

# housing benefit

ہاؤسنگ بینیفٹ کلیم کرنا    ہاؤسنگ بے نیفٹ کے لیے درخواست دہانے کے لیے



People • Homes • Communities  
Part of the Trans-Pennine Housing Group

# information the way you want it...

If you would like this information in large print, braille, on audio cassette, in a language other than English or as an easy read document please contact the Communications and Marketing team, Green Vale Homes, Green Vale Court, New Hall Hey Road, Rawtenstall, Rossendale, BB4 6HR or Telephone 01706 836331.

এই তথ্য মোটা হরফে (লার্জ প্রিন্ট), ক্যাসেটে রেকর্ড করে, ইংরেজি ছাড়া অন্য কোনো ভাষায় চাইলে অনুগ্রহ করে যোগাযোগ করুন: Communications and Marketing Team, Green Vale Homes, Green Vale Court, New Hall Hey Road, Rawtenstall, Rossendale BB4 6HR অথবা টেলিফোন করুন: 01706 836331।

اگر آپ کو یہ معلومات بڑی لکھائی میں، آڈیو کیسٹ پر یا انگلش کے علاوہ کسی بھی زبان میں درکار ہوں تو براہ مہربانی اس سچے پر رابطہ کریں:

Communications and Marketing Team, Green Vale Homes, Green Vale Court, New Hall Hey Road, Rawtenstall, Rossendale BB4 6HR or telephone 01706 836331.



**Available on  
Audio Tape**



**A+A**

**Available in  
Large Print**

If you are on a low income, you could be entitled to some Housing Benefit to help pay your rent. It is important that you make a claim for Housing Benefit as soon as possible.

Help is available to you at the Bacup Neighbourhood Office or the Council's One Stop Shop. When you make a claim for Housing Benefit you need to fill in a Housing Benefit form and provide proof (original documents – not copies) of the following:

## **1. national insurance number**

You will need one document that shows your NI number for you and also for your partner. These include:

- A letter from Jobcentre Plus or the Pension Service or Inland Revenue
- A wage slip or pension slip
- A P45 or P60
- A bank statement showing payment of Income Support or Jobseekers' Allowance

## **2. identity**

You and your partner must each provide one document that is different from the one you use as evidence for your NI number. These can be

- A birth, marriage or divorce certificate
- A driving licence (full or provisional). The counterpart is also required if you hold a picture driving licence
- A passport
- A bank or building society statement or passbook
- Home Office documents
- A letter from Jobcentre Plus, the Pension Service or Inland Revenue
- A letter from a solicitor, social worker or probation officer
- A medical card
- A recent utility bill (e.g. gas, electricity or water) in your name
- A TV licence in your name

### 3. income

You and your partner and any other adult living in the property (including children over the age of 16 who are now working and for whom you no longer receive child benefit) need to provide details of your income.

Documents include one of the following:

- Wage slips (latest 5 consecutive weeks or 2 months)
- Benefit books
- A letter from Jobcentre Plus or Social Security
- A completed certificate of Earned Income from the Housing Benefit form

### 4. savings

You and your partner need to provide evidence of all savings and any other capital. Evidence can include

- The last 2 statements or a pass book from a bank, building society or post office account
- Proof of TESSAs, PEPs, ISAs, bonds, or National Savings Certificates
- Share certificates or dividend statements for stocks and shares or bonds
- Proof of any other kinds of savings or investments

**For more information** please ring Rossendale Borough Council's Housing Benefits section on 0845 900 0500.