#

# Name:

Address:

# Case reference:

# Housing Benefit

# and Council Tax Reduction

## **Review form**

Make sure you answer all the questions that this form asks you to answer. Do not put a line through sections you think do not apply to you.

You need to provide evidence to support the details you put on this form. Details of the kind of evidence we need are on the last page of this form.

Return this form to:

**Newham Benefits Service,**

**PO Box 23504**

## **London E15 4UU**

By email: benefits@newham.gov.uk – **You MUST put you CLAIM reference and REVIEW FORM in the subject box**

# Section 1 – About you

|  |  |
| --- | --- |
| **Your last name** |  |
|  |
| Other names |  |
|  |
| Title |  |
|  |
| National Insurance number |  |  |
|  |
| Date of birth |  |  |
|  |
| Daytime phone number |  |  |

|  |  |
| --- | --- |
| Your address |  |
|  |  |
|  |  | Postcode |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you living away from this address?**  | No |  |  |
|  |
| Yes |  | Give details below |
|  |
| Why are you living away? |  |
|  |
|  |
|  |
| When will you go back? |  |

|  |  |
| --- | --- |
| Your current address |  |
|  |  |
|  |  | Postcode |

# Section 2– About your partner

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you have a partner who normally lives with you?**  | No |  |  |
|  |
| Yes |  | Give details below |
|  |
| By partner we mean someone of either sex who you are married to or who is your civil partner, or who you live with as if they were your married or civil partner |

|  |  |
| --- | --- |
| **Your partner’s last name** |  |
|  |
| Other names |  |
|  |
| Title |  |
|  |
| National Insurance number |  |  |
|  |
| Date of birth |  |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Does your partner live at the same address as you?**  | No |  | Give details below |
|  |
| Yes |  | Go on to Section 3 |
|  |
| Why are they living at a different address? |  |
|  |
|  |
|  |
| Is this a permanent or temporary arrangement? |  |

|  |  |
| --- | --- |
| Your partner’s address |  |
|  |  |
|  |  | Postcode |

# Section 3 – Earnings

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you or your partner work?**  | No |  |  |
|  |
| Yes |  | Please give details below |
|  |
|  | You |  | Your partner |
| How much are you paid?Give the amount before tax and National Insurance are taken off | £ |  | £ |
|  |  |
|  |  |  |
| How often are you paid? |  |  |  |
|  |  |  |
| **How many hours do you work?** Give the number you normally work each week. |  |  |  |
|  |  |

|  |  |
| --- | --- |
| What is your employer’s name and address?If you are self-employed, please confirm this and give your business address. |  |
|  |
|  |
|  |
|  Postcode |

|  |  |
| --- | --- |
| What is the name and address of your partner’s employer?If your partner is self-employed, please confirm this and give their business address. |  |
|  |
|  |
|  |
|  Postcode |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you or your partner have more than one job?**  | No |  |  |
|  |
| Yes |  | Please supply details on a separate sheet. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **If your, or your partner’s earnings have changed since you last gave us details, please tell us the date of the change.**  |  / / |  |  / / |
|  |  |

# Section 4 – Benefits and pensions

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you or your partner get any benefits or pensions?** | No |  |  |
|  |
| Yes |  | Please give details below |
|  |
| Benefits and pensions include things like Child Benefit, Child Tax Credit, Incapacity Benefit, Maternity Allowance, Pension Credit, Retirement Pension, War Pension and Working Tax Credit.  |
|  |
|  | You |  | Your partner |
| Type of benefit |  |  |  |
|  |  |  |  |
| Amount | £ |  | £ |
|  |  |  |
| How often? |  |  |  |
|  |  |  |
| Type of benefit |  |  |  |
|  |  |  |
| **Amount** | £ |  | £ |
|  |
| **How often?** |  |  |  |
|  |
| Type of benefit |  |  |  |
|  |
| **Amount** | £ |  | £ |
|  |
| **How often?** |  |  |  |
|  |
| Type of benefit |  |  |  |
|  |
| **Amount** | £ |  | £ |
|  |
| **How often?** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **If your, or your partner’s benefits have changed since you last gave us details, please tell us the date of the change.** |  / / |  |  / / |
|  |  |

