

Hackney Revenues and Benefits Service



Hackney Service Centre, 1 Hillman Street, London, E8 1DY

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The counter is open: Monday to Friday 9am to 5pm

Email: Benefits@hackney.gov.uk

Website: www.hackney.gov.uk/advice-benefit.htm

Date received at office

Application for Second Adult Rebate only The person who pays the Council Tax bill must fill in this form

Your name:

Address:

Postcode:

For our use only

Benefits reference number:

Council Tax account number:

Date of contact or issue: (date stamp)

What is Second Adult Rebate?

Second Adult Rebate is a benefit which is designed to help you if you lose your Single Person Discount because someone on a low income moves in with you. (This person must not be your partner.)

Because you pay the Council Tax bill, you must apply. However, entitlement to the benefit is based on the income of the other person or people living in your home. We ignore your income.

You can claim Second Adult Rebate if:

- you are single, or in a couple but one of you is disregarded (ignored) for Council Tax purposes;
- you live with other adults over 18 who are on a low income and who are not legally responsible for paying the Council Tax; and
- the other adults who live with you do not pay rent to live in the property.

If the gross income (before tax and other deductions) of the second adult is £228 a week or more, you will not be eligible for Second Adult Rebate.

You cannot claim Second Adult Rebate if:

- you are not legally responsible for paying Council Tax;
- the other person or people who live with you pay you rent;
- the other person or people who live with you are legally responsible for paying Council Tax; or
- you have a partner who is not disregarded for Council Tax purposes.

For more information about who may be disregarded please see the guidance notes at the end of the form. The person who pays the Council Tax bill must apply.

Part one: about you, the person claiming

| | You | Your partner |
|--|---|---|
| Last name or family name: | | |
| Other names: | | |
| Title (Mr, Mrs, Ms and so on): | | |
| Date of birth: | | |
| National Insurance number: (You can find this on payslips or letters from the Department for Work and Pensions or the tax office. We cannot normally make a decision on your claim if we do not have your, or your partner's National Insurance number.) | If you do not have a National Insurance number, please tick this box. <input type="checkbox"/> | If you do not have a National Insurance number, please tick this box. <input type="checkbox"/> |
| Daytime phone number: | | |
| Is the address on the front page where you normally live? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| What date did you move into the property? | | |
| Have you come to live in the Republic of Ireland, United Kingdom, Channel Islands or Isle of Man in the last five years? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| What is your nationality? | | |
| What date did you last arrive in the UK? | ____ / ____ / ____ | ____ / ____ / ____ |

Part two: other adults who live with you

| | Adult 1 | Adult 2 | Adult 3 |
|--|--------------------|--------------------|--------------------|
| Full name: | | | |
| Date of birth: | | | |
| National Insurance number: | | | |
| Relationship to you: | | | |
| What date did they move into the property? | ____ / ____ / ____ | ____ / ____ / ____ | ____ / ____ / ____ |

Part three: other adults' income

| | Adult 1 | Adult 2 | Adult 3 |
|--|---|---|---|
| Are they on Job Seekers Allowance (Income Based), Employment Support Allowance (Income Related), Pension Credit or Income Support? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 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"/> |
| Are they a youth trainee? | 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 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"/> |
| Are they working? If 'yes', please tell us their weekly gross earnings (before tax and National Insurance). | 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 have any other income or state benefits? | 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', what is the source of this income? | _____ | _____ | _____ |

Part four: backdating

We usually award Second Adult Rebate from the Monday after we receive your claim.

However, sometimes we can award benefit from an earlier date if you have good reason for not claiming earlier. If you are of working age, we can backdate Housing Benefit and Council Tax Benefit for up to six months. If you want us to consider paying your benefit from an earlier date, tell us the dates you want benefit from and why you did not claim earlier.

If you are of pension age, we may backdate your claim for three months.

Date you want to claim benefit from ____ / ____ / ____ to ____ / ____ / ____

Tell us why you did not claim earlier and provide proof to show why.

Part five: help with managing your affairs

If you cannot manage your own affairs because you are sick, disabled or elderly, you can choose a representative to act for you. If you want to do this, please fill in the section below and sign the declaration.

Representative's name:

Representative's address:

Representative's phone number:

Representative's relationship to you. For example, this could be your daughter, sister, friend or warden.

Do you want us to send all letters and bills to your representative? Yes No

I give the person named above permission to act as my representative and be given information about my claim.

Your signature:

Date:

Your representative must sign below if you want us to send letters to them.

