

# RATES HOUSING BENEFIT AND RATE RELIEF

## GUIDANCE NOTES FOR CLAIM FORM



**If you need this form in a different language or format, please contact us.**

### ABOUT RATES HOUSING BENEFIT AND RATE RELIEF

- Rates Housing Benefit and Rate Relief are means-tested benefits which provide help for owner-occupiers (including pensioners) who are on benefits or a low income to pay their rate bill. These schemes are administered by Land & Property Services. This means your circumstances (for example, how much your rates cost; your total income and savings; and other people who live with you) are considered to work out how much help you can get.
- Housing Benefit is a UK-wide statutory benefit (and is broadly equivalent to Council Tax Benefit in mainland UK). These schemes for help with rates are administered by Land & Property Services (LPS) if you own and live in your home.
- Rate Relief applies only in Northern Ireland.

#### Other help available through Northern Ireland Housing Executive (NIHE)

You may be eligible for Housing Benefit and/or Rate Relief from NIHE if:

- You do not own your property;
- You are a tenant;
- You are paying rent;
- You are buying your home through the Co-Ownership or a rental purchase scheme; or
- Ownership of the property has transferred to someone else and legally you are no longer the owner, but you still have a right to live there (this is often referred to as 'having your day in the property').

Contact NIHE on telephone number **0344 892 0902**.

### INTRODUCTION

- This guidance booklet will help you complete the application form.
- You should answer all sections unless advised otherwise.
- You will need to send us some evidence to support your claim. Please note we will accept good quality photocopies of any evidence supplied.
- If you run out of space on the form, you should attach a separate page if necessary. Please note the section number beside each piece of additional information.

## HOW TO USE THIS GUIDANCE BOOKLET:

- Where you see the **i** icon within the form it shows there is more information available in the relevant section of this booklet.
- Where you see the **e** icon within the form it shows that you must supply evidence. Details of the types of evidence you must supply are contained in the relevant section of this booklet.
- Each question in each section is numbered. You should use this number to direct you to the correct section in this guidance booklet.
- For each section in the booklet, we will list the information points indicated on the form. Following this, we will list the types of evidence you must send us.

## SECTION 1 – ABOUT YOU AND YOUR HOME

LPS only deals with owner-occupiers therefore you must confirm that you live in and own the property you are claiming for.

### Remember:

- Do not complete the form if you do not own your home or if you are buying it through either the Co-Ownership or rental purchase schemes.
- Joint owners who wish to claim rates Housing Benefit or Rate Relief must complete a separate form.

### **i** INFORMATION

<b>1.2</b>	<b>Co-Ownership/Rental purchase scheme</b>	These schemes help those on a low income get on the property ladder; allowing them to buy a share of a property and rent the remainder. Find out more via <a href="http://www.nidirect.gov.uk/equity-sharing">www.nidirect.gov.uk/equity-sharing</a>
<b>1.4</b>	<b>Joint owner</b>	If you own the property jointly with someone other than your partner. (The claimant and their partner are treated as 1 unit for our purposes.)  You must each apply separately for rates Housing Benefit and Rate Relief, and you must tell us what proportion you own (1.4d).
<b>1.4d</b>	<b>Proportion owned by joint owners</b>	You must specify for yourself and your partner, and for each additional joint owner, for example, one third; one quarter; 50% etc.  For liability purposes you and your partner are treated as one person. (For example, if you and your partner own your home jointly with your son in equal shares of 50% each we would treat this as 2 owners. You and your partner own 50% and your son owns 50%).
<b>1.5</b>	<b>Rate Relief</b>	As Housing Benefit is a statutory benefit it will always be assessed first. You can choose not to be assessed for Rate Relief if you wish, but you must indicate this on Section 1.5 (page 2) of your form or let us know within one calendar month of submitting your application. If you choose not to be assessed for Rate Relief you may lose additional help you might otherwise have been entitled to.

## SECTION 2 – YOU AND YOUR PARTNER

People living in your home may affect your entitlement to rates Housing Benefit and Rate Relief.

