



DERBY CITY COUNCIL



A young person's guide to **Housing and Council Tax Benefit**

Who is this leaflet for?

This leaflet is especially for young people between the age of 16 and 25 who are living in or moving to rented accommodation and need to claim Housing Benefit in order to help with their rent. The information in this leaflet will help you understand about how Housing Benefit can help meet the cost of your rent.

What information is in this leaflet?

In this leaflet you will find information about:

- How to make a claim for Housing and Council Tax Benefit
- What information you need to give in support of that claim
- How your Housing Benefit may be restricted if you pay rent to a private landlord
- What you have to do to get Housing Benefit from the start of your tenancy when you move into a new home
- Additional Benefit in special circumstances known as Discretionary Housing Payments.



Making a claim

To claim for Housing Benefit you must complete a Housing Benefit and Council Tax Benefit application form. There are two ways you can do this.

If you make a claim for either Income Support or Income Based Jobseeker's Allowance you can complete a Housing Benefit and Council Tax Benefit claim form at the same time. The Job Centre Plus will pass those claims on to us.

You can also complete a Housing Benefit claim form and return it to us. Claims can also be returned to any of the local housing offices around the city.

If you want to make a claim or discuss more about Housing and Council Tax Benefit please contact us at:

Derby Direct
The Council House
Corporation Street
Derby
DE1 2FE

Housing Benefit will normally only be paid from the Monday following the date the claim is made. Because of this it is very important that you do not delay making your claim.

The information you will have to give us

Proof of income and savings

We will not need information about your income or savings if you are claiming Income Support or Income-Based Jobseeker's Allowance.

If you are not on Income Support, Income-Based Jobseeker's Allowance we will need to see proof of all your income or savings. This could be, for example:

- wage slips if you are working
- benefit books
- building society books or bank statements.

Proof of your Rent

If you are a private tenant or tenant of a Registered Social Landlord we will need to see proof of your rent. This would normally be your **rent book** or **tenancy agreement** if you have one or you can ask your landlord to complete the tenancy details form at the back of the application form.

National Insurance numbers and proof of identity

You will need to provide your National Insurance number when you claim Housing Benefit and Council Tax Benefit. You will also need to provide proof of identity.

In all cases we will have to **see the original documents**. Bring them to our reception at the Benefit Enquiry Counter in the Council House or any local housing office and we will photocopy them and give them straight back to you. **Do not send bank or building society books through the post.**

Housing Benefit restrictions for Private Tenants

If you are paying rent to a private landlord and your rent is considered to be high for you and your family then your Housing Benefit may be set at a lower level.

These levels are set for us by the Rent Service who decide the level of rent that we must use to work out Housing Benefit. We **must** use these figures to work out Housing Benefit.

The only way we can pay higher than the figure set by The Rent Service is by making a Discretionary Housing Payment. You can find more information about Discretionary Housing Payments below.

Housing Benefit restrictions for single people under 25

There are different rules for setting rent levels to be used in calculating Housing Benefit for **single people under 25** who live in privately rented accommodation. These special rules generally mean that the rent levels we can use to calculate Housing Benefit are much lower than those for single people over 25 years old.

This is because we have to calculate Housing Benefit based on the cost of single roomed accommodation with shared use of kitchen facilities. This figure is known as the 'Single Room Rent'.

Experience shows us that, in Derby, the single room rent is currently around £50.00

These rules apply in all cases if you are:

- under 25 and
- living alone and

- is not responsible for a child and
- renting accommodation from a private landlord.

They will, for example, apply to you if you are pregnant expecting your first child. They will no longer apply when you become responsible for the child after it is born. However, if you move into your home while you are pregnant in preparation for the birth of your child we will consider making a **Discretionary Housing Payment** if the Single Room Rent means that you have a shortfall in your rent. You can find more information about Discretionary Housing Payments below.

How you can find out what rent levels would be set before you take the tenancy

It is possible to find out exactly what figures the Rent Service would set before you move in by asking for a **pre-tenancy determination**.

Anyone intending to rent a property who is likely to claim Housing Benefit, can apply for a pre-tenancy determination.

To apply, you must:

- complete the pre-tenancy determination form, giving details of the accommodation you are hoping to move into and
- get the landlord to sign it to confirm they are considering granting tenancy for the accommodation

If we already hold a Rent Officer determination for the accommodation that is less than 12 months old, we can use that figure in any new claim for Housing Benefit.

