



# Ashfield

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## Housing and Council Tax Benefit

For Working Age Claimants



In this booklet:

- *Information about the schemes*
- *How to claim*

*plain English  
approved*  
by the word centre

## What are housing and council tax benefits?

Housing benefit can help you pay your rent if you are on a low income. You can claim if you have to pay rent for the property you live in. You may be a council tenant, pay rent to a private landlord or to a housing association.

Council tax benefit can help you if you have to pay council tax on your home.

### *What is Second Adult Rebate?*

Second adult rebate is for people who cannot get help with their council tax bill but have other people living with them, who are not their partner, who are on a low income. You must normally be the person responsible for paying the council tax on your home. If you think you may qualify, or you want further information, please ask the benefits section.

### *Can council tax bills be reduced in any other way?*

As well as council tax benefit and second adult rebate, council tax bills can be reduced by:

- Council tax discounts
- Council tax exemptions
- Council tax reductions for people with disabilities

### *What is council tax discount?*

You can get a 25% discount if you are the only adult living in a property. We do not count some adults when we are looking at the number of residents to award a discount. These include:

- Full time students
- People who are severely mentally impaired
- Carers
- 18 and 19 year old people who have left school
- People in prison

### ***What are council tax exemptions?***

When a property is empty there may be a period of time when it is exempt from council tax. Certain properties may be exempt even when people are living in it, for example, if all the residents are full-time students.

### ***What are council tax reductions for people with disabilities?***

If a person with disabilities living in house has to use a wheelchair or has an extra room essential for their needs, they may get a reduced council tax bill.

### ***How do I claim a council tax discount, exemption or reduction?***

You will need to fill in a form to claim one of these reductions in your council tax bill. Contact the Council at the address at the back of this book.

### ***How do I claim Housing Benefit and Council Tax Benefit?***

If you apply for Jobseekers Allowance or Income Support an application form will be enclosed with the claim pack. If you make a telephone claim, you will be asked if you want to claim housing benefit and council tax benefit. A decision on your claim for Jobseekers Allowance or Income Support will be sent to us. Your housing benefit and council tax benefit application form will also be forwarded to us.

In other circumstances, you must claim housing benefit and council tax benefit directly from the Council by filling in a claim form. The contact details are at the back of this book. Once you have filled in this form send it back with all the information we need as soon as possible.

You can download the housing benefit and council tax benefit form from our Website.

## ***How do I claim Second Adult Rebate?***

You can claim second adult rebate directly from the council. If you complete a form to claim council tax benefit, any entitlement to second adult rebate will be calculated automatically.

## ***What information do you need to work out my Benefit?***

When you claim Housing Benefit or Council Tax Benefit we need to know:

- Your income and savings, unless you are on Pension Credit
- Your family circumstances, including details about who lives with you
- Your rent, but only if you are claiming housing benefit
- You will also need to provide evidence of you and your partners National Insurance number and identity.

All documents you send to us, as proof, must be original.

## ***How will my income be worked out?***

If you get Jobseekers Allowance (Income based) or Income Support we will need proof of this. The application form will ask you to complete details of any other income you have but we do not usually ask you to provide proof of this.

If you do not get Jobseekers Allowance (income based) or Income Support we need to know about any income you or your partner get. When you claim you will need to provide proof of all your income. The types of income we need to know about include:

- Earnings, wages or salary from employment. This also includes sickness pay and maternity pay. We will need to see your last five weekly payslips or two monthly payslips. If you prefer, you can ask your employer to fill in an Earnings Certificate, which we will provide.

- Proof of earnings from self employed work. We will need to see your most recent trading accounts or your day-to-day records of income and expenditure. We also have a self-employed income details form that you can complete if you have not kept a full set of accounts.
- Student grants and loans.
- Other state benefits such as Child Benefit, Child Tax Credit, Working Tax Credit and Incapacity Benefit
- Rent paid to you by lodgers or subtenants
- Maintenance received from a former partner
- Private pensions

For second adult rebate we only need to know the gross weekly income of your second adult or adults – for example, their wages before tax and National Insurance are taken off.

### ***What savings count?***

We need to know about any savings and investments you or your partner have. This includes:

- Bank accounts (current or savings), building society accounts and post office savings
- PEPs, TESSAs and ISAs
- Stocks, shares, unit trusts etc
- National Savings Certificates
- Cash
- Property or land you own (but not the home you live in).

Unless you are a pensioner getting Guarantee Pension Credit, you will not qualify if you have savings and investments exceeding £16,000.

For savings and investments between £6,000 and £16,000 we will add £1 to your weekly income figure for every £250 or part of £250. For example, if you have £7,600 we will add £7 to your weekly income figure.



If you get Jobseekers Allowance (income based) or Income Support the application form will ask you to complete details about your savings but we do not usually ask you for proof of them.

If you are claiming second adult rebate we only need to know the amount of interest your second adult or adults get on their savings. We do not need to know how much their savings are.

### ***What about my family circumstances?***

To work out your benefit we need to know who else lives with you. You will get more benefit if you have dependant children. The section 'How are my housing benefit and council tax benefit worked out?' gives more details.

If you have a lodger or grown up children living with you, you may get less housing benefit and council tax benefit. The section 'Do I get less benefit if I have people living with me?' gives more details.

### ***If I have a partner do we both have to fill in a claim form?***

No, you only have to fill in one form but you must both sign it.