### **i** INFORMATION

2.5	<b>National Insurance Number</b>	<p>You pay National Insurance contributions to build up your entitlement to certain state benefits, including the State Pension. The contributions you pay depend on how much you earn and whether you're employed or self-employed.</p> <p>Example of a National Insurance number: AB 99 99 99 C</p> <p>If you've lost or can't remember your number, you might be able to find it on official paperwork like:</p> <ul style="list-style-type: none"> <li>• Your P60 (end of year tax statement, given to you by your employer);</li> <li>• A copy of your annual Self Assessment tax return; or</li> <li>• You can also contact the National Insurance Registrations Helpline on 0845 915 7006.</li> </ul> <p>You must have a National Insurance number to be eligible to claim. If you do not have a National Insurance number you should contact the Social Security Agency to request one. If your partner is a foreign national, they must also have a National Insurance number or be able to provide evidence that they have requested one.</p>
2.7	<b>Are you registered blind?</b>	<p>If you are registered blind with the Health and Social Services Board you may qualify for the disability premium which may mean you will be entitled to more help with paying your rates.</p> <p>If you require this guidance booklet or a copy of the application form in another language or format (for example, braille, large print etc) please contact us on 0300 200 7801. Please also tell us if you require all future correspondence issued in the same format.</p>
2.8	<b>Are you currently in hospital?</b>	<p>If you are absent from your home because you are in hospital you can continue to claim rates Housing Benefit and Rate Relief for up to 13 weeks.</p>
2.9	<b>Are you currently in a nursing home?</b>	<p>If you are trying out a nursing home you can continue to get rates Housing Benefit and/or Rate Relief for 13 weeks.</p> <p>This period can be extended to a maximum of 52 weeks if you are in hospital or having respite or other medically approved care in a nursing home, but only if you intend to return to your own home.</p>
2.10	<b>Are you currently in prison?</b>	<p>If you are absent from your home because you are in prison on remand, you can continue to claim rates Housing Benefit and Rate Relief for up to 52 weeks or until you are sentenced.</p>
2.11	<b>Are you a full-time student?</b>	<p>Most students cannot claim rates Housing Benefit or Rate Relief but there are some exceptions. For a list of these exceptions visit <a href="http://www.nidirect.gov.uk/rates">www.nidirect.gov.uk/rates</a> or call us on 0300 200 7802 for more information.</p>

## SECTION 3 – DEPENDANT CHILDREN

Your dependant children and the benefit(s), if any, you receive for them will impact on the amount of rates Housing Benefit and Rates Relief you are entitled to.

### **i** INFORMATION

<b>3.4</b>	<b>National Insurance Number</b>	Provide this number if known. If not, do not worry as your claim will not be adversely affected.
<b>3.6</b>	<b>Are they blind?</b>	If you have a dependant child that is registered blind you may qualify for the <b>disability premium</b> which may mean you will be entitled to more help with paying your rates.
<b>3.7</b>	<b>Do they receive Disability Living Allowance?</b>	Disability Living Allowance (DLA) is a tax-free benefit for disabled children and adults to help with extra costs you may have.  If your child is disabled you will qualify for the <b>disabled child premium</b> which may mean you will be entitled to more help with paying your rates.

## SECTION 4 – OTHER PEOPLE LIVING IN YOUR HOME

Everyone in your household affects your entitlement to rates Housing Benefit and Rate Relief.

### **Remember:**

- All adults and young people (over 16) in your household, for whom you do not receive Child Benefit, are known as non-dependants.
- You should also include any children, under 16, for whom you do not receive Child Benefit. These are known as non-dependant children.
- Joint owners who wish to claim rates Housing Benefit or Rate Relief must complete a separate application.

