

DARTFORD BOROUGH COUNCIL

SECOND ADULT REBATE CLAIM FORM

PRIVATE & CONFIDENTIAL

Date requested:

Date issued:

Benefit no.:

NAME AND ADDRESS OF APPLICANT (INCLUDING ROOM OR FLAT NUMBER)

Please provide proof of your NINO, and identity. Failure to provide this proof may lead to the rejection of your claim.

To make a claim for this benefit you must be the only person liable to pay Council Tax. If you have a partner you cannot claim this benefit unless at least one of you is disregarded for Council Tax purposes.

Please give full details of the income of all other persons aged 18 or over who live in your home. These are known as "Second Adults".

Full Name	Date of birth	Relationship to you (e.g. relative, tenant, boarder)	On JSA (IB), Income Support or Pension Credit (guaranteed)?		If working, please state Gross Weekly Pay (before stoppages)	Interest from savings	Other Income See note below before answering	
			Yes	No			Type	Amount
					£ :	£ :		£ :
					£ :	£ :		£ :
					£ :	£ :		£ :
					£ :	£ :		£ :
					£ :	£ :		£ :

Note: If any of the above receive one of the following benefits, please indicate which type by putting the appropriate letter in the box.

- A: JSA (CONT) B: Incapacity Benefit C: War Disablement/War Widow's Benefit D: Severe Disablement Allowance
 E: Statutory Sick Pay F: Maternity Allowance G: Industrial Disablement Benefit H: Attendance Allowance I: Retirement Pension
 J: Reduced Earnings Allowance K: Disability Living Allowance L: Government Training Allowance M: Pension Credit (savings)
 N: Other Income, e.g. private pension

You must supply proof of all income. All income must be original documents, e.g. wage slips, pension statements, bank books/statements.

<i>Office Use Only</i>			
CTAX A/C No:			
PERS REF:			
INPUT BY:			
CHECKED BY:			
DATE ACTIONED:		EFFECTIVE DATE:	
PROPERTY REF:			

OFFICE USE ONLY

Date Received

CHANGE OF CIRCUMSTANCES

As the applicant, **you** are responsible for informing the Council's Benefit Office immediately when there is a change in your "second adult's" circumstances.

Examples of such changes are:-
Changes in income
Start or end of employment
Joining or leaving the household

If you do not tell us of any change, you may have to pay back some or all of your benefit.

IF IN DOUBT – REPORT IT

Some information from this form may be given to the Council Tax Office.

DECLARATION

I declare that the information given is true and complete.

I will immediately notify the Council's Benefit Office in writing if the circumstances of my "second adult(s)" change.

I authorise the Benefit Office to make any necessary enquiries to verify the information given on this form.

Signature (Claimant):
Date:
Telephone No. (<i>optional</i>):

RETURN THIS FORM, AS SOON AS POSSIBLE, TO:

**BENEFITS SECTION, DARTFORD BOROUGH COUNCIL
CIVIC CENTRE, HOME GARDENS, DARTFORD, KENT DA1 1DR**

Tel: (01322) 343705 (*Calls via TypeTalk welcome*)

DATA PROTECTION

The information you have provided on this form will be used to assess your Housing and Council Tax Benefit entitlements. It will be held securely and used in connection with the assessment, notification and recovery of overpayments due to this Authority.

All or part of the information provided may be disclosed or supplied to external organisations or bodies such as Courts, Bailiffs, Benefits Agency, any other charging authority and to the Council's external auditors for the following purposes:

- the prevention or detection of crime;
- the apprehension or prosecution of offenders;
- the assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters;
- data matching initiatives with other statutory bodies for the purpose of fraud prevention and detection.

All or part of the information provided may also be used by other Departments of the Council for purposes connected with the collection of Council debts or to assist in other statutory functions such as Environmental Health or Planning.

The Council may make a search (including making enquiries about principle directors) with a Credit Reference Agency. The Credit Reference Agency will keep a record and may share the information with other businesses.