#  Section 5 – Other money coming in

|  |  |  |  |
| --- | --- | --- | --- |
| **Do or your partner have any other money coming in?** | No |  |  |
|  |
| Yes |  | Please give details below |
|  |
| This includes things like student grants or loans, pensions, child maintenance, training allowances, cash and payments in kind.  |
|  | You |  | Your partner |
| Type of income |  |  |  |
|  |  |  |  |
| Amount | £ |  | £ |
|  |  |  |
| How often? |  |  |  |
|  |  |  |
| Type of income |  |  |  |
|  |  |  |
| Amount | £ |  | £ |
|  |
| How often? |  |  |  |
|  |
| Type of income |  |  |  |
|  |
| Amount | £ |  | £ |
|  |
| How often? |  |  |  |
|  |
| Type of income |  |  |  |
|  |
| Amount | £ |  | £ |
|  |
| How often? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **If your, or your partner’s other income has changed since you last gave us details, please tell us the date of the change.** |  / / |  |  / / |
|  |  |

## **Section 6 – Savings and investments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you or your partner have any bank, building society or National Savings accounts?** | No |  |  |
|  |
| Yes |  | Please give details below |
|  |
|  |
|  |
| Tell us about all accounts, even empty or overdrawn ones.  |
|  |
|  | You |  | Your partner |
| Name of account |  |  |  |
|  |  |  |  |
| Account number |  |  |  |
|  |  |  |
| Amount held | £ |  | £ |
|  |  |  |
| Name of account |  |  |  |
|  |  |  |
| Account number |  |  |  |
|  |
| Amount held | £ |  | £ |
|  |
| Name of account |  |  |  |
|  |
| Account number |  |  |  |
|  |
| Amount held | £ |  | £ |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do or your partner have any Premium Bonds or National Savings Certificates?**  | No |  |  |
|  |
| Yes |  | Please give details below |
|  |
|  | You |  | Your partner |
| Type  |  |  |  |
|  |  |  |  |
| Issue number |  |  |  |
|  |  |  |
| Value | £ |  | £ |
|  |  |  |
| Type |  |  |  |
|  |  |  |
| Issue number |  |  |  |
|  |
| Value | £ |  | £ |
|  |
|  |  |  |  |
| **Do you or your partner have any stocks, shares, bonds or unit trusts?** | No |  |  |
|  |
| Yes |  | Please give details below |
|  |
|  | You |  | Your partner |
| Company name |  |  |  |
|  |  |  |  |
| Name of investment |  |  |  |
|  |  |  |
| How many? | £ |  | £ |
|  |  |  |
| Company name |  |  |  |
|  |  |  |
| Name of investment |  |  |  |
|  |
| How many? | £ |  | £ |
|  |
| Company name |  |  |  |
|  |
| Name of investment |  |  |  |
|  |
| How many? | £ |  | £ |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you or your partner have any other capital, savings or investments?**  | No |  |  |
|  |
| Yes |  | Please give details below |
|  |
|  |
| This includes, for example, TESSAs, ISAs, TOISAs, compensation or any other money you have not told us about on this form. |
|  |
|  | You |  | Your partner |
|  |  |  |  |
| Description |  |  |  |
|  |  |  |
| Current value | £ |  | £ |
|  |
| Description |  |  |  |
|  |
| Current value | £ |  | £ |
|  |
| Description |  |  |  |
|  |
| Current value | £ |  | £ |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you, your partner, or any of your children, own or partly own any land or property, other than the home you live in, either in the UK or abroad?**  | No |  |  |
|  |
| Yes |  | Please give the address(es) below |
|  |
|  |
|  |
|  |
| You need to tell us even if you have a mortgage or loan for the property. |

