



CHEL TENHAM
BOROUGH COUNCIL

Benefit Service

Cheltenham Borough Council, P.O. Box 10,
Municipal Offices, Promenade, Cheltenham, GL50 1PW
Helpline : 01242 264341 **E-mail**: benefits@cheltenham.gov.uk

Name:
Address:
Postcode:

Office use only
Claim number
Property ref
Person ref
Date of issue

Second Adult Rebate claim form

You should fill in this form if you only want to claim Second Adult Rebate. If this is not the case, please contact 01242 264341 for a different form.

Second Adult Rebate is a form of council tax support for council tax payers, who do not have a partner, but share their home with someone over 18 on a low income who is not a paying lodger.

You may still be able to claim Second Adult Rebate if you have a partner, but they have to be a disregarded person under the council tax regulations. If you have a partner please contact the above number for further advice for completing the form.

This rebate is not based on the council tax payer's income, but that of the other adult(s) in the property – they are known as second adult(s). The amount of rebate you get depends on the total gross income of your second adult(s).

About this form

We have designed this form to make it as easy as possible to fill in.

- Please use black ink to fill in the form. Do not use pencil.
- If you make a mistake, just cross it out and put the right answer next to it.
- Please answer all the questions in BLOCK CAPITALS and tick the 'Yes' or 'No' boxes when asked.
- If any questions do not apply to you, please write 'Nil' or 'None'.

If you have difficulty reading this form and would like a larger version or a home visit please contact 01242 264341	Office use and date stamp
---	----------------------------------

Part 1

About your property

Are you liable for Council Tax?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you the owner of the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are a joint owner, please specify the names of all other owners		

Part 2

About you and your partner

By partner, we mean a person who you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner (a civil partnership is a formal arrangement that gives same sex partners the same legal status as a married couple).

	You	Your partner
National Insurance Number		
Title (Mr, Mrs, Miss and so on)		
First names		
Surname		
Any other names you have been known by		
Date of birth		
Phone number		
Mobile number		
E-mail address		

If you change your telephone number please contact us as soon as possible

What is the address you want to claim benefit at, if different from the address shown on the front page?	
What date did you move to your current address?	
What date do you want to claim Second Adult Rebate from?	

We cannot deal with your claim without proof of identity. We will need to see two forms of identification for you, and if you have a partner two forms of identification for them as well. **At least one form must show your National Insurance Number.**

Part 3

People who live with you

Other people who live in your home who are not dependent on you, such as grown up children who have left school, parents, friends, relatives, lodgers and boarders are called non-dependants.

We will need to see evidence of the income your non-dependants receive. If you cannot provide this, we will have to assume that they have a high income and you will not get benefit.

- If they work for an employer, we must see their last five weekly wage slips or two monthly payslips. If they are self-employed, we will need to see their latest trading accounts.
- If they get Income Support, Jobseeker's Allowance, Employment & Support Allowance, Universal credit, Incapacity Benefit, Attendance Allowance, Disability Living Allowance, Personal Independence payments or Pension Credit, then we will **not need to see proof** of this income if they sign below to give us permission to check their details with the Department for Work & Pensions.
- We will need to see original documents for any other income or savings.

Please give details for each non-dependant who lives with you and what their income is by placing a tick in either the 'Yes' or 'No' box.

	First person	Second person	Third person
First names			
Surname			
Relationship to you			
Date of birth			
Do they get Income Support, Jobseeker's Allowance or Universal credit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they get Incapacity Benefit or Employment & Support Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they get Disability Living Allowance, Personal Independence payments or Attendance Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they get Pension Credit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

I agree to you contacting the Department for Work and Pensions to confirm I am receiving the benefits that have been ticked above

National Insurance Number			
Non-dependant's signature			

People who live with you continued

	First person	Second person	Third person
Are they a full time student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they pay you rent?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they work over 16 hours a week?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give their gross weekly wage before any deductions	£	£	£

Please give your non-dependant's gross weekly income from the following sources.

State pension	£	£	£
Private pension	£	£	£
Child benefit	£	£	£
Tax credits	£	£	£
Other state benefits	£	£	£
Other income	£	£	£
Interest from savings	£	£	£

Part 4

Anything else you need to tell us

Please use this space to tell us anything else you feel may help us deal with your claim. If you want your claim backdated you will also need to give your reasons here for the delay in applying.

Part 5 Declaration - Please read this carefully before you sign it

I understand the following:

- If I give information that is incorrect or incomplete you may take action against me. This may include legal action. You will use the information that I have provided to process my claim for Second Adult Rebate. You may check some of the information with others as allowed by law.
- You may use any information I have provided in connection with this and any other claim for state benefits that I have made or make. You may give some information to other organisations, such as government departments, local authorities and private companies such as banks and organisations that may lend me money.
- You must protect the public funds you handle and may use the information I have provided on this form to prevent and detect fraud. You may also share this information for the same purpose with any other organisations responsible for monitoring and handling public funds, which includes Experian a credit agency who is the data processor for the Department for Work and Pensions.
- I know I must immediately tell you, the Benefit Service, about any change in circumstances or changes in the circumstances of anyone else in the household, which may affect my claim. If I do not I may be prosecuted.
- I confirm that the information I have given on this form is correct and complete.

Your signature		Date	
Partner's signature		Date	

If this form has been filled in by someone other than the person claiming

Please tell us why you are filling in this form for the person claiming	
Name of the person who filled in the form	
Relationship to the person claiming	

Declaration: I have confirmed with the person claiming that the answers I have written on this form are correct and the declaration above has been read by or to them.

Signature of the person who filled in the form		Date	
--	--	------	--

How we collect and use information

We will use the information we collect on this form and supporting evidence to process your claim for housing benefit/council tax support. We may pass the information to the Department for Work and Pensions and HM Revenue and Customs if the law allows this.

We may check the information you provide or information someone gives us about you with other information held by us. We may also get information from organisations or give them information to check the details we have are accurate. This is to prevent or detect crime or to protect public funds in other ways if the law allows this. These other organisations include government departments and other local authorities.

We are the Data Controller for the purpose of the Data Protection Act 1998. This means we are responsible for keeping to the Data Protection Act. If you want to know more about what information we have about you or the way we use that information, please see our fair processing notice on our website or contact us.

Changes you must tell us about

You must tell us if:

- anyone moves into or out of your home, including lodgers and sub-tenants;
- the income of anyone living with you, including benefits, changes;
- you, or anyone living with you, becomes a student, goes on a youth training scheme, goes into hospital or a nursing home, goes into prison or changes or leaves a job;
- you move or are going to be away from home for more than a month;
- anything you have told us about changes.

This is not a full list. If you are not sure, ask us for advice. You must tell us about any changes in writing as a phone call may not be enough.

What happens now?

When you have filled in the form, sign it and return it to us at the address on the front of the form together with original documents to prove your non-dependants' income and your identity. Supporting documents will be photocopied and returned to you.

Valuable items such as passport, building society passbooks should not be posted but brought into the customer service desk at the Municipal Offices between 10:00am and 4:00pm (Monday to Friday) where we can check and photocopy them free of charge.

We will contact you within seven days of receiving your form, to either ask for extra information or tell you about your award.

If you get Second Adult Rebate we will take this off your council tax and send a new bill telling you what you have to pay.