

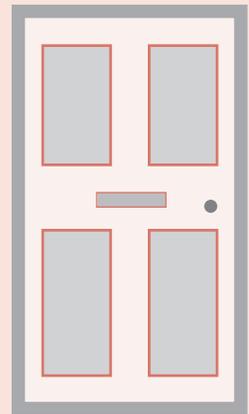
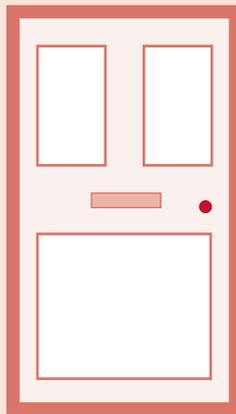


# Ashfield

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## Housing and Council Tax Benefit

### Housing Benefit Payment on two homes



**In this booklet:**

- *when you can claim for benefit on two homes*
- *application form*

*plain English  
approved*  
by the word centre

## Housing Benefit on two homes

Housing Benefit is normally only paid for the rent you pay on one home at a time.

There are a few exceptions to this and you may be able to get extra help if:

- you have moved into other rented accommodation due to fear of violence
- you are a student or trainee, are one of a couple, and have to live in separate rented accommodation from your partner
- you have a large family and the council has housed you in two properties
- you have moved to a new home which you pay rent on and still have to pay rent on your old home.

If you think any of these may apply to you, you will find more details below.

### ***Fear of violence***

You may get benefit if you have left your former home and are staying away because of violence or fear of violence. This can be either in your home by another person, or outside your home by a former member of your family.

We always have to consider if it is reasonable to pay benefit and we may pay for up to 52 weeks.

For benefit to be paid you must intend to return and live in the home you left.

## ***Students or Trainees***

Couples who are living in separate rented accommodation may receive benefit for both properties. We must agree that you cannot avoid living in separate accommodation and that it is reasonable to pay benefit on both homes. There is no time limit on these payments.

## ***Large families***

If you have a large family and the council has housed you in two separate homes because your household is too large to be placed in one home, we can pay benefit for both properties. To qualify, both properties must be public housing (whether or not provided directly by the council) and should be next to each other or within a few streets of each other. There is no time limit on these payments.

## ***Unavoidable overlap***

If you have moved to a new home which you rent and still have to pay rent on your old home, you may be able to get some help.

The situation has to be unavoidable, for example if you were offered a new home to rent but were unable to give your old landlord the notice he needed. Benefit may be paid for up to 4 weeks on your old home. For this to be considered you must have moved to your new home.

*Continued on page 13*

## Strictly Confidential

### Application for payment of Housing Benefit on two homes

Please answer all the questions in full, or tick the boxes that apply. Then pull out the form and send it to the address on page 15 of this leaflet.

Title

Your Surname

All other names

Your date of birth

National Insurance (NI) number

*Get this from your NI number card, payslips, tax papers or other letters from social security*

Your Address

Daytime phone number

I want to claim Housing Benefit on two homes because  
*(please tick the box that applies)*

- I left home due to violence or fear of violence *(go to section 1)*
- I am one of a student couple who are living in separate rented accommodation *(go to section 2)*
- I have a large family and have been housed in two properties *(go to section 3)*
- I have moved to a new home which I rent and have had to pay rent to my previous landlord even though I wasn't living there *(go to section 4)*

## Section 1. Violence or fear of violence

What is your usual home address?

Postcode

What is your new address?

Postcode

What date did you leave home?

/	/
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Please give your reasons for leaving home

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On what date did you decide to leave home?

/	/
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## Section 2. Student couple

What address are you living at?

Postcode

What date did you move into this address?

/	/
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What address is your partner living at?

Postcode

What date did your partner move into this address?

/	/
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Please give reasons why you are renting two properties

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We may ask you for more information at a later date.

### Section 3. Large family in 2 properties

Please give the addresses of both the properties your family is living in.

Address 1

Postcode

What date did you move into this property?

/	/
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Address 2

Postcode

What date did you move into this property?

/	/
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Please give the reasons why your family needs two properties to live in.

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## Section 4. Unavoidable overlap

What was your old address?

Postcode

What date did you give notice to your landlord?

/	/
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How much notice did you have to give the landlord of your old address?

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Up to what date will you be charged rent at your old address?  
(Please enclose proof of this.)

/	/
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On what date did you leave your old address?

/	/
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What is your new address?

Postcode



On what date did you accept your new tenancy?

What date did your new tenancy start?

What date did you move into your new address?

## Declaration and warning

If you give false information, or you do not tell us information that is relevant, you may be prosecuted under the Theft Acts 1968 and 1978 or the Social Security Act 1992.

### Declaration

- The information I have given is true and complete.
- I authorise the local authority to check the information if they want to.
- I will write and tell you if there are any changes in my circumstances or my household's circumstances.
- I understand that my application may not be considered if I do not give all the information you have asked for.

We must protect the public funds we handle and so we may use the information you have given on this form to prevent and detect fraud. We may also share this information, for the same reasons, with other organisations which handle public funds. This information may be given to other departments within the council.

The information may also be used for statistical surveys. This means we may pass this information, in confidence, to the Department for Work and Pensions and agencies working on our behalf.

**Do not delay in sending back this form otherwise your benefit may be affected**

### You must sign the declaration below

I have read the declaration and warning above and declare that to the best of my knowledge and belief, the information shown on this form is true and complete.

Your signature ..... Date .....

Your partner's signature ..... Date .....

### ***If you think you should get benefit on two homes***

If you think your circumstances mean that you should get benefit for two homes please fill in the attached application and send it to us.

If you would like more information please contact us. Our details are on page 15 of this leaflet.

### ***What if I disagree with the council's decision on Housing and Council Tax Benefit?***

If you disagree with the decision you can ask us to look at your claim again. You must contact us within one month of the date of the decision letter. You can phone, write or visit us and ask us to explain the decision. Also, you can ask for a written statement of reasons, which will show more information about the decision. If you are still not satisfied, you can appeal.

Please contact us and we will give you more advice.





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](mailto: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)



**Ashfield**

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