|  |  |
| --- | --- |
| Address(es) of your property  | 1. |
|  |  |
|  |  | Postcode |
|  | 2. |  |
|  |  |  |
|  |  | Postcode |
|  | 3. |  |
|  |  |  |
|  |  | Postcode |

|  |  |
| --- | --- |
| Address(es) of your partner’s property  | 1. |
|  |
|  |  | Postcode |
|  | 2. |  |
|  |  |  |
|  |  | Postcode |
|  | 3. |  |
|  |  |  |
|  |  | Postcode |

|  |  |  |  |
| --- | --- | --- | --- |
| **If your, or your partner’s savings or investments have changed since you last gave us details, please tell us the date of the change.** |  / / |  |  / / |
|  |  |

## **Section 7 – People living with you**

Please list below everyone else who normally lives with you. This includes any children or adults living with you, other than your partner. Please put down anyone who normally lives with you but who is away temporarily.

|  |  |  |
| --- | --- | --- |
| Name | Date of birth | Relationship to you |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Have there been any changes with these people since you last gave us details?**  | No |  |  |
|  |
| Yes |  | Please give details below. |
|  |
| Name | Date of change | Type of change |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are any of the people in the list living away from you temporarily?**  | No |  |  |
|  |
| Yes |  | Please give details below |
|  |
| Name | Why are they living away? |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Are any of the people in the list students or trainees?**  | No |  |  |
|  |
| Yes |  | Please give details below, including the type of the course and whether it is full-time or part-time. |
|  |
| Name | Type of course |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do any of the people in the list go to work?**  | No |  |  |
|  |
| Yes |  | Please give details below |
|  |

## **First person who works**

|  |  |
| --- | --- |
| **Name** |  |
|  |
| **How many hours do they work each week?** |  |  |  |
|  |  |
|  |
| **Normally weekly earnings before deductions** |  |
| £ |  |
|  |
| **Do they get any benefits?**  | No |  |  |
|  |
| Yes |  | Please give details below |
|  |
|  | Type of income | Amount |
|   |  | £ |
|  | £ |
|  | £ |
|  | £ |
|  |
| Do they have any other income at all? | No |  |  |
|  |
| Yes |  | Please give details below |
|  |  |  |  |
|  | Type of income | Amount |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |

|  |  |  |  |
| --- | --- | --- | --- |
| Do they have any savings or investments? | No |  |  |
|  |
|  |
|  | Yes |  | Please give details below. |
|  |
|  |  |  |  |
|  | Type of investment | Amount |
|  |  | £ |
|  | £ |
|  | £ |
|  | £ |
|  |  | £ |

## **Second person who works**

|  |  |
| --- | --- |
| **Name** |  |
|  |
| **How many hours do they work each week?** |  |  |  |
|  |  |
|  |
| **Normally weekly earnings before deductions** |  |
| £ |  |
|  |
| **Do they get any benefits?**  | No |  |  |
|  |
| Yes |  | Please give details below |
|  |
|  | Type of income | Amount |
|   |  | £ |
|  | £ |
|  | £ |
|  | £ |
|  |
| Do they have any other income at all? | No |  |  |
|  |
| Yes |  | Please give details below |
|  |  |  |  |
|  | Type of income | Amount |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |

|  |  |  |  |
| --- | --- | --- | --- |
| Do they have any savings or investments? | No |  |  |
|  |
|  |
|  | Yes |  | Please give details below. |
|  |
|  |  |  |  |
|  | Type of investment | Amount |
|  |  | £ |
|  | £ |
|  | £ |
|  | £ |
|  |  | £ |