### **i** INFORMATION

	<b>Non-dependants</b>	The government expects adult non-dependants to contribute towards the cost of your household bills. In some circumstances some money will be deducted from your weekly benefit depending on the non-dependant's gross earnings. This money will be deducted whether you receive any money from them or not.  There are some exceptions to this, for example if: <ul style="list-style-type: none"> <li>• You receive Disability Living Allowance (Care); or</li> <li>• You receive Attendance Allowance; or</li> <li>• You or your partner are blind; or</li> <li>• The non-dependant is a full-time student.</li> </ul>
<b>4.6</b>	<b>Are they a joint owner?</b>	If you own the property jointly with someone other than your partner: <ul style="list-style-type: none"> <li>• You must each apply separately for rates Housing Benefit and Rate Relief, and you must tell us what proportion you own (1.4d).</li> </ul>

## Ⓢ REQUIRED EVIDENCE

4.5	<b>Tenants/boarders</b>	One of the following: <ul style="list-style-type: none"> <li>• Copy of signed/dated rental agreement showing terms (for example, if meals/heating are included); or</li> <li>• Copy of bank statement showing Standing Order for rent incoming; or</li> <li>• Letter from tenant/boarder confirming the amount they pay you and how often they pay.</li> </ul>
4.7	<b>Are they a full-time student?</b>	Evidence of student status such as: <ul style="list-style-type: none"> <li>• A copy of student card; or</li> <li>• A copy of student fee invoice; or</li> <li>• A copy of student loan/grant/bursary award letter.</li> </ul>
4.9		A copy of your benefit award letter.
4.10a	<b>What are their weekly earnings?</b>	One recent payslip showing gross and net wages.
4.11a	<b>Do they have any other income?</b>	A copy of supporting documentation (for example, evidence of Child Maintenance, Child Benefit, savings).

## SECTION 5 – YOUR BENEFITS

The type and amount of income you receive is very important. You must tell us about all sources of income for you and your partner (if you have one).

### Remember:

- If you are in receipt of a passport benefit you do not need to complete all sections of this form. Please go to Section 12 – Backdating.
- If you have non-dependants living with you for whom a deduction applies, the relevant deduction will still be taken from your rates Housing Benefit entitlement, even if you are in receipt of a passport benefit. You will receive a bill. This cannot be covered by Rate Relief.

You must supply evidence of all sources of income for you and your partner. If you do not know what types of evidence to send us, please contact us on **0300 200 7802** for advice.

## ⓘ INFORMATION

5.1	<b>Passport Benefits</b>	Income Support, Job Seeker’s Allowance ( <b>Income Based</b> ), Pension Credit ( <b>Guarantee</b> ) and Employment and Support Allowance ( <b>Income Related</b> ) are known as passport benefits because they can ‘passport’ or fast-track you to automatic entitlement to other help, such as rates Housing Benefit.  The amount of passport benefit you receive is not important when assessing your rates Housing Benefit.
5.2	<b>Disability Living Allowance</b>	The amount you receive is not counted as income. However, we still need to know what rate you get as you may qualify for extra help with paying your rates.
5.3	<b>Attendance Allowance</b>	

<b>5.5</b>	<b>Carer's Allowance</b>	If you are a carer you may be entitled to extra help. In 2011, the Northern Ireland Assembly introduced a 20% increase in the <b>carer premium</b> for Rate Relief which may mean you will be entitled to more help with paying your rates.
<b>5.6</b>	<b>Non-passport benefits</b>	The benefits listed in this section do not lead to automatic entitlement. The amount of money you receive is important to your rates Housing Benefit and Rate Relief calculations. Non-passport benefits are any other benefits received, except the four listed in the passport benefits definition above. They may or may not be means-tested.
<b>5.6a</b>	<b>If you are unsure of the benefits you receive check with the Social Security Agency (SSA)</b>	You should contact your local SSA office; contact details can be found at <a href="http://www.nidirect.gov.uk/wtfu.pdf">www.nidirect.gov.uk/wtfu.pdf</a>  If you are a pensioner you should contact the Pension Service: Application Line: <b>0808 100 6165</b> (freephone) Enquiry Line: <b>0845 601 8821</b> (Monday to Friday 9am–5pm)
<b>5.6c</b> <b>5.6d</b>	<b>Fostering Allowance/ Guardian's Allowance</b>	The amount of allowance you receive is fully disregarded from your rates Housing Benefit and Rate Relief assessment.

