



**Stockton-on-Tees**

BOROUGH COUNCIL  
www.stockton.gov.uk

2AR  
July 06

Stockton Benefits Service  
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TS18 1TX  
Phone: 01642 393829 or 01642 393939  
extension 3829  
Minicom line only: 01642 526653  
E-mail: benefits.section@stockton.gov.uk

# A claim form for Second Adult Rebate

Please read the enclosed notes before filling in this form. Fill in this form using black ink.

## Part 1 About you and your partner

**Do you have a partner who normally lives with you?**

No  Yes

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

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

**You**

**Your partner**

**Last name**

**Other names**

**Any other last names you have used, including any maiden names**

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

**Address you are claiming benefit for, including your room or flat number**

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

  
  
  
  

Postcode

Postcode

**Date of birth**

 /  /  /  / 

**National Insurance number**

You can find this on payslips or letters from social security or the tax office. **We cannot decide your claim if we do not have your National Insurance number.**

Letters			Numbers							Letter	
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Letters			Numbers							Letter	
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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**

**Your mobile number**

**Your e-mail address**

Does anyone pay rent to you or your partner to live in your home?

No  Yes

Are you a joint tenant or joint owner of your home with anyone else? No  Yes, joint owner  Yes, joint tenant   
Put yes even if the only other joint tenant or joint owner is your partner.

If yes, please write the names of all joint owners or tenants in this box. Put your own name first.

## Part 2 About special groups of people

Please fill in the boxes below with the names of anyone in your home (including yourself) who is in one of the special groups of people shown.

Special Group	Name of Person or Persons
Severely Mentally Impaired	
A Full Time Student	
A Student Nurse	
On a Modern Apprenticeship	
Employed as an Apprentice or Trainee	
In hospital When did they go in?	
In detention or prison When were they first detained?	
Caring for someone in the home who is disabled?	

## Part 3 About other people who live with you

Tell us about all the people who usually live with you and your partner. We do not need to know the details of people under 18 years or joint owners or joint tenants.

	First person	Second person	Third person
<b>Last name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other names</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<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"/>
<b>Their relationship to you or your partner</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, subtenant, lodger or friend.

<b>National Insurance Number (if known)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Do they get Disability Living Allowance or Attendance Allowance?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week	No <input type="checkbox"/> Yes <input type="checkbox"/> How much? £ <input type="text"/> a week
<b>Do they get Income Support, income-based Jobseeker's Allowance or Pension Credit?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
<b>Do they normally work for 16 hours or more a week?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/>	No <input type="checkbox"/> Yes <input type="checkbox"/> Tell us their earnings before any deductions. £ <input type="text"/>

## Part 3 About other people who live with you – continued

### Do they have any other income at all?

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

#### First person

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

#### Second person

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

#### Third person

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

### Are any of the people who normally live with you partners of each other?

No   
 Yes  Tell us their names.

 is the partner of 

## Part 4 Evidence

We need to see **two** original documents to confirm your and your partners National Insurance Number and Identity. We also need to see evidence of the income **the other** people who live with you receive. We **do not** need to see evidence of your or your partners income. You have one month to send the evidence we need but the sooner we receive the evidence the sooner we can work out your benefit.

### Evidence of benefits and allowances

A current award letter from the Department for Work and Pensions. Do not send order books through the post. If you have given us the national insurance number we may be able to obtain the evidence directly.

### Evidence of earnings

The last 5 weekly payslips, last 3 fortnightly payslips or the last 2 monthly payslips.

### Evidence of other income

A pension slip from a former employer. A current award letter from the Inland Revenue showing any Tax Credits received. A letter from the court showing how much maintenance is received. Bank statements showing any income or interest received.

If you are sending evidence after your form, tell us what evidence you are sending and who it is for.

## Part 5 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, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.**

**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. You may check some of 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. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.

**I know** I must let the council know about any change in circumstances which might affect my claim.

**I declare** the information I have given on this form is correct and complete.

**Signature of person claiming**

**Date**

**Partner's signature**

**Date**

**If this form has been 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**

**Claim second adult rebate if you receive a bill based on the full Council Tax charge because someone other than your partner lives in your home eg an adult son or daughter, grandson, granddaughter etc.**

**If this 'second' adult is on a low income you may qualify for a reduction in your bill of up to 25%.**

This form should be completed if you only wish to claim second adult rebate.

