

Local Council Tax Support claim form

Isle of Wight Council, Revenues and Benefits Services, PO Box 238, Newport, PO30 9FP
Email: housing.benefit@iow.gov.uk Website: www.iwight.com/housingbenefitonline



Name and address

Postcode

F O R O F F I C I A L U S E O N L Y

Benefit ref no:

Date issued

Date received

If you have difficulty understanding this document please contact us on (01983) 823950 and we will do our best to help you.

Please make sure you answer all the questions. Please write in black ink.

Answer all yes or no questions by putting an 'X' in the relevant box.

This form can also be submitted online by visiting www.iwight.com/housingbenefitonline and click on 'Local Council Tax Support Short Form'.

Currently you are in receipt of Housing Benefit. A change in your circumstances means that you might be entitled to Local Council Tax Support. If you wish to claim Local Council Tax Support please complete all sections of this form and sign it. Please return the form to the address printed at the top of this form immediately. Failure to do so may mean that you lose

out on benefit. Please contact the council's benefit department if you need more time. If this form is not completed correctly it will take longer for us to deal with your claim.

By completing this form you are confirming to us that you wish to make a claim for Local Council Tax Support.

About you

Title

Surname

First name/s

Date of birth

National Insurance number

Telephone number

Email

Address you are moving from

Postcode

About your claim

Please confirm below that you have advised us of all changes in your circumstances, and that we have the most up to date and accurate information about your claim. You will find the current information we hold on your latest Housing Benefit notification letter. Please tick box to confirm.

Description	Yes	No	Description	Yes	No
Income eg wages, pension, benefit.	<input type="checkbox"/>	<input type="checkbox"/>	Rent charges eg tenancy agreement.	<input type="checkbox"/>	<input type="checkbox"/>
Capital eg bank statement, bonds.	<input type="checkbox"/>	<input type="checkbox"/>	Other Please give details below.	<input type="checkbox"/>	<input type="checkbox"/>
Household eg member of your family.	<input type="checkbox"/>	<input type="checkbox"/>			

If you answer 'No' to any of these categories, please give date/s and details of the change/s and provide original proofs.

Backdating *If you think that your benefit should be backdated please answer the following.*

To what date do you want your benefit backdated?

The maximum period for backdating is one month.

D	D	M	M	Y	Y	Y	Y
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Please give the reason/s why you did not claim at that time.

Please continue on a separate sheet if necessary.

Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm all the details are correct. But they do not have to sign. Please read this declaration carefully before you sign and date it.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Local Council Tax Support, or both. You may check some of the information with other sources as allowed by the law. Information may be shared with other departments within the council for providing assistance in relation to tenancies and to maximise claimant's income, to identify persons responsible for Business Rates and/or Council Tax and for the recover of any council debts.
- You may use any information I have provided in connection with this and any other 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, and companies that assist us in fraud detection and prevention such as Credit Reference Agencies, if the law allows this.
- The Isle of Wight Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
- I know I must let the council's benefit office know immediately about any change in my circumstances which might affect my claim.

I declare the information I have given on this form is correct and complete.

Signature of person claiming

Date

D	D	M	M	Y	Y	Y	Y
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Partner's signature

Date

D	D	M	M	Y	Y	Y	Y
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If this form has been completed by someone other than the person claiming

Please tell us why you completed this form for the person claiming.

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

Privacy notice

The Isle of Wight Council as data controller will process your personal information in accordance with the Data Protection Act 1998. The personal details provided by you may be shared and verified with other departments within the Council for the recovery of any debts owed to the Council, for providing assistance in relation to tenancies, Blue Badge Applications, maximising claimants' income, bringing empty properties back into use and to identify persons responsible for Business Rates and/or Council Tax. The departments include Council Tax, Benefits, Parking Services, Business Rates, Electoral Registration, Housing Services, Supporting People, Blue Badge, Strengthening Families, Adult Social Services, Community Services Financial Assessment and Sundry Debts (including Housing Benefit overpayments).

The Council may also be required to disclose personal information to third parties (such as the Police or Department for Work and Pensions) for the purposes of preventing or detecting crime or apprehending or prosecuting offenders.

The Council is under a duty to protect the public funds it administers, and to this end may use Council Tax, Housing Benefit and Blue Badge information for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

The Council is required under Part 6 of the Local Audit and Accountability Act 2014 to participate in the National Fraud Initiative (NFI) data matching exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud. Council Tax data will be provided to the Cabinet Office for NFI and will be used for cross-system and cross-authority comparison with other relevant organisations' data for the prevention and detection of fraud. It does not require the consent of the individuals concerned under the Data Protection Act 1998.



Data Protection Act 1998

This application may be monitored by the Isle of Wight Council for regulatory, quality control or crime detection purposes. Information from this application will be processed in accordance with the Data Protection Act 1998 for the purpose of processing your particular enquiry or request. The Isle of Wight Council ('the council') is the data controller. By completing this form you consent to the council contacting you by email or nominated contact method in relation to your enquiry or request. Information may be shared with other departments within the council for providing assistance in relation to tenancies and to maximise claimant's income, to identify persons responsible for Business Rates and/or Council Tax and for the recover of any council debts. Please note that the council may process your information in the absence of consent for the purpose of crime prevention or detection so far as is in accordance with the law.

Please return completed forms by post to Revenues and Benefits Service, PO Box 238, Newport, Isle of Wight PO30 9FP or alternatively visit either Newport Help Centre, County Hall, Newport (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm) or Ryde Help Centre, Ryde Library (Monday, Tuesday and Friday 9am to 5pm, closed between 12.15pm to 13.30pm).