## ⊖ REQUIRED EVIDENCE

<b>5.6e</b> <b>5.6f</b>	<b>Child/Spousal Maintenance</b>	<ul style="list-style-type: none"> <li>• Letter confirming amounts paid and how often they are paid; or</li> <li>• Bank statement showing the amounts paid into account; or</li> <li>• Letter from court or other official body confirming amounts paid and how often they are paid.</li> </ul>
<b>5.6g</b>	<b>Industrial Injuries Disablement Benefit or Pension</b>	<ul style="list-style-type: none"> <li>• Copy of your most recent entitlement letter.</li> <li>• Bank statement showing regular payments.</li> </ul>
<b>5.6h</b>	<b>Adoption Allowance</b>	<ul style="list-style-type: none"> <li>• Award letter from the agency confirming amount.</li> <li>• Bank statement showing payments.</li> </ul>
<b>5.6i</b>	<b>Steps to Work</b>	Letter from the SSA confirming participation in the scheme.
<b>5.6n</b> <b>5.7</b>	<b>Reduced Earnings Allowance and any other benefit not noted</b>	Copy of your most recent entitlement letter.

## SECTION 6 – OTHER INCOME

All sources of your household income may affect your entitlement to rates Housing Benefit and Rate Relief.

**Remember:** Pensions are also counted as income for rates Housing Benefit and Rate Relief purposes. You must supply evidence of all private or occupational/former employment pensions you receive.

## **i** INFORMATION

6.2	<b>Do you receive income from an annuity or home income plan?</b>	<ul style="list-style-type: none"> <li>• <b>Annuity:</b> This is a lump sum invested with an insurance company which pays you a regular amount of money. This money is counted as income.</li> <li>• <b>Home Income Plan:</b> A loan taken out using your home as security, with the money invested as an annuity, from which you receive a regular amount of money. This money is counted as income.</li> <li>• <b>Equity Release:</b> A loan taken out against the value of your property, paid by the lender at regular intervals. This money is counted in your rates Housing Benefit and Rate Relief calculation.</li> </ul>
6.3	<b>Do you receive any charitable or voluntary payments from a trust fund?</b>	<p><b>For example:</b></p> <ul style="list-style-type: none"> <li>• Payments from a benevolent fund or other charitable organisation; or</li> <li>• Payments from a trust fund held in your name.</li> </ul>

## **e** REQUIRED EVIDENCE

6.1	<b>All private or occupational/ former employment/ service pensions</b>	<ul style="list-style-type: none"> <li>• An advice note showing your gross and net payments; or</li> <li>• A letter from the pension provider.</li> </ul> <p><b>We cannot accept a P60 as proof of your Occupational Pension.</b></p>
6.1f	<b>Have you put off receiving the State Retirement Pension?</b>	<p>A letter from the Pension Service, confirming the dates and terms of your deferment.</p> <p>If you had chosen to defer your pension and have received a lump sum payment, you must also provide evidence of this, so we know not to count it when assessing your rates Housing Benefit and Rate Relief entitlement. If you fail to provide evidence of income, your benefit or relief may be affected.</p>

## **SECTION 7 – EMPLOYED EARNINGS**

If you and/or your partner work, you must tell us about each job. We need to know how many hours you work and how often you get paid because this information will affect your entitlement.

### **Remember:**

- You must supply evidence of all earned income for you and your partner. This should be in the form of your most **recent printed payslips**.

## **i** INFORMATION

7.2	<b>Employed Earnings</b>	If you or your partner have more than one job, please tell us about your first or main job on your form, then continue on a separate sheet if necessary.
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## Ⓢ REQUIRED EVIDENCE

