



Council Tax Benefit Second Adult Rebate

Please fill in this box in CAPITALS

Name _____

Address _____

Postcode _____

Official use only	
Date issued	/ /
Date received	/ /
Date returned (if different)	/ /
Claim number	
Date action taken	/ /

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.

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. Please initial any alterations.

Answer 'Yes' or 'No' questions by ticking ✓ 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 or fail to answer a question, we will have to send the form back, and this will delay the claim.

Please **do not** complete this form if you are not the person responsible for payment of Council Tax

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

Benefits Section
Comhairle Nan Eilean Siar
Town Hall
Point Street
Stornoway
Isle of Lewis
HS1 2XF

If you cannot get out of the house easily and there is nobody who can help you fill in the form, we can come and help you. Please telephone us on the Benefits hotline below.

You can contact us on 01851 707450/707461 (Benefits Hotline)

Notes for filling in the claim form

About this form

The Second Adult Rebate claim form has been specially designed to be easy to fill in.

This form must be completed by the person who is liable to pay Council Tax and not the “Second Adult”.

The liable person may be eligible to claim second adult rebate if:

- You are a single person OR
- You are a couple and one of you is ignored for Council Tax Discount purposes (see below) AND
- You share your home with other adults e.g. grown up children who do not pay Council Tax.

The “Second Adult(s) is:

- Not your partner or spouse.
- Not a joint owner or tenant who is liable to pay Council Tax with you.
- Must be aged over 18.
- On a low income.
- Must not pay you rent as a sub-tenant or for board and lodgings.
- Is not a discounted person for Council Tax Purposes (see below)

COUNCIL TAX DISCOUNTS

A husband, wife or other person aged 18 or over living in your address may be discounted for Council Tax purposes if they meet one of the following qualifying conditions: If you want more information about discounts please contact us on (01851) 709293 or 709296

- 1. Aged 18 or over and child benefit is still payable for them.**
- 2. Students** - undertaking a full time course of education at a University/Polytechnic/College/or other higher education institution.
- 3. School Leavers aged under 20** - the person must have been a student on 30 April but ceased studies after 30 April and before 1 November (Period prior to commencing College/University in Autumn).
- 4. Hospital Patient** – long term hospital patient. (Discount does not apply to persons staying in hospital for a short time)
- 5. Patients in Homes** – long term resident of residential Care Home/Nursing Home/Mental Nursing Home or Hostel.
- 6. Persons in Detention** – discount applies to the prisoner’s home in cases where the prisoner is serving a short sentence and is still regarded as having a sole or main residence in the home.
- 7. Apprentices** – applies to people employed for the purposes of learning a trade or business, undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications of the Scottish Vocational Educational Council.
- 8. Student Nurse** – undertaking a course which if successfully completed leads to any parts 1-6, 8, 10 & 11 of the Register of Nurses, Midwives & Health Visitors Act.
- 9. Carers** – applies if the carer is providing care or support for at least 35 hours per week and they reside with the person receiving care or support. The person receiving care must not be the partner of the carer or a child aged under 18 of the carer and must be in receipt of the Higher rate of Attendance Allowance/Higher rate of the Care Component of a Disability Living Allowance or Increased Disability Pension or is a carer proving care or support on behalf of a relevant body (i.e. Local Authority) and engaged or employed for at least 24 hours per week and resides on the premises.
- 10. People who are severely mentally impaired** – severe mental impairment is classed as loss of intelligence or social functioning (however caused) which appears to be permanent (a medical certificate is required to confirm this). Also one or more of the following must be in payment to the person deemed severe mentally impaired:
 - The highest or middle rate of the care component of Disability Living Allowance or
 - Attendance Allowance, Constant Attendance allowances or certain equivalent additions to Industrial Injuries or War Pension
 - Incapacity Benefit or Severe Disablement Allowance or
 - Disability Working Allowance but only if he or she was receiving Incapacity Benefit or Severe Disablement Allowance in the eight weeks before the Disability Working Allowance was awarded.
 - Income Support or Jobseekers Allowance (Income Based) but only if it includes a disability premium awarded for the persons’ incapacity.