Representative's signature:

Date:

Part six: your declaration

You must fill in this section. If you dont we will return the form to you and it will delay your claim.

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign below. By signing the form, they are confirming that they have read the form and that all the details about them are correct.

This is my claim for Second Adult Rebate.

The information on this form is true and complete.

I give you permission to check the information on this form with the information I have given to other sections of the council, benefit authorities, and the Home Office as allowed by law.

I will tell the benefit section immediately and in writing about any changes in circumstances which may affect the claim.

I understand that if I give information that is incorrect or incomplete or fail to report any changes which might affect my benefit, I may be prosecuted.

Your signature

Date

Your partner's signature

Date

We must protect the public funds we handle. As a result, we may use the information you have given us on this form to prevent and detect fraud. As part of this process, we may pass your information to Experian, a credit reference agency. We may also share this information, for the same reasons, with other organisations that handle public funds, and may also begin investigations into fraud if you do not tell us about anyone you live with.

If you have filled this form in for someone else, please tell us why you are filling in 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 person who filled in the form:

Signature of person who filled in the form:

Relationship to the person claiming:

Date:

Part seven: general information

Changes you must report to us

You must tell us straight away if:

- people move into or out of your home, such as you, a partner, relatives or other adults;
- the income of the other people in your household goes up or down;
- anyone starts or stops getting tax credits, or the money they receive changes.
- you or anyone living with you becomes or stops being a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or gets, changes or leaves a job;
- any of your children leave school;
- you move home;
- you or your partner are going to be away from home for more than 13 weeks;
- your second adult stops getting benefits like Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, or Pension Credit (Guaranteed Credit); or
- anything else happens that might affect your entitlement to benefit.

It is an offence not to tell us about any change in circumstance that affects your benefit. We may take court action against you.

How we collect and use information

We will use the information you give on this form, and any proof you send us, to process your claim for Second Adult Rebate.

We may also share your information with other departments in Hackney Council to meet the aims of our 'Sustainable Community Strategy'. This is a long-term vision for Hackney as to how we tackle and meet local needs within our borough. We will only share information needed for this purpose. If you do not want us to share information for this purpose, please phone us on **0208 356 3399**.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and HM Revenue & Customs if this is allowed by law.

By law we may check the information which you have provided, or information provided about you by someone else, against other information we already have. We may also ask other agencies, organisations, local authorities or government departments to give us information they have about you and your household. We do this to:

- make sure the information you have given us is correct;
- prevent and detect crime; and
- protect public funds.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

For more information, visit our website at www.hackney.gov.uk/audit-commission-level2-notice.doc.

We, Hackney Council, look after and protect your personal information under the terms of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use that information, you can ask us.

Part seven: general information

People who are disregarded from your Council Tax bill.

We do not count the following people when working out your Council Tax bill, which also means, they do not count in a Second Adult Rebate claim.

1 Anyone who is aged under 18.

2 Anyone who is aged under 20 but still receiving Child Benefit.

3 All full-time students. This means most students on a full-time course at an education establishment in England, Wales or Scotland. The course must involve at least 21 hours of guided learning, and must cover at least 24 weeks.

4 Education leavers aged under 20. This means people who leave education between 1 May to 31 October each year. It continues until either the student becomes 20 or until the 31 October, whichever comes first.

5 Youth trainees aged under 25. This means people on youth training where the training has been paid for by the Learning and Skills Council for England, or their Welsh or Scottish equivalent.

6 Apprentices. This is anyone employed to learn a trade, vocation or profession who is studying for an accredited qualification and is paid under £195 a week.

7 Carers. This applies if the carer is providing care or support for at least 35 hours a week and they live with the person receiving care or support. The person receiving care cannot be the partner of the carer or their child (under 18). The person receiving care must be receiving the highest rate of the care component of Disability Living Allowance or a higher rate of Attendance Allowance or an increase in constant Attendance Allowance under either the Personal Injuries (Civilians) scheme 1983 or Naval, Military and Airforces (Disablement and Death) Service Pension Order 2006.

If the carer was introduced by a charity or local government, and is hired to provide care for 24 hours a week for no more than £44 a week, they can also be disregarded.

8 People who have a severe learning disability, mental illness or form of dementia. A registered medical professional must confirm this and the person must be receiving either Incapacity Benefit (long term), Attendance Allowance, Severe Disablement Allowance, the care component of Disability Living Allowance, an increase in Disablement Allowance where constant attendance is needed, Disability Working Allowance, an unemployment supplement or allowance, or Constant Attendance Allowance.