7	<b>Employed earnings</b>	You must provide the most recent and consecutive payslips. If you are on Statutory Sick Pay or Statutory Maternity Pay you must provide your most recent payslips.								
		The number of payslips you must supply depends on how often you get paid:								
		<table border="1"> <thead> <tr> <th>Frequency</th> <th>Number of payslips required</th> </tr> </thead> <tbody> <tr> <td>Monthly/4-weekly/less often</td> <td>2</td> </tr> <tr> <td>Fortnightly</td> <td>3</td> </tr> <tr> <td>Weekly</td> <td>5</td> </tr> </tbody> </table>	Frequency	Number of payslips required	Monthly/4-weekly/less often	2	Fortnightly	3	Weekly	5
		Frequency	Number of payslips required							
		Monthly/4-weekly/less often	2							
Fortnightly	3									
Weekly	5									
<b>Important: we cannot accept handwritten payslips or pay envelopes, or a P60 as proof of your earnings.</b>										
<p>If you do not have printed payslips, you must provide <b>either</b>:</p> <ul style="list-style-type: none"> <li>• A completed <b>Statement of Earnings</b>; or</li> <li>• A signed and dated <b>letter from your employer</b>.</li> </ul> <p><b>Statement of Earnings:</b> Download a copy from <a href="http://www.nidirect.gov.uk/rates">www.nidirect.gov.uk/rates</a> or we can send you a copy on request. Call the Housing Benefit Helpline: <b>0300 200 7802</b></p> <p><b>Letter from your employer:</b> Should be on headed paper, detailing the following information:</p> <ul style="list-style-type: none"> <li>• Employer's name and address;</li> <li>• Date you started working for them;</li> <li>• Number of hours you work per week;</li> <li>• Your gross and net earnings; and</li> <li>• The amount (if any) you pay towards your occupational pension/superannuation scheme.</li> </ul>										
7.3c	<b>Hours worked weekly</b>	If you are on Statutory Sick Pay or Statutory Maternity Pay please include the hours you normally work.								

## SECTION 8 – SELF EMPLOYED EARNINGS

If you, or your partner, are self-employed you must tell us about your earnings.

**Remember:** You must tell us about each business you own or are a director of.

### ⓘ INFORMATION

8.2	<b>Childminder</b>	If you, or your partner, are a childminder we need to know about this because there are different rules for assessing the income of a childminder.
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## ⓘ REQUIRED EVIDENCE

8	<b>Self-Employed earnings/income</b>	<p>You should supply:</p> <ul style="list-style-type: none"> <li>• A copy of your most recent annual accounts of self-employment; or</li> <li>• A completed Self-Employed Worksheet.</li> </ul> <p><b>Annual Accounts:</b> Should be compiled by an accountant.</p> <p><b>Self-Employed Worksheet:</b> Download a copy from <a href="http://www.nidirect.gov.uk/rates">www.nidirect.gov.uk/rates</a> or we can send you a copy on request. Call Housing Benefit Helpline: <b>0300 200 7802</b>.</p> <p><b>Important: we cannot accept handwritten payslips or pay envelopes, or a P60 as proof of your earnings.</b></p>
8.1a	<b>Director of a limited company</b>	<p>If you are a director of a limited company (registered with Companies House) you should send us payslips as above, or a letter from your accountant confirming your employed earnings. The letter should also confirm any share/capital interest you have in the company, and any income/drawings you receive in this regard.</p>

## SECTION 9 – BANK ACCOUNTS AND INVESTMENTS

If you and your partner have any savings or other capital, it may affect your entitlement to rates Housing Benefit and Rate Relief.

**Remember:** You are allowed to have some savings or capital before it is considered when assessing your entitlement to rates Housing Benefit and Rate Relief. The amount disregarded depends on your age.