Notes for filling in the claim form (continued)

When we usually pay benefit from

If this is your first claim: We will usually pay your benefit from the Monday after we get your form.

Evidence

We need to see evidence of some of the things you tell us about. The checklist at the end of the form will help you. If you are not sure if we need to see evidence of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the evidence we have asked for.

How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process your claim for Council Tax Benefit.

We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give them information, to:

- make sure the information is accurate; and
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

More information can be found at <https://www.cne-siar.gov.uk/your-council/data-protection/>

Changes you must tell us about

Tell us straight away if:

- anyone moves in or out of your home (including lodgers and subtenants); or
- the income/capital of anyone living with you, including benefits, changes; or
- anyone living with you becomes 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; or
- you receive any decision from the Home Office; or
- anything you have told us about changes.

You must tell us about these changes in writing – a phone call is not enough.

If you don't tell us about these changes, you may lose money you are entitled to or you may get too much benefit.

You must make sure that you tell us about these changes. Don't rely on someone else to pass on the message.

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

If we pay you too much benefit, you will probably have to pay it back.

Second Adult Rebate Claim Form

Please **do not** complete this form if you are not the person responsible for payment of Council Tax

Official use only

Part 1 About you and your partner

Do you have a partner who normally lives with you?
By partner we mean someone you are married to or live with as if you are married.
Even if your partner only comes home at weekends, or part of the week, you must include them

No

Yes If you have a partner, you must answer all the questions about them, as well as yourself.

You

Your partner

Surname or family name

Other names

Any other surnames or family names you have used

Title (Mr, Mrs, Ms and so on)

Address
Do not tell us your partner's address if it is the same as yours

Postcode

Postcode

Date of birth

 / /

 / /

What date did you move in to this address? i.e. first spent the night there

 / /

 / /

National Insurance Number

Letters	Numbers	Letter

Letters	Numbers	Letter

You can find this on payslips or letters from social security or the tax office. We cannot assess your claim if we do not see evidence that this is your National Insurance number (see part 6).

If you do not have a National Insurance Number, or cannot find it, tick this box.

If your partner does not have a National Insurance Number, or cannot find it, tick this box.

Your daytime phone number
You do not have to tell us this, but it may help us to deal with your claim more quickly.

We must see evidence of your and your partner's identity and national insurance number. If you or your partner are asylum seekers, you must provide your current Home Office letter.

Part 1 About you and your partner – continued

You

Your partner

Have you or your partner claimed Housing Benefit or Council Tax Benefit before at a previous address?

No
 Yes When did you claim?

No
 Yes When did you claim?

 / /
 / /

What council did you claim from?

What council did you claim from?

What name did you claim in?

What name did you claim in?

What address did you claim for?

 Postcode

What address did you claim for?

 Postcode

Have you told the council that paid your benefit that you have moved?

No Date left
 Yes / /

No Date left
 Yes / /

If you moved home in the last 12 months, tell us your last address?

 Postcode

 Postcode

Were you the home owner, a Private tenant, a council tenant Or a boarder at this address?

Have you or your partner come to live in England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man in the last 2 years ?

No
 Yes We will write to you about this.

No
 Yes We will write to you about this.

What is your nationality?

If your nationality is not British, on what date did you last enter the UK? The UK is England, Northern Ireland, Scotland and Wales.

Are you or your partner receiving one of the Council Tax Discounts which are listed on page 2?

Yes No

If Yes, which discount do you or your partner receive?

Part 2 About other people who live with you

Do any adults usually live with you and any partner you have? By adults we mean people over 16 who nobody gets Child Benefit for.

No

Go to **Part 4**.

Yes

Answer all questions in this section.

Now tell us about all the people who usually live with you and your partner.

If you want to tell us about more than 3 people, use a separate sheet of paper.

If you are sending a separate sheet of paper, tick this box.

