

## Official Use Only

Date received:

Date issued:

Reference Number:

# Council Tax Reduction application

When you have completed the form, please return it as soon as possible. We usually award Council Tax Reduction from the Monday after the day we receive your application form. It is important that you do not delay in returning the form. If you cannot provide any information or evidence that we need, you can send it on later.

Please note if you are of working age, Council Tax Reduction maybe backdated up to six weeks. If you are of pensionable age, your claim maybe backdated up to three months. Please refer to the following website to confirm whether you are currently pensionable age, or the date when you will become pensionable age. [www.gov.uk/state-pension-age](http://www.gov.uk/state-pension-age)

If you need help completing this form or you need other forms, please phone us or come into one of our offices for advice. Our contact details are at the back of this application form.

**! Please type or print clearly in black ink**

## Section 1 - About You **!** You must answer all questions in Section 1

**If you have a partner, you must answer all of the questions about them.**

By partner, we mean a person you are married to or a person you live with as if you are married to them, or a civil partner or a person you live with as if you are civil partners.

The date that you wish to claim Council Tax Reduction from:

**! You will need to supply evidence of all income and capital and details of any changes in circumstances from the date you have added above.**

Do you have a partner who normally lives with you?    Yes    No

Section 1 - About You	You				Your partner			
Title:	Mr	Mrs	Miss	Ms	Mr	Mrs	Miss	Ms
Surname:								
First name(s):								

Section 1 - About You	You		Your partner	
<b>Address</b>				
<b>Date of Birth (DD/MM/YYYY)</b>				
<b>Contact phone number</b>				
<b>Email address</b>				
<b>National Insurance Number</b>				
<b>Date moved in</b>				
<b>Are you are the only person in the property over the age of 18?</b>	Yes	No		
<input checked="" type="checkbox"/> If 'Yes', from what date?				
<b>What was your last address?</b>				
<b>Do you still own this property?</b>	Yes	No	Yes	No
<input checked="" type="checkbox"/> If 'Yes', you will need to complete a second property form, which can be provided on request				
<b>Have you or your partner come to live in the United Kingdom, the Republic of Ireland, the Channel Islands or the Isle of Man in the last 2 years?</b>	Yes	No	Yes	No
<input type="checkbox"/>  The UK is England, Northern Ireland, Scotland and Wales				
<input checked="" type="checkbox"/> If 'Yes', what date did you last arrive in the UK?				

Section 1 - About You	You		Your partner	
<b>Please state nationality</b>				
<b>Since arriving in the UK have you completed 12 months continuous work?</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>!</b> Please supply your workers registration certificate if applicable				
We must see proof of identity and National Insurance number for you and your partner, if you have one. We also need to see proof of your immigration status if you are from abroad. See the checklist and the notes towards the end of the form for details of the type of income we need to see. We must see originals, not photocopies.				
<b>Are you a student?</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>✓</b> If 'Yes', you will need to confirm the total number of hours of study per week and any student income received, in <b>Section 6 on Page 8</b>				
<b>Does anyone get Carer's Allowance for looking after you?</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>✓</b> If 'Yes', who gets this?				

## Section 2 - About other people that live in your home

**Please tell us about all other people who live with you.**  
 This includes children (including adult children), friends, boarders, lodgers and sub-tenants.  
 If there are more than four additional people in your household use a separate piece of paper to tell us all of the information we ask for in this section.

Section 2 - About other people that live in your home	First person		Second person		Third person		Fourth person	
<b>Surname:</b>								
<b>First name(s):</b>								
<b>Date of Birth (DD/MM/YYYY)</b>								
<b>Gender</b>								
<b>Their relationship to you or your partner:</b>								
<b>Do you get Child Benefit for this person?</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>

<b>Section 2 - About other people that live in your home</b>	<b>First person</b>		<b>Second person</b>		<b>Third person</b>		<b>Fourth person</b>	
<b>Do you pay Childcare for this person?</b>	Yes	No	Yes	No	Yes	No	Yes	No
<b>Are they registered blind?</b>	Yes	No	Yes	No	Yes	No	Yes	No
<b>Do they get Disability Living Allowance or Personal Independence Payments?</b>	Yes	No	Yes	No	Yes	No	Yes	No
<b>When did they move in?</b> (DD/MM/YYYY)								
<b>Do they pay rent or money for board and lodgings to you or your partner?</b>	Yes	No	Yes	No	Yes	No	Yes	No
<b>Does this include meals?</b>	Yes	No	Yes	No	Yes	No	Yes	No
<b>If they work, how many hours per week do they work?</b>								
<b>If they work, please tell us their gross weekly earnings:</b>								
 Not required for boarders, lodgers, sub-tenants.								
<b>Do they get any other income?</b>	Yes	No	Yes	No	Yes	No	Yes	No
 If 'Yes', please give details in <b>Section 6</b> .								
<b>If this person is in any of the following categories, please tell us which:</b>								
Full-time student								
Student nurse								
Care worker								
Apprentice								
Youth trainee								
Severely mentally impaired								
In legal custody								
In hospital								