### ⓘ INFORMATION

9	<b>Savings</b>	Any money held by you and your partner in any bank, building society, savings scheme (for example, Credit Union, Presbyterian Mutual Society etc), the Post Office etc.														
	<b>Capital</b>	Premium Bonds, shares, savings certificates or additional property or land (in this country or abroad) are all considered to be part of your capital. Please refer to Section 11 of the form to tell us about any additional property and/or land you and/or your partner own.														
	<b>Maximum savings/income</b>	<p>There is a maximum amount you are allowed to have and still be eligible for rates Housing Benefit and Rates Relief:</p> <table border="1" data-bbox="579 1693 1493 1928"> <thead> <tr> <th data-bbox="579 1693 1011 1783"><b>Category</b></th> <th data-bbox="1011 1693 1254 1783"><b>Under pension age</b></th> <th data-bbox="1254 1693 1493 1783"><b>Pension age</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="579 1783 1011 1834">Disregarded capital</td> <td data-bbox="1011 1783 1254 1834">£6,000</td> <td data-bbox="1254 1783 1493 1834">£10,000</td> </tr> <tr> <td data-bbox="579 1834 1011 1886">Upper limit for Housing Benefit</td> <td data-bbox="1011 1834 1254 1886">£16,000</td> <td data-bbox="1254 1834 1493 1886">£16,000</td> </tr> <tr> <td data-bbox="579 1886 1011 1928">Upper limit for Rate Relief</td> <td data-bbox="1011 1886 1254 1928">£16,000</td> <td data-bbox="1254 1886 1493 1928">£50,000</td> </tr> </tbody> </table>			<b>Category</b>	<b>Under pension age</b>	<b>Pension age</b>	Disregarded capital	£6,000	£10,000	Upper limit for Housing Benefit	£16,000	£16,000	Upper limit for Rate Relief	£16,000	£50,000
<b>Category</b>	<b>Under pension age</b>	<b>Pension age</b>														
Disregarded capital	£6,000	£10,000														
Upper limit for Housing Benefit	£16,000	£16,000														
Upper limit for Rate Relief	£16,000	£50,000														

## Ⓢ REQUIRED EVIDENCE

<b>9.1 (a-h)</b>	<b>Your account(s): current/building society/bank deposit/Post Office)</b>	You must send ( <b>for each account held</b> ) a copy of your most recent statement(s) showing transactions covering at least the past two months.
<b>9.1f</b>	<b>Premium Bonds</b>	A copy of your Premium Bonds showing the amount held.
<b>9.2</b>	<b>Investments</b>	A copy of your share portfolio or share certificates showing the number of shares held in each company.
<b>9.3</b>	<b>Savings Certificates</b>	A copy of your savings certificates showing the amount held.

## SECTION 10 – EXPENSES

If you, or your partner, make payments towards third level (college or university) education fees, or to an approved childminder, this may be taken into consideration when assessing your rates Housing Benefit and Rate Relief.

**Remember:** You must supply evidence of the amounts you pay to the college or university for fees.

## Ⓢ REQUIRED EVIDENCE

<b>10.1</b>	<b>Fees for third level education</b>	<ul style="list-style-type: none"> <li>• A receipt detailing the amount you paid and the date payment was made; or</li> <li>• A letter from the college or university confirming the amount paid, the date payment was made, and the period covered by the payment.</li> </ul> <p><b>Important:</b> In most cases, any payments you make towards living expenses, rent, etc, <b>cannot</b> be considered.</p>
<b>10.2 10.3</b>	<b>Childminding fees (to approved childminders)</b>	<p>You must provide evidence of how much you pay for each child, and how often.</p> <p>You must also supply evidence that the childcare is approved, for example:</p> <ul style="list-style-type: none"> <li>• A copy of the childminder's registration certificate; or</li> <li>• If the childcare is approved for Tax Credit purposes, a copy of your most recent Tax Credit entitlement letter (all pages) detailing the childcare and any payments of Working Tax Credit (Childcare Element) received.</li> </ul> <p>The maximum amount of money that can be disregarded for childcare is £175 per week for one child, or £300 per week for two or more children.</p>

## SECTION 11 – PROPERTY AND LAND (OTHER THAN YOUR HOME)

You must tell us if you or your partner own any additional property and/or land, other than your home. You must provide evidence.

**Remember:**

- You must tell us what type of property it is (for example, house, shop, caravan, garage, farm etc), the address of the property, and if you own it jointly with anyone else.
- If it is land, you must tell us whether the land adjoins your home. If it does not, please tell us the address.

## Ⓢ REQUIRED EVIDENCE

<b>11.2</b>	<b>Is there a mortgage, charge, or other encumbrance on the property or land?</b>	You must also supply evidence of the amount of this, for example, a copy of your most recent annual mortgage statement and/or other official documentation detailing the charge or encumbrance. This should include the address of the additional property or land in question.
<b>11.2a</b>	<b>Property and land</b>	You must provide: <ul style="list-style-type: none"> <li>• The folio number of the property/land; or</li> <li>• A map showing the boundaries. You can obtain this from Land &amp; Property Services.</li> </ul>
<b>11.5a</b> <b>11.7a</b>	<b>Is property rented out?</b>	You must supply evidence of this, for example, a copy of the signed/dated rental agreement showing the amount and frequency of payment.