### ***If my partner works and I don't, can I claim for myself?***

No, when you claim benefit we need to know about your partner. We work out your benefit using your joint income.

### ***How much rent will my Housing Benefit cover?***

If your rent includes charges for services, we may need to take the cost of these from your rent before we work out your housing benefit. We will also check that your rent is not too high. If it is, we will work out your benefit on a lower rent figure. In some cases we may reduce the rent if your home is too large for you and your family. The rent figure set by us, less any service charges is called the 'eligible rent'.

## ***How can I find out if I will get my rent paid before taking a private tenancy?***

If you are thinking of taking a tenancy, other than one with the council or a housing association, you should consider asking for a 'pre-tenancy determination'. You will need to fill a form in giving details of your household and the property you are interested in renting. The amount of the eligible rent can then be worked out quickly. This means that you will know the eligible rent before you commit yourself to a tenancy. A pre-tenancy determination cannot be done if you have already signed an agreement.

The amount of rent you have to pay will still depend on your personal circumstances.

## ***Which charges are not covered by housing benefit?***

Housing benefit does not cover charges for meals, water rates, heating and some other services included in your rent. If these are included in your rent we will take the costs of the service from your rent before working out your benefit. The Government sets the maximum weekly deductions for food and fuel but if your landlord provides these at a lower cost we may take off the lower amount instead. We will need to see a letter from your landlord saying what the actual costs are.

## ***Which services can be covered by housing benefit?***

These include charges for:

- Lifts
- Cleaning and lighting of shared areas like staircases and landings.

## ***What if I pay council tax in my rent?***

If your rent includes council tax we will treat this as part of your rent when we work out your housing benefit.

## ***How are my housing benefit and council tax benefit worked out?***

Housing and council tax benefit will be worked out at the same time and you will only need to fill in one form.

If you get Jobseekers Allowance (income based) or Income Support you will normally get the maximum Benefit. If you do not get Jobseekers Allowance (income based) or Income Support the amount of Benefit will be worked out by comparing the amount of money the government says you need to live on (applicable amount) with the money you have coming in each week. If your income is more than your applicable amount, the amount of housing benefit and council tax benefit you receive will go down, using a sliding scale.

## ***Do I get less benefit if I have people living with me?***

We will reduce your housing benefit and council tax benefit if you have grown up children who have left school, or any other adult who does not pay rent, living with you. We will take a fixed amount off your housing benefit and council tax benefit. These deductions do not depend on what the non-dependant pays, even if they pay nothing at all.

## ***How much Second Adult Rebate will I get?***

This will depend on how your household is made up. If you are a student and the other people in your household are either full time students or receiving Income Support, Income based Jobseekers allowance or Pension Credit you could receive 100% of the full council tax bill.

Otherwise, the most second adult rebate you could receive is 25% of the full council tax bill. The actual amount you receive will depend on the gross weekly income of the second adult or adults.

## ***How will my housing benefit be paid?***

When we have worked out your benefit we will send you a letter telling you about it.



*If you are a council tenant* – If your claim is successful, your benefit will automatically be credited to your rent account. This means that you will then pay less rent or no rent at all.

*If you are a private tenant* – If your claim is successful, your housing benefit will be paid to you or, if you prefer, it can be paid directly to your landlord. Housing benefit is always paid in arrears at the end of each payment period.

### ***How will my council tax benefit be paid?***

When we have worked out your council tax benefit we will send you a letter telling you about it. If your claim is successful, we will send you a new council tax bill showing the revised amount to pay.

### ***What happens if my circumstances change?***

You will need to tell us if your circumstances change. You must tell us if:

- You change address
- Your income or savings go up or down
- Your entitlement to any other Benefit stops or starts
- Your rent changes
- The size of your family changes
- An adult moves into or out of your house

If you receive any other state benefits you should also inform the appropriate office if your circumstances change.

### ***What if I disagree with the Council's decision on housing benefit and council tax benefit?***

If you disagree with the council's decision you can ask us to look at your claim again. You must contact us within one month of the date on the decision letter. You can phone, write or visit us and ask us to explain the decision. You can also ask for a written statement of reasons, which will show more information about the decision. If you are still dissatisfied, you can appeal.





We will look again at our decision if you ask us to. Please write to us saying why you do not agree with the decision.

### Do I have to tell the council of any changes?



**YES:** If your circumstances change in any way, the law says you must tell the benefits section immediately

### Would you like more information?



If you would like more information please phone Customer Services on the following number.

**01623 457400**



Ashfield District Council  
PO Box 5752,  
Kirkby-in-Ashfield,  
Nottingham,  
NG17 8QW



Website address:  
[www.ashfield-dc.gov.uk](http://www.ashfield-dc.gov.uk)



You can contact us

In person	At any of the Customer Service points in Kirkby, Sutton, Hucknall or Selston
By telephone	01623 457400
By writing to	Ashfield District Council PO Box 5752, Kirkby-in-Ashfield, Nottingham, NG17 8QW
By fax	01623 457587
By email at	revenues@ashfield-dc.gov.uk

**FRAUDLINE**

*Do you know someone who is falsely claiming benefit?*

If you do please tell the Benefit Investigation Unit on the fraudline number

**01623 457227**

You do not have to give your name



Visit our website at: [www.ashfield-dc.gov.uk](http://www.ashfield-dc.gov.uk)



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