## Section 3 - About work

Section 3 - About work	You		Your partner	
<b>Do you work?</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<input checked="" type="checkbox"/> If 'Yes', please answer all the questions in this section. <input checked="" type="checkbox"/> If 'No', go to <b>Section 4</b> .				
<b>Are you self-employed</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<input checked="" type="checkbox"/> If 'Yes', If 'Yes', please fill in a 'Self-employed form', which can be provided on request.				
<b>What is the name of your employer?</b>				
<b>When did you start this job?</b> (DD/MM/YYYY)				
<b>How many hours do you work on average per week?</b>				
<b>How much do you get paid?</b>				
<b>How often do you get paid?</b>				
<b>Do you pay into a private pension scheme?</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<input checked="" type="checkbox"/> If 'Yes', please supply your last five payslips if paid weekly, your last three payslips if paid fortnightly, or your last two if paid monthly.				
<b>Are you getting Statutory Sick Pay, Maternity Pay, Paternity Pay or Adoption Pay for your employer at the moment?</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<input checked="" type="checkbox"/> If 'Yes', when do you expect to return to work? (DD/MM/YYYY)				
<b>Do you have any other jobs?</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<input checked="" type="checkbox"/> If 'Yes', please give details in <b>Section 6, on Page 8</b>				

**You must tell us straightaway if your earnings change**, this includes any periods of overtime or if you earn more or less than usual. If any changes are due in the near future, please give details in **Section 6, on Page 8**.

If you have recently started work and do not have any payslips, please ask your employer to fill in a 'Certificate of Earnings' form, which we can supply.

## Section 4 - About the money you have coming in

Please tell us about any private pensions, occupational pensions and annuities in the boxes below:

Pension or annuity provider	How often is it paid?	Gross Pay (from advice slip)	Tax (from advice slip)	When is the next increase?	Received by who?

Please tell us about all other income you or your partner get or are waiting to hear about. Evidence of this income will need to be supplied.

**You need to include** – State Pensions, Tax Credits, Pension Credits, Jobseeker’s Allowance, Employment and Support Allowance, Income Support, Universal Credit, Disability Living Allowance, Personal Independence Payments, Child Benefit, Maintenance, Child Support, rental income, tips, charitable or voluntary payments, or any other income you receive.

**If you or your partner have no income**, write ‘none’ and explain why and how you are meeting your day to day living expenses in **Section 6 on Page 8** of this form.

Type of Income	Who receives it?	Who is it paid for?	Amount	How often is it paid?	Waiting to hear?

## Section 5 - About bank and building society accounts, savings and investments

**Please be aware** that when we ask about capital, this includes any bank, building society or Post Office accounts, savings or investments (this includes ISAs linked to mortgages), Premium Bonds or stocks and shares, property in the UK or abroad including any money, property or land that is being looked after for you or any money owed to you.

### Section 5 - About bank and building society accounts, savings and investments

**How many bank, building society or post office accounts do you and your partner have?**

**If you are of working age, do you have total household savings of £6,000 or more?** **Yes** **No**

**If you are of pensionable age, do you have total household savings of £10,000 or more?** **Yes** **No**

**i** To find out whether you are of pensionable age, please refer to the following website, [www.gov.uk/state-pension-age](http://www.gov.uk/state-pension-age)

**Do you have any other capital? e.g. stocks and shares** **Yes** **No**

**i** Please list all of your capital below. If you have more than £5,500 in capital, you will need to provide evidence of each individual account.

Type of Capital	Account or Reference number	Amount	Held by
<i>Example: Halifax current account</i>	<i>12345678</i>	<i>£4,000</i>	<i>Partner</i>

**Do you or your partner own any property (other than the home you live in), land or holiday homes, in the UK or abroad? This includes properties and land on which there is a mortgage or loan, held in trust, or jointly held with another person.** **Yes** **No**

**✓** If 'Yes', you will be required to complete a **Property Form**, please contact us for details.

## Section 6 - Additional Information

**If you want to give any more information that would help us deal with your application, please give details in this section.** If there is not enough room, please attach a separate sheet of paper.



## Section 7 - Declaration

- 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 should sign this declaration as well.
- **Please read this declaration carefully before you sign and date it.**

### I/we understand the following:

- If I/we give information that is incorrect or incomplete, you may take action against me/us. This may include court action.
- You will use the information I/we have provided to process my/our claim for Council Tax Reduction.
- You may check some of the information with other sources within the council, other councils and the Department for Work and Pensions/Jobcentre.
- You may use any information I/we have provided in connection with this and any other claim for social security benefits that I/we have made or may make. You may give some information to other government organisations if the law allows this.

We will keep and use your personal information in accordance with the requirements of the Data Protection Act 2018. For the purpose of processing your claim, we may pass information to other agencies or organisations, including Civica and Northgate Public Services. We may check information that you have provided or that has been provided about you against relevant information that we already hold to make sure that it is accurate, for example the electoral register.