	First person	Second person	Third person
Surname or family name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Their relationship to you or your partner Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend.	<input type="text"/>	<input type="text"/>	<input type="text"/>
When did they move in?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do they get Income Support, income-based Jobseeker's Allowance or Pension Credit?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
Do they normally work for 16 hours or more a week?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
	Tell us their earnings before any deductions <input type="text"/> £ We need to see evidence of their earnings	Tell us their earnings before any deductions <input type="text"/> £ We need to see evidence of their earnings	Tell us their earnings before any deductions <input type="text"/> £ We need to see evidence of their earnings

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Part 2 About other people who live with you

Do they have any other income at all?

This includes any benefits, allowances, tax or pension credits you have not told us about on this form and interest from savings and investments.

No

Yes

Name of first other
Income

How much is it before
deductions?

£ a week

Name of second other
income

How much is it before
deductions?

£ a week

Name of third other
income

How much is it before
deductions?

£ a week

**We need to see evidence
of all other incomes**

No

Yes

Name of first other
income

How much is it before
deductions?

£ a week

Name of second other
income

How much is it before
deductions?

£ a week

Name of third other
income

How much is it before
deductions?

£ a week

**We need to see evidence
of all other incomes**

No

Yes

Name of first other
income

How much is it before
deductions?

£ a week

Name of second other
income

How much is it before
deductions?

£ a week

Name of third other
income

How much is it before
deductions?

£ a week

**We need to see evidence
of all other incomes**

Are any of the people who normally live with you married to each other or living together as if they were married?

No

Yes Tell us their names.

is the partner of

And

is the partner of

Are they a disregarded person for Council Tax as listed on page 2?

No

Yes

No

Yes

No

Yes

If Yes, which discount do they receive?

We must see evidence of all income and interest from savings for the people shown above. Read the checklist at Part 6.

Part 3 Backdating

We can usually award benefit from the Monday after the day we receive your claim. Sometimes we can pay benefit from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit from an earlier date, please set out your reasons in part 4 or tick here and we will send you a backdating form.

Part 4 Anything else you need to tell us

Use the box below to tell us anything else you think we should know. Use a separate sheet of paper and attach it to this form if you need to.

If you are sending separate sheets of paper with this form, tell us how many.

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Part 5 Declaration

Even if someone else has partly or fully filled in this form for you, you MUST sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm that all the details about them are correct.

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

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit or both, or to assess any discount or grant for Council services. You may check the information with other sources as allowed by the law.
- You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. This includes any Discretionary Housing Payment. You may give some information to other government organisations, such as government departments and local councils if the law allows this.

I know I must let the Council know immediately about any change in my circumstances or the circumstances of anyone living with me, which might affect my claim. If I do not, you may take action against me. This may include court action. I declare that this is my claim for Housing Benefit and/or Council Tax Benefit and the information I have given on this form is correct and complete. I authorise the Council to make any necessary enquiries to verify the information in this form.

Signature of person claiming

Date

Partners signature

Date

If this form has been partly or fully filled in by someone other than the person claiming:
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 the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

Part 6 Checklist

Please tick to tell us what evidence you are sending with this form. We must see original documents, not copies. If you bring them to our reception, we will take the details we need and give you the documents back straightaway.

If you do not provide all the evidence we need, we might not be able to pay you any benefit.

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence later. We can start to process your claim, but we will not be able to pay you any benefit until we have all the evidence.

Please tell us now in Part 4 if you cannot supply the evidence within 4 weeks.

Evidence required for Claimant/Partner

Evidence of identity

Such as a birth certificate, marriage certificate, passport, National Insurance number card, medical card, driving licence, UK residence permit, current Home Office letter, EU identity card or recent gas or electricity bill. We may need to see several of these documents for each person.

Evidence of National Insurance number

Such as a National Insurance number card, payslips or letters from social security or the tax office.

Evidence required for other members of the household

Evidence of earnings

This means your last 5 payslips if you are paid every week, your last 3 payslips if you are paid every 2 weeks, or your last 2 payslips if you are paid every month. We will give you a form for your employer to fill in if you do not have these payslips. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than 6 months, a summary of your trading records so far. We can supply a form.

Evidence of other income

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. Evidence of any interest from savings and investments.

Evidence of benefits, allowances, tax credits, pension credits or pensions

Such as current award notices or letters from the Department for Work and Pensions confirming how much you get. If you do not have evidence, let us know straight away. Please do not send order books through the post.