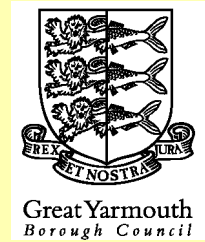
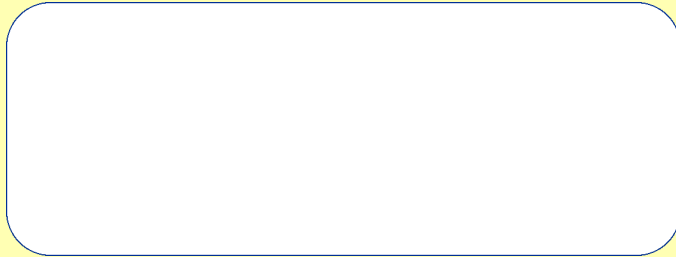


# Housing Benefit and Council Tax Benefit claim form



Please return this form as quickly as possible, even if you do not have everything we ask for, or you cannot answer all the questions. You can send the rest to us later.



## Don't delay - claim today!

For general questions or advice, telephone the Benefits Helpline on (01493) 846291, 846247, 846244 or 846249  
Open 9am - 2pm Monday to Friday

### Filling in the form

Use blue or black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer 'Yes' or 'No' questions by putting a tick in the relevant box. If you are picking an answer from a list of answers, put a tick in the relevant box. Do not put a cross in any boxes. If you answer a question with a cross we will have to send the form back, and this will delay the claim.

If someone else fills in the form for you, there is a special space for them to sign.

Please return the form either by post or in person to:

- Great Yarmouth Borough Council, Revenue Services, Trafalgar House, Hall Plain, Great Yarmouth, Norfolk NR30 2QG

Or, in person to:

- Great Yarmouth Borough Council, 44 Baker Street, Gorleston, Norfolk NR31 6QT

Or, if you are a Council House tenant, in person to:

- Revenue Services, Trafalgar House, Hall Plain, Great Yarmouth, Norfolk NR30 2QG
- 46-50 Magdalen Way, Gorleston, Norfolk NR31 7DA
- South Yarmouth Area Housing Office, King Street, Great Yarmouth, Norfolk NR30 2PR
- Greyfriars House, Greyfriars Way, Great Yarmouth, Norfolk NR30 2QE

If you are in arrears with the rent you pay to the Council or you are unsure of how much rent to pay the Council, please contact your Estate Manager (see above b, c or d).

If you cannot get out easily, and need help filling in the form, we can come and help you. Please telephone one of the above numbers to arrange a visit.

## Don't lose out, fill this out!

I wish to claim Housing and Council Tax Benefit for the address below. I understand that I must provide a completed claim form and any supporting original documents needed within four weeks of today's date, and that if I do not do so, this claim will not be valid.

Name	
Address	
Postcode	
Signature	Date

Office use - date stamp	Claim type	Tick box
	LA	<input type="checkbox"/>
	ON	<input type="checkbox"/>
	HA	<input type="checkbox"/>
Staff initials	PT	<input type="checkbox"/>

## Part 18 Payment of Housing benefit

If you are a council tenant your benefit will be paid directly into your rent account. Private tenants can have the benefit paid to themselves or straight to their landlord. Some landlords may insist on this as part of the tenancy agreement. Please sign the box and complete the details below for the method of payment you prefer. You can detach this page and send it later. Do not delay your claim.

Name of person applying for Housing Benefit

Address you are applying for Housing Benefit at:

Please sign in the signature box if you would like payment to you by crossed cheque: This is how we will pay you if you do not choose anything else on this page. The cheque will be crossed and must be paid into a bank/building society account two weeks in arrears. If you have no account, you cannot cash it or pay it into someone else's account, so we recommend payment straight to your landlord or agent.

Your signature to pay Housing Benefit direct to me

We will pay any housing benefit you are entitled to straight to your landlord (or agent if there is one) that you have named in part 4 of this form. We will pay by crossed cheque four weekly in arrears. Please ask your landlord or agent to sign below if they want to be paid that way.

Your signature to pay Housing Benefit direct to my landlord

Please ask your landlord or agent to sign below if they want to be paid direct  
I agree to accept any housing benefit payments on behalf of the above tenant. I understand that I must tell the Council about any changes in circumstances that I may reasonably be aware of, and that I may be required to repay any overpaid housing benefit that my tenant was not entitled to.

Landlords name

Landlord's signature

Note: It is an offence under sections 111A and 112A of the Social Security Administration Act for any person claiming or receiving Housing Benefit (and this will include landlords receiving Housing Benefit on behalf of their tenants) to fail to promptly notify a change of circumstances that they might reasonably know would affect entitlement to that benefit.