If we do not hold a decision for that address, we will fax the pre-tenancy determination request to the Rent Service within two working days of receiving it.

The Rent Service will decide what rent levels can be used and will write to you and to us within five working days.

Moving into your new home

To qualify for Housing Benefit, you must occupy the property you are claiming for. Housing Benefit cannot normally be paid until you move in. Housing Benefit can also stop if you no longer occupy the address. This could mean that if you do not live at the address you will have rent to

pay but will be unable to claim Housing Benefit. However there are some special rules which deal with

- Periods of temporary absence
- Entitlement to Housing Benefit at the start of a tenancy when you are unable to move in and
- Housing Benefit on two homes

Please contact us for more information about these special rules. The rules about entitlement to Housing Benefit at the start of a tenancy when you are unable to move in are explained below.

Entitlement to Housing Benefit before moving in to the property

The Housing Benefit rules allow us to pay benefit in quite specific circumstances to certain groups of people who are not able to move in straight away, but who move in later.

However, these rules don't apply if the claimant was getting Housing Benefit at their previous address

There are three groups of people who can benefit from this.

- 1 When the delay was necessary to adapt the building for any disablement needs of the claimant or someone in their family.
- 2 When the move was delayed pending the outcome of an application for a Social Fund payment to meet a need relating to moving into the new property and:
 - the claimant's family includes a child under 6 or
 - the claimant is disabled.
- 3 When the claimant was an in-patient in hospital or in residential care when they became liable to make payments.

Payment before moving in can only be paid for up to four weeks.

Discretionary Housing Payments

Discretionary Housing Payments are payments we can make to increase Housing Benefit above the normal levels but only up to the amount of rent that is eligible for Housing Benefit.

To qualify for a Discretionary Housing Payment, you must be getting some Housing Benefit and

be able to show that you need some further financial help to meet their rent.

Discretionary Housing Payments can be paid to:

- meet a shortfall because the rent used to calculate Housing Benefit is restricted to the level set by The Rent Service

or

- Housing Benefit has been calculated, and the claimant is not entitled to full Benefit.

You can claim by completing our Discretionary Housing Payments claim form. We suggest you visit the Benefit enquiry office in The Council House and we will help you to complete the form.

How to contact us

If you want to make a claim or discuss more about Housing and Council Tax Benefit please contact us at the benefit enquiry office at:

Derby Direct
The Council House
Corporation Street
Derby DE1 2FE

You can telephone us on 01332 255122. You can fax us on 01332 255121. Our minicom number is 01332 255166. You can contact us by e-mail on benefits.enquiries@derby.gov.uk

We can give you this information in any other way, style or language that will help you access it. Please contact us on 01332 255122, minicom 01332 255166.

हम आपको यह जानकारी किसी दूसरे तरह और ढंग से या दूसरी भाषा में भी दे सकते हैं जिससे आपको इसे प्राप्त करने में मदद मिल सकेगी. कृपया हमसे इन नंबरों द्वारा संपर्क कीजिए 01332 255122
मिनीकॉम 01332 255166

یہ معلومات ہم آپ کو کسی دیگر ایسے طریقے، انداز اور زبان میں مینا کر سکتے ہیں جو اس تک رسائی میں آپ کی مدد کرے۔ براہ کرم 01332 255122
منی کام 01332 255166 پر ہم سے رابطہ کریں۔

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ,
ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫੋਨ
01332 255122 . ਮਿਨੀਕਮ 01332 255166 . 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

Prosimy o kontakt: 01332 255122 , Tel. tekstowy: 01332 255166

Mēs varam pasniegt Jums šo informāciju jebkurā citā veidā, stilā vai valodā, kas atvieglo Jūsu pieeju tai. Lūdzu, sazinieties ar mums pa tālruni 01332 255122 vai Minikomu (sistēma, ar kuras palīdzību notiek sazināšanās, izmantojot internetu) 01332 255166

Mes galime Jums pateikti šią informaciją bet koku kitu būdu, bet koku stiliumi arba kalba, kad Jūs galėtumėte ją pasiekti. Skambinkite mums:

01332 255122 , tarnyba „Minicom“ 01332 255166