## **Third person who works**

|  |  |
| --- | --- |
| **Name** |  |
|  |
| **How many hours do they work each week?** |  |  |  |
|  |  |
|  |
| **Normally weekly earnings before deductions** |  |
| £ |  |
|  |
| **Do they get any benefits?**  | No |  |  |
|  |
| Yes |  | Please give details below |
|  |
|  | Type of income | Amount |
|   |  | £ |
|  | £ |
|  | £ |
|  | £ |
|  |
| Do they have any other income at all? | No |  |  |
|  |
| Yes |  | Please give details below |
|  |  |  |  |
|  | Type of income | Amount |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |

|  |  |  |  |
| --- | --- | --- | --- |
| Do they have any savings or investments? | No |  |  |
|  |
|  |
|  | Yes |  | Please give details below. |
|  |
|  |  |  |  |
|  | Type of investment | Amount |
|  |  | £ |
|  | £ |
|  | £ |
|  | £ |
|  |  | £ |

###### **Section 8 – Other changes**

You need to tell us about anything you think might affect your benefit. This includes changes like:

* Your income, or the income of anyone who lives with you, goes up or down.
* Your income stops, or the income of anyone who lives with you stops, or if anyone starts to receive a new type of income, including a social security benefit like Income Support or Jobseekers Allowance.
* You or anyone you live with starts or stops working.
* There are changes to your savings or investments, or those of anyone living with you.
* You move address or anyone moves in or out of your home.
* You or your partner give birth.
* You or your partner go away temporarily and how long you expect to be away. This could include things like going into hospital or visiting a friend or relative to care for them.
* An increase in your childminding costs.
* There is a change to your rent or any charges within your rent (unless you pay rent to Newham Council).

If there have been any changes you have not already told us about, please give details below, including the date of change.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Declaration**

**Please read this declaration before you sign and date it. Even if someone else has filled in this form for you, you must sign it.**

**I understand the following:**

* If I give information that is incorrect or incomplete, you may take action against me. This may include recommending that you be prosecuted.
* You will use the information I have provided to review my claim for Housing Benefit or Council Tax Reduction, or both. You may check some of the information with other sources as allowed by law.
* You may give some information to other organisations, such as government departments, local authorities, if the law allows this.
* I know I must let the Council know in writing about any change in my circumstances that might affect my Housing Benefit or Council Tax Reduction.
* I authorise Newham Council to make any enquiries that are necessary to confirm the information I have given.
* I declare the information I have given on this form is correct and complete.

|  |  |
| --- | --- |
| Signature |  |
|  |
| Date |  |  |

**Data Protection Information**

The information you provide will be processed in connection with Housing Benefit and Council Tax Reduction administration, including recovery of benefit overpayments, investigation of suspect claims.

Newham 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 within Newham Council for the prevention and detection of fraud. Newham Council may also share this information with other bodies administering public funds solely for these purposes.

This information will be held and processed in accordance with the Data Protection Act 1998. The Data Controller is the London Borough of Newham and the nominated representative is the Information Steward

Evidence we can accept

**Proof of a change in the benefits can be any of the following:**

* Benefits Agency order book
* Income Support or Jobseeker’s Allowance decision letter

**Proof of a change in earnings can be any of the following:**

* Payslips (the last 5 weeks or the last 2 months payslips - no gaps)
* Trading accounts for the last financial year if you are self-employed. If you have been trading for less than a year we will write to you detailing the information we need.

**Proof of a change in other income can be any of the following:**

* Student award letter from your local authority
* Notification letter from your private pension provider
* Letter from the Child Support Agency or the person paying maintenance to you

**Proof of a change in savings/capital can be any of the following:**

* Bank or Building Society or Post Office account pass books or statements (the last 2 statements for each account)
* Share certificates or dividend statements for stocks or shares or bonds

**Proof of a change in rent can be any of the following:**

* Rent book
* Current tenancy agreement
* Letter from your landlord
* Letter from your landlord’s agent

The evidence for proof of rent must be current and provide the following information:

* The full name and business or residential (home) address of the owner of the property
* The full name and business address of any agent
* The date the agreement started
* The amount of current rent payable
* What is included in the rent. For example, heating, lighting, cleaning, water rates, meals, personal care, general counselling and support
* The payment period or frequency for example, weekly, monthly, four weekly

These are examples, not a full list. Please provide proof of ALL the changes you have told us about on this form.

