

You can now apply online!

Applying for Housing Benefit or Council Tax Reduction online at:

www.haringey.gov.uk/applyhb-ctr

An online application is quicker and easier to complete and save time. Generally, claims made online get assessed faster as:

- ◆ **we get your claim straightaway;**
- ◆ it's safe and secure;
- ◆ it's available to you 24 hours a day, 7 days a week;
- ◆ we will tell you what proof is needed to support your claim immediately rather than waiting for us to contact you and tell you;
- ◆ you can upload your proof online;
- ◆ we will also confirm receipt of the claim if you give us an email address.

How to Claim

These guidance notes provide information and that will help you in completing your application online or on paper. You may not have to fill in all parts of the form, but you must fill in any part that applies to you. Make sure all questions in the relevant sections are answered. If you leave questions unanswered, we may have to contact you and it will cause a delay and you may lose money.

- ◆ If you are using a paper claim form - do not use pencil. If you make a mistake just cross it out and put the correct answer next to it. Do not use correction fluid.
- ◆ Sign and date the form before sending it back with all the proofs we need as stated in part 18.
- ◆ Please return the form immediately. If you cannot provide all the proof we need, do not delay in returning the form; tell us what proof you will be sending in later and remember to send it to us within one calendar month.

Proofs

We need to see proof of some of the things you tell us about. Information is available in the relevant parts of the form. There is also a checklist in Part 18 of the form to help you.

Council temporary or emergency accommodation

If you have been placed by Haringey Council in another borough and want to claim Council Tax Reduction as well as Housing Benefit, you will need to contact the borough you have been placed in and complete their application form for Council Tax

reduction only. Failure to do this will result in you not getting any Council Tax Reduction and you will be liable for the full Council Tax bill.

Universal Credit

- ◆ If you or your partner are awarded Universal Credit and this includes the Housing Cost element you can only apply for Council Tax Reduction and you must complete a Haringey Application form if you need help with paying your Council tax.
- ◆ If you are moving into or are currently living in Supported Housing or Temporary Accommodation you may be eligible for Housing Benefit.
- ◆ Further information about Universal Credit can be found at: www.haringey.gov.uk/universal-credit or www.gov.uk

Council Tax Reduction Scheme—for people who pay Council Tax

If you are a pensioner or have dependants (any children you are responsible for and who live with you) in your household or are disabled and in receipt of one of the following, you could receive up to the maximum full Council tax support as we will work out your reduction using your income, savings and family circumstances:

- ◆ Attendance Allowance (including Constant AA);
- ◆ Disability Living Allowance (including Care/Mobility component)
- ◆ Personal Independence Payment (including daily living/ mobility component)
- ◆ Severe Disablement Allowance (including Exceptionally SDA)
- ◆ Long Term Rate Incapacity Benefit;
- ◆ Mobility Allowance/Supplement;
- ◆ Employment and Support Allowance (Support Component)

If you are of Working Age and not disabled or don't have dependants you can only receive a maximum of 80.2% towards Council Tax Reduction and the minimum you must pay is the remaining 19.8% of the Council Tax Bill. The reduction is worked out using your income, savings and family circumstances.

More information about Council Tax Reduction can be found at:

<https://www.haringey.gov.uk/council-tax-and-benefits/council-tax/council-tax-reductions>

Benefit Cap – Information for working age people claiming Housing Benefit

This affects working age people in receipt of Housing Benefit.

There is a maximum amount of benefit that a household, (you, your partner, and any children you are responsible for and who live with you) is entitled to.

You are not affected if you or your partner are entitled to Working Tax Credit or if you, your partner or any children you are responsible for and who live within your household are in receipt of certain disability payments:

The maximum amount of benefit per week is:

- ◆ £296.35 for single people without children
- ◆ £442.31 for single parents
- ◆ £442.31 for couples with or without children

Your Benefits are will be added together. If you receive more benefit than the maximum amount this amount will be capped at the relevant level by reducing your Housing Benefit.

More information on the Cap and how it is applied can be found at:

<https://www.gov.uk/benefit-cap>

Local Housing Allowance – Information for people who rent from Private Landlords

The benefit you get will be worked out using the rate of Local Housing Allowance set by The Rent Service every April.

The Local Housing Allowance rate depends on the number of bedrooms you need for the people living in your home. For more information on Local Housing Allowance and which rate applies to you can be found at:

www.haringey.gov.uk/lha

Social Sector Size Criteria- Information for people who live in a Council or Housing Association property

This affects most working age people who are under-occupying their property. You will not be affected by these rules if you are:

- ◆ a Pensioner - anyone who has reached the age to qualify for a State Retirement Pension or Pension Credit;
- ◆ living in temporary accommodation;
- ◆ living in shared ownership accommodation;
- ◆ living in housing association accommodation and receiving care support or supervision.

If your home is thought to be larger than you need for your household size, your Housing Benefit will be reduced, and you will have to pay an amount towards your rent. If you have extra bedrooms your Housing Benefit will be reduced as follows:

- ◆ by 14% for one bedroom
- ◆ by 25% for two or more bedrooms

More information on Size Criteria can be found at:

<https://www.haringey.gov.uk/council-tax-and-benefits/housing-benefit-and-council-tax-reductions/what-housing-benefit#sizecriteria>

Contact us

For help and advice you can contact us at www.haringey.gov.uk/contact-benefits

Please send this form and the proofs we need to see to:

**Corporate and Customer Services | Benefits,
Haringey Council, PO Box 10505, Wood Green, London, N227WJ**