### We may also pass information to other central and local government agencies to:

- prevent or detect benefit fraud or any other crime;
- support national fraud initiatives (this will include your information being used in data-matching exercises from time to time); and
- protect public funds.

Please refer to our website at [www.southglos.gov.uk/privacy](http://www.southglos.gov.uk/privacy)

- I/we know, that I/we must tell the council about any change in my/our circumstances which might affect my/our claim and confirm that I/we understand that the council will amend any Council Tax Reduction award, which will in turn change the amount due in respect of our Council Tax bill.
- I/we have checked the information provided at the time I/we submitted it to South Gloucestershire Council
- I/we declare the information I/we have given on this form is correct and complete.

**Person applying**

**Your partner**

**Signature**

**Date (DD/MM/YYYY)**

- If the form has been completed by someone on your behalf, please see overleaf.

**Section 7 - Declaration continued**

**The section below must be filled in if someone has filled in the application for you.**

This includes an agent, appointee, relative or friend.

**I have filled this form in on behalf of:**

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**As they cannot fill in the form because:**

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**I am (BLOCK CAPITALS):**

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**Relationship to the person applying:**

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**As far as possible, I have confirmed with the person applying that the answers I have written on this form are correct.**

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**Signature of the person who completed the form:**

**Date (DD/MM/YYYY)**

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## Section 8 - Some examples of changes you need to tell us about

- If you or your partner start working or change employer.
- If your savings or investments go up or down.
- If the income of anyone in your household goes up or down.
- If your tax credits change.
- If yours or your partner's income goes up or down
- If a child leaves school or child benefit stops
- If you or your partner stop receiving Income Support, Jobseeker's Allowance, Universal Credit, Employment and Support Allowance.
- If anyone joins or leaves the household
- If you or your partner has a baby
- If you move, or are absent from your home.

## Section 9 - Proof that you need to provide and how we will use the information

### Proof we need before we can deal with your application for Council Tax Reduction

If you don't provide all the information we have asked for on this form, we may not be able to award any Council Tax Reduction or it may delay your claim. We need the same proof for your partner and for any other adults living in your home (such as non-dependants in Part 2). If you don't have the proof that we need at the moment, send the form back to us now and send the proof onto us separately. We can start to process your application, but we may not be able to give you any Council Tax Reduction until we have all the proof to support your claim.

If you don't provide the proof within one month of any request we may have to deem your claim as being unsuccessful. This could mean you receiving less help or none at all. This may also mean that you would need to make a new application. **Examples of the type of proofs we need are shown below:**

#### Identity

- Birth Certificate
- Passport (current and valid)
- Driving Licence
- Marriage Certificate
- Bank Statement
- Utility Bill in your name

#### National Insurance No. (NI)

- National Insurance card
- Wage slip
- P60 or P45

#### Income

- Wage slips (five weekly, three fortnightly or two monthly)
- Pension Letter
- Child Benefit Letter
- Universal Credit Letter

#### Capital – Pensionable Age

- Last two months bank statements for all accounts held, if total amount is over £10,000, together with any Share Certificates, Savings Passbooks etc

#### Other Income

- If you receive one of the following incomes, please just supply your National Insurance number as we can obtain the details for you:
- Working or Child Tax Credits
- Income Support
- Jobseeker's Allowance
- Employment and Support Allowance
- Disability Living Allowance
- Personal Independence Payments
- Carer's Allowance
- Bereavement Allowance
- State Pension
- Pension Credit
- Attendance Allowance
- Severe Disablement Allowance

**Additional forms may be required to be completed by yourself, which have already been detailed in the CTR form above.** These can be:- Self Employment Form, 2nd Property Form etc.

## Section 10 - Submitting your form

Once you have filled in this form and signed the declaration, please return your completed application form and relevant documents to us by post or in person.

### ✉ By post

**South Gloucestershire Council,**  
Chief Executive and Corporate  
Resources,  
Badminton Road  
PO Box 1953  
Bristol  
BS37 0DB

### 🏠 In person at a One Stop Shop

#### **Kingswood One Stop Shop**

Civic Centre  
High Street  
Kingswood  
Bristol  
BS15 9TR

#### 🕒 Opening hours

Monday to Wednesday  
8.45am to 5.00pm

Thursday and Friday  
8.45am to 4.30pm

#### **Patchway One Stop Shop**

Rodway Road  
Patchway  
Bristol  
BS34 5PE

#### **Yate One Stop Shop**

Kennedy Way  
(Access via West Walk)  
Yate  
Bristol  
BS37 4DQ

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## Contacting the council

If you have any queries or questions about this form please get in touch using the contact information below.

### ✉ Telephone

01454 868002

### ✉ Email

[Housingbenefit@southglos.gov.uk](mailto:Housingbenefit@southglos.gov.uk)

### ✉ Website

[www.southglos.gov.uk/council-tax](http://www.southglos.gov.uk/council-tax)