

Claim form for Council Tax Reduction (Second adult rebate)



☎ 0300 100 1800

www.scotborders.gov.uk

customeradvice@scotborders.gov.uk

Your name and the address you want to claim for

For office use only

Issue date / /

Contact date / /

Claim number

Your mobile phone number

Your daytime phone number

Your email address



- You must answer every question where there are 'Yes' and 'No' tick boxes.
- Please answer all the questions that apply to you.
- Do not delay in returning your claim form. Any reduction will usually apply from the Monday after the day we receive your claim.
- We need to see original documents as proof. If you do not have the evidence we need, you should still apply and provide the evidence within one month.
- Please refer to the Guidance notes on page 5 and 6 while completing this form.

This form is for you to apply for a Council Tax reduction based on the income of other adults in your household. The reduction may be awarded if no other adult in your household:

- is over 18 and responsible for paying Council Tax;
- is your partner; or
- has an income, before tax, above the current limit set by the Government.

Section 1: About you - Please read the guidance notes before filling in this form

Do you have a partner? Yes No
(See the guidance notes for a definition of 'partner'.)

Does anyone pay you rent to live in your home as a lodger or subtenant? Yes No

Do you share the tenancy of your home, or own your home, with anyone else? Yes No

If 'Yes', who with?

If you rent your current home, when did your tenancy start? / /

When did you move in to your current home?	You	Your partner
	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Section 2: About you and your partner

You

Your partner

Title (Mr, Mrs, Miss, Ms and so on)

Surname

First name

Any other names you have been known by

Date of birth

National Insurance number

Are you disregarded for Council Tax?

(See the guidance notes for information on who is disregarded.)

Yes No

Yes No

If 'Yes', why are you disregarded?

What was your last address?

See the guidance notes for details of the proof we need for this section.

Section 3: About the other adults in your household

Person 1

Person 2

Title (Mr, Mrs, Miss, Ms and so on)

Surname

First name

Date of birth

National Insurance number

Their relationship to you

Are they joint tenants with you?

Yes No

Yes No

Do they pay you money for board and lodgings?

Yes No

Yes No

Date which they moved into the property

Are they disregarded for Council Tax?

(See the guidance notes for more information on who is disregarded.)

Yes No

Yes No

If 'Yes', why are they disregarded?

Do they receive Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, or Pension Credit?

Yes No

Yes No

Are you waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Universal Credit or Pension Credit?

Yes No Yes No

If 'Yes', when did you claim?

/ /

/ /

If there are more than two other adults living with you, please use the space on page 3 of this form to give us the same information for the rest of the adults.

See the guidance notes for details of the proof we need for this section.

Section 4: Other adults' earnings and other income

If any of the people named in section 3 receive earnings from a job or self-employment, or receive any other income (for example, tax credits, Universal Credit, Child Benefit, interest from savings) give details below.

Person who receives it	Type of income	How much? (before tax and national insurance)	How often?

See the guidance notes for details of the proof we need for this section. **If someone has filled this form in for you, they must fill in section 7 on the next page.**

Section 5: Other information

Please list any proof we need but which you cannot provide. If there are more than three items, please continue on a separate sheet of paper.

- 1.
- 2.
- 3.

In the box below, give us any details you could not fit in section 3. You can also give us any other information you need to tell us.

To find out how we will process and use your personal information in connection with your claim, see our privacy notices on the website at www.scotborders.gov.uk/CASSPrivacyNotices.

If you would like a printed copy, phone us on **0300 100 1800**.

Section 6: Your declaration

Please read this declaration carefully before you sign and date it.

I know that I must let you know about any change to the information I have provided in this form.

I declare the information I have given in this form is correct and complete. I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.

I agree that you will use the information in this form to work out if I can get a reduction on my Council Tax.

Your signature:

Date:

 / /

Section 7: Declaration of the person who filled this form in on your behalf

Why have you filled this form in for the person claiming Council Tax Reduction?

Your name

Signature

Relationship to the person claiming

What happens next?

You should now have:

- filled in this claim form; and
- collected any proof to support your claim.

You should now take the form and the proof we need to your nearest council contact centre or library contact centre.

- When we have your form and all the proof we need, we will assess your claim for a Council Tax reduction.
- We will send you a decision notice. You should read this and make sure you are happy with the outcome of your claim. If you get a Council Tax reduction it will be taken off your Council Tax bill. This may change the instalments you pay.
- If you are unhappy with the outcome of your claim, you can ask us to look at the decision again or you can appeal against the decision. Details of how to do this will be printed on the back of your decision notice.