9 People in prison or other forms of detention including bail hostels. This includes people remanded in custody, but not those being held for not paying Council Tax or a fine.

10 Members of religious communities. This applies to a member of a religious community whose main occupation is prayer, contemplation, education, relieving suffering or any combination of those and has no income (other than an occupational pension) or savings and investments and relies on the community for their income.

11 Diplomats and members of international bodies or of visiting armed forces.

12 Non-British husbands, wives and civil partners. This must be the husband, wife or civil partner of a student, an education leaver or a diplomat and they must not be allowed to work.

13 Others not living in the property. Anyone who does not normally live with you, including a visitor who usually lives elsewhere.

The above list is only a rough guide. For more detailed advice, please call our Council Tax department.

To find out more about this please contact our Council Tax department on 0208 356 3154.

Ethnic monitoring

Ethnic monitoring (You do not have to fill in this section.)

A White

- British
- Irish
- Turkish Cypriot
- Other Kurdish
- Other European
- Jewish
- Charedi (Orthodox Jewish)
- Irish Traveller
- Gypsy Roma
- Any other white background

B Mixed

- White and black Caribbean
- White and black African
- White and black Asian
- Any other mixed background

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

D Black or black British

- Caribbean
- African
- Other

E Chinese

F Vietnamese

G Other

Any other ethnic group

If you would like to find out what this document says, please tick the appropriate box. Put your name, address and phone number at the bottom of this page and return it to the address below.

এই দলিলে কি লেখা আছে সে সম্পর্কে যদি আপনি জানতে চান, তাহলে অনুগ্রহ করে উপযুক্ত বাক্সে টিক দিন। এই পাতার নীচে আপনার নাম, ঠিকানা ও ফোন নম্বর লিখুন এবং এটি নীচের ঠিকানায় ফেরত পাঠান। (Bengali)

如果你想知道這份檔的詳細內容，請在方框內打鉤。在本頁下面寫下你的名字、地址和電話號碼，並寄到以下地址。(Chinese)

Si vous désirez connaître le contenu de ce document, veuillez cocher la case appropriée. Indiquez vos nom, adresse et numéro de téléphone au bas de cette page et renvoyez à l'adresse mentionnée ci-dessous. (French)

Ger hun dixwazin bizanibin ku ev dokument çi dibêje, ji kerema xwe qutîka minasib îşaret bikin. Nav, navnîşan û hejmara telefona xwe li jêrê rûpel binivîsin û wê ji navnîşana jêrîn re bişînin. (Kurdish)

Jeżeli chcesz Państwo poznać treść tego dokumentu, prosimy zaznaczyć odpowiednie pole. W dolnej części niniejszej strony należy podać swoje imię i nazwisko, adres oraz numer telefonu i przesłać na poniższy adres. (Polish)

Haddii aad jeclaan lahayd in aad ogaato waxa dokumeentigani sheegayo fadlan calaamadi godka ku haboonk. Ku qor magacaaga, cinwaanka iyo telefoon lambarkaaga boggan dhankiisa hoose ka dibna ku celi cinwaanka hoose. (Somali)

Si desea saber de lo que trata este documento, marque la casilla correspondiente. Escriba su nombre, dirección y número de teléfono al final de esta página y envíela a la siguiente dirección. (Spanish)

Bu dökümanda ne anlatıldığını öğrenmek istiyorsanız, lütfen uygun kutuyu işaretleyin. Adınızı, adresinizi ve telefon numaranızı bu sayfanın alt kısmına yazıp, aşağıdaki adrese gönderin. (Turkish)

(Urdu) - اگر آپ یہ جاننا چاہتے ہیں کہ دستاویز میں کیا لکھا ہے تو ازراہ کرم مناسب باکس میں صحیح کا نشان لگائے۔ اپنا نام، پتہ اور فون نمبر اس صفحہ کے نیچے لکھئے اور اسے نیچے دئے گئے پتہ پر واپس بھیج دیجئے۔
Nếu bạn muốn biết tài liệu này nói gì, hãy đánh dấu vào hộp thích hợp. Điền tên, địa chỉ và số điện thoại của bạn vào cuối trang này và gửi lại theo địa chỉ dưới đây. (Vietnamese)

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In large print In Braille On disk On audio tape In another language, please give details:

| | |
|-----------------|--|
| Name: | |
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Please return to Hackney Service Centre, 1 Hillman Street, Hackney, E8 1DY.