## SECTION 12 – BACKDATING

The start date of your rates Housing Benefit/Rate Relief claim will usually be the Monday after you ask for your application form if you return it to us within one calendar month.

## ⓘ INFORMATION

<b>If you are working age</b>	<p>We may be able to backdate your claim up to a maximum of <b>six months</b> from the date you request that your claim is backdated.</p> <p>The law says you must be able to show “continuous good cause” for not making your claim earlier.</p> <p>If you would like your claim to be considered for backdating, please tell us:</p> <ul style="list-style-type: none"> <li>• The date you think your claim should start.</li> <li>• The reasons why.</li> </ul> <p><b>Important:</b> The law says that not knowing you were entitled to claim is not usually considered to be “good cause” because information about rates Housing Benefit and Rate Relief is enclosed with your rates bill, and is available online or through your local Social Security Office or the advice sector.</p>
<b>If you are of Pension age</b>	<p>This is the date on which you become eligible to claim state Pension Credit.</p> <p>You are not entitled to backdating because your claim will automatically be taken back three months from your application date, or to the Monday after the date you became eligible to claim state Pension Credit, if that is later.</p>

## Ⓢ REQUIRED EVIDENCE

<b>12.1a</b>	<b>Backdating</b>	Each case is considered individually so please state your reasons. If you feel it is appropriate, please enclose any evidence you have to support your application for backdating.
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## SECTION 13 – DECLARATION

It is important that you read the declaration before signing your name and making your claim.

**Remember:** The following important key points:

YOU MUST	IF YOU DON'T
<b>Continue to pay your rates until your rates Housing Benefit and Rate Relief claim has been assessed.</b>	You will have to repay all outstanding rates owed.
<b>Tell us about any relevant change of circumstances which may affect your entitlement to rates Housing Benefit or rate Relief within one month of the change. For a list of examples of relevant changes of circumstances visit <a href="http://www.nidirect.gov.uk/rates">www.nidirect.gov.uk/rates</a> or call 0300 200 7802.</b>	You may lose out on rates Housing Benefit or Rates Relief, to which you would otherwise be entitled, and you may have to repay any amount of benefit overpaid to you because you have not told about us about a change of circumstance or provided the correct information.
<b>Failure to make payments to your rate account may result in Land &amp; Property Services taking action to recover any outstanding balance, including court action.</b>	

## SECTION 14 – COMPLETING THE FORM ON BEHALF OF SOMEONE ELSE

If you have completed the application form on behalf of the claimant, you must complete this section with the relevant details.

**Some useful definitions:**

**Agents:** these are people who are officially authorised to collect payments on behalf of the claimant.

**Appointees:** these are people who have been appointed by the court or the SSA to deal with the financial affairs of the claimant because they are unable to act for themselves.

### ⊖ REQUIRED EVIDENCE

<b>14</b>	If you have been appointed by either the courts or the Social Security Agency (SSA), you must provide evidence in the form of: <ul style="list-style-type: none"><li>• An official document from the Court Service granting you Power of Attorney; or</li><li>• A letter from the SSA confirming appointeeship for the claimant</li></ul>
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**PLEASE  
RETURN THE  
COMPLETED  
FORM TO:**

**Housing Benefit  
Central Unit  
Land & Property Services**  
Lincoln Building  
27–45 Great Victoria Street  
Malone Lower  
BELFAST, BT2 7SL

**CONTACT US**

Dial **0300 200 7802**  
(calls charged at local rate)

Dial **0044 28 9054 1613**  
if outside the UK

Textphone **18001101**

**Or call into your local LPS office**



Land & Property Services.



An Agency within the Department of

**Finance and  
Personnel**

[www.dfpni.gov.uk](http://www.dfpni.gov.uk)