Council contact centres and library contact centres

Coldstream, Library Contact Centre, Gateway Centre

Duns, Library Contact Centre, 49 Newtown Street

Eyemouth, Old High School, Coldingham Road

Galashiels, Paton Street

Hawick, High Street

Innerleithen, Library Contact Centre, Buccleuch Street

Jedburgh, Library Contact Centre, Castlegate

Kelso, Library Contact Centre, Bowmont Street

Newtown St Boswells, Council Headquarters

Peebles, High Street

Selkirk, High Street

You can find out the opening times from our website at www.scotborders.gov.uk/contactcentres or by calling **0300 100 1800** and following the appropriate instructions. The times are also displayed at each office.

Guidance notes

Read these notes carefully before you fill in the application form.

- You need to fill in the form so that we can work out if you can get a reduction in your Council Tax. If you need help to fill in the form, please ask at your local council contact centre or library contact centre. Contact details are given on page 4 of the form. Your local citizens' advice bureau will also be able to help you fill in the form.
- You should return the form as soon as you can. This is because we normally award a Council Tax reduction from the Monday after we get your form. We can sometimes award a Council Tax reduction from an earlier date if you have a good reason for not claiming earlier. If you want to claim from an earlier date, return your form with a letter explaining why you did not apply earlier.
- Please answer all the questions that apply, and give us the proof we need.
- **Your** money and savings do not affect Council Tax Reduction. We work out your entitlement based on the money that other adults in your home get.

Definition of partner

In the form, a partner is someone you are married to or in a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple.)

People who are disregarded

The following people are 'disregarded', meaning that they do not count towards the number of adults in your home when the Council Tax bill is calculated.

- Any person who is in prison or in custody
- Any person who has a severe mental illness or form of dementia
- Any person over 18 who Child Benefit is paid for
- Students and student nurses
- Apprentices
- Any person on a Youth Training Scheme (Skillseekers)
- Long-term patients in hospital
- Any person in a residential care home, nursing home or hostel
- Carers (other than those caring for a partner or child under 18)
- Any person over 18 but under 20 who was a full-time student in further education on the previous 20 April
- Any person who is the partner or dependant of a student, is not a British citizen, and cannot work or claim benefits in the UK
- Any person who:
 - has no income, savings or investments;
 - is a member of a religious community and whose purpose is prayer, meditation, education or relieving suffering; and
 - is financially dependent on the community they serve.

You must provide proof of the reason any person is disregarded. If you need more information about who is disregarded, or what proof to provide, ask at your local council contact centre or library contact centre.

Proof we need

We may need some proof from you. The proof we need is set out below.

Section 2

We need proof of your and your partner's (if you have one) identity, address and National Insurance number. You must provide original documents (we cannot accept photocopies).

• Evidence of identity

Birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit or EEA identity card

- **Evidence of your address**

A recent gas or electricity bill or a TV licence

- **Evidence of National Insurance number**

National Insurance number card, payslips, letters from the Department for Work and Pensions (DWP) or HM Revenue & Customs (HMRC)

Section 3

We need the following proof for all the adults named in section 3. You must provide original documents (we cannot accept photocopies).

- **Evidence of their National Insurance number**

National Insurance number card, payslips or letters from the Department for Work and Pensions (DWP) or HM Revenue & Customs (HMRC)

- **Evidence of their Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, or Pension Credit**

Your most recent award letter or bank statement showing payments received

Section 4

We need the following proof for all earnings and income you have given details of in section 4. You must provide original documents (we cannot accept photocopies).

- **Evidence of earnings**

Payslips (the last five if paid every week, the last three if paid every two weeks, or the last two if paid every month or every four weeks)

If they are self-employed, accounts for the last financial year or, if they have been trading for less than one year, a summary of their trading records so far

- **Evidence of any other income they have**

Pension slips, their most recent award letter from the Department for Work and Pensions (DWP) or HM Revenue & Customs (HMRC), a bank statement showing payments received

When we receive your form, if we need any more proof we will let you know. If you do not give us all the proof we need, we might not award a Council Tax reduction

Declaration

Before signing the declaration, make sure you have:

- filled in the form correctly, answering all the questions that apply to you; and
- understood your responsibility to give us complete and accurate information.

Change in circumstances

You must tell us if any of the information you have provided changes. Changes could affect how much Council Tax Reduction you get. Some changes that may affect the reduction are listed below.

- Change of address
- Someone moving in or out of your home
- You or anyone in your household becoming a student
- You or anyone in your household stopping being a student
- Changes in the status of you, your partner or any other adult in your household (for example, someone becoming a skillseeker or apprentice)
- Changes in the earnings or other income (for example, a pay rise or an increase in hours worked) of the other adults living in your home with you and your partner (if you have one)
- The other adults living in your home with you or your partner (if you have one) starting to receive, or no longer receiving, Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, or Pension Credit
- A young person reaching the age of 18, leaving the household or no longer having Child Benefit paid for them
- An extra benefit (for example, Attendance Allowance or a tax credit) being awarded to any of the other adults living with you and your partner (if you have one)

If you don't tell us about any change in circumstances, and this results in you getting too much Council Tax Reduction, we will send you a new Council Tax bill for increased instalments.