

GUIDANCE NOTES FOR COMPLETION OF APPLICATION FORM

Where we need you to send us documents, we have included on the form a box for you to tick as a reminder. **I AM SORRY THAT WE HAVE TO PUT YOU TO THE TROUBLE OF SENDING US THIS PAPERWORK, BUT IF IT IS INCOMPLETE WE CANNOT CONSIDER YOUR APPLICATION.** Any original documents that you send will be returned in due course.

Please ensure that you fill in ALL sections of the form, and write "none" where appropriate. This will help us to process your application quickly. We have tried to keep the form as simple as possible. This does mean that you might have income or assets for which there is not a specific section. Please put the total amount in the section marked "other", and give us full details on either the back page or a separate sheet of paper.

If you were NOT born in the UK, or have subsequently lived abroad, please explain the basis on which you are domiciled and habitually resident in this country

Please give details of ALL employment history, NOT JUST RECENT YEARS

Please send us copies of the following items:

- most recent Council Tax bill showing 25% single occupant discount. WE NEED THIS TO SHOW THAT YOU LIVE ALONE, EVEN IF YOUR BILL IS FULLY PAID BY COUNCIL TAX BENEFIT. Also notification from your local authority of your Council Tax Benefit, including the page showing the calculation
- if you live in rented accommodation, most recent notification from your local authority of your Housing Benefit, including the page showing the calculation
- most recent letter from Department for Work and Pensions showing the calculation of any non-means tested benefits such as Disability Living Allowance, Attendance Allowance etc.
- if you have applied for a Community Care Grant, the letter showing this has been awarded or declined
- if you receive Child Tax Credit, most recent notification from Inland Revenue, including the page showing the calculation; also confirmation of Child Benefit
- if you are working, payslips covering the past three months
- most recent advice of any occupational pension that you receive
- statements for ALL your bank accounts (including Post Office Card Account) showing ALL of the entries for the last three months
- the latest statement or COPY of passbook for any savings or investments that you have (NOT the original passbooks, please)

If you are under state pensionable age:

- most recent notification from jobcentreplus showing the amount of your Jobseekers Allowance, Income Support, Incapacity Benefit or Employment & Support Allowance – please send ALL pages, including the one showing how the amount of your benefit is calculated

If you are of state pensionable age:

- most recent letter from Department for Work and Pensions showing how your State Pension and any Pension Credit is calculated. You should already have one of these as they are sent at least annually, usually in April when your allowances change