to date statements for all accounts

Recent certificates to show stocks, shares and investments

Part 5 - Backdating

If you wish to claim from an earlier date and require further information regarding claiming backdated benefit please tick this box, we will write to you.

Part 6 – Declaration

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

- I declare that the information I have given on this form is correct and complete.
- I understand that if I give information that is incorrect or incomplete action may be taken against me, which may include court action.
- I agree that you will use the information that I have provided to process my claim for Second Adult Rebate
- I understand that you may use any information I have provided in connection with this and any other claim for DWP benefits that I have 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. You may contact my employer to obtain proof of my earnings.
- I know that I MUST let you know immediately in writing about any change in my household circumstances or the details of the other adults who live with me.
- I authorise you to use the information I have given on this form and on any supporting documents to manage Council Tax and other council activities.

Signature of person claiming		Date	
Signature of partner		Date	

If someone else has filled in all or part of this form for you, please ensure they complete the Declaration Supplement at Part 6b.

Part 6b – Declaration supplement

This section must be completed if the review form has been filled in by someone on your behalf. This includes an agent, appointee, relative or friend.

- I have read or had read to me all entries on this form and confirm that they are as stated by me and correct.

Signature of person claiming		Date	
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Name of person who filled in the form	
Signature of person who filled in the form	
Date	
Reason I filled in the form	
Relationship to the person claiming	
Address of the person who filled in the form	
Contact telephone number of the person who filled in the form	

Part 7 – Ethnic background

The government have asked us to gather information about our customers' ethnic backgrounds. It is your choice whether to fill in this section. It does not affect your benefit claim.

Ethnic background	You	Your partner
White		
British		
Irish		
Any other White background, please state		
Mixed		
White and Black Caribbean		
White and Black African		
Any other Mixed background		
Asian or Asian British		
Indian		
Pakistani		
Bangladeshi		
Any other Asian background, please state		
Black or Black British		
Caribbean		
African		
Any other Black background, please state		
Chinese		
Chinese		
Any other Chinese background, please state		
Other		
Any other ethnic background, please state		