If you are on a low income and wish to claim main council tax benefit and/or housing benefit you should complete the form 'A claim for Housing Benefit and Council Tax Benefit' (CT1).

If you want to apply for a discount on your council tax contact the Council Tax helpline on 397108.

## Council Tax Discounts

The full council tax bill assumes two adults live in the property. If only one adult lives there the bill will be reduced by a quarter (25%). If the property is no-ones home the bill will be reduced by a half (50%).

For second homes the bill will be reduced by 30%.

## Discounted people

The following people do not count towards the number of adults who live in a property;

- Full-time students, student nurses, apprentices and trainees
- Patients living in hospital or nursing homes
- People who are severely mentally impaired
- 18 and 19 year olds who are at, or have just left school.
- People caring for someone with a disability who is not a spouse, partner, or child under 18.
- People in prison

Your council tax bill will show if you are getting a discount.

## Second Adult Rebate

Second adult rebate is a type of council tax benefit. It is worked out differently to main council tax benefit. **Benefit is not based on your or your partners income but on the income of other people of 18 years and over who live in your home, 'second adults'**. Second adult rebate is to help those who would have received a council tax discount if a 'second adult' were not living in the property.

The basic rules

- you must be a single person or a couple where one of you is a 'discounted person'
- there must be at least one 'second adult' living in your home
- a person living in your home is not a second adult if they are;
  - o under 18 years
  - o a discounted person
  - o a joint tenant or joint owner of the property
- no one must pay you or your partner rent for living in the property
- you may claim second adult rebate even if you and your partner have capital over £16,000.

## How it is worked out

If all the 'second adults' living with you receive, Income Support, income-based Jobseekers Allowance or Pension Credit your rebate will be 25% of your council tax charge.

If any 'second adults' who live with you do not receive one of these benefits the amount of the rebate depends on the gross income of these second adults. Depending on the level of income of these second adults you may receive a rebate of 15% or 7½ % of your council tax charge. Only the gross income of any second adults not on Income Support, income-based Jobseekers Allowance or Pension Credit, and who is not a discounted person, is used. For the current income levels contact our helpline or visit our website at [www.stockton.gov.uk](http://www.stockton.gov.uk)

The rules concerning second adult rebate are complex. If you want further advice before completing this form call our helpline on **393829**.

## Filling in the form

If you are filling in this form by hand please use black ink. If you make a mistake just cross it out and put the right answer next to it. Answer yes or no boxes by putting a tick in the relevant box.

If you need help filling in the form please contact us. You can telephone us on 393829 or call into our office at 16 Church Road, Stockton. You can contact us Monday to Thursday 8.30am to 5.00pm, 4.30pm Friday. An answering machine operates outside these hours.

## What to do next

When you have filled in the form sign it and send it to us with the evidence we need to see. We do not need to see evidence of your income and capital but that of the other people living in your property.

If you cannot send us the evidence we need straight away send us the form but let us know what evidence you will be sending later.

When we receive your claim we will check if we have all the information we need. We will write to you if we need more information. The sooner you send us the information we need the sooner we can make a decision.

When we have made a decision we will write to you to tell you how much we will pay and how your benefit was worked out. Any rebate awarded will be taken off your council tax bill to reduce the amount you have to pay. A new bill will be sent shortly after our letter.

## Changes you must tell us about

You must tell us if;

- anyone in your home reaches 18 years of age
- anyone moves into or out of your home, including lodgers and subtenants
- the income of anyone living with you, including benefits, changes
- you 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
- you move
- you or your partner are going to be away from home for more than a month
- anything else you have told us about changes.

This is not a full list, ask us for advice if you are not sure. You must tell us of any changes in writing – a phone call is not enough.

If you do not 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. Do not rely on someone else to pass the message on.

It is an offence not to tell us about any change in circumstance that affects your benefit. We may take court action against you and if we pay you too much benefit, you will probably have to pay it back.

## 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 second adult rebate.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and the Inland Revenue, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information held by us. We may also get information about you from certain third parties, or give them information to;

- make sure the information is accurate;
- prevent or detect crime
- 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.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

We, Stockton-on-Tees Borough Council, are the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.