



Council Tax application for Second Adult Rebate

Please ask for the **Benefits Section** (*Please read the guidance notes enclosed.*)

Name:
Address:

Date of issue:..... Issued by:.....
Benefit reference number:
Council Tax reference:
Your National Insurance number:
 (Please send us documentary proof.)
Your date of birth:
Are you a joint owner or tenant of this property? Yes
 No
 If 'Yes', please give the names of the other owners or tenants.

Details of other adults living in your property

	First adult	Second adult	Third adult
Full name			
National Insurance number			
Their date of birth	/ /	/ /	/ /
Their relationship to you			
Do they receive Child Benefit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does he or she pay you rent as a boarder or tenant?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Details of gross income (income before any deductions for Income Tax, National Insurance and so on)

We need to see evidence of their earnings, state benefits or any other income.

Interest paid on savings (Say how often you receive it, for example, every month, four weeks and so on.)			
Any state benefits you receive (Say what type and how much you receive each week.)			
Earnings (Please send us your last five payslips if you are paid every week or your last two payslips if you are paid every month.)			
Any other income (please give details)			
Does he or she receive Income Support or Jobseekers Allowance (income based) or ESA (IR) or Guaranteed Pension and/or Savings Credit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does he or she receive Attendance Allowance or Disability Allowance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Disregarded people (We do not count certain people when we work out benefit.) Is he or she:

severely mentally impaired?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
a care worker?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
staying in a hostel, care home, NHS hospital or nursing home?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
a student, student nurse, Youth Training trainee or apprentice?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
in detention?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Authorisation (Please sign this only if you cannot give details of any person named above.)

I give you permission to contact the people named above to get any information you need to deal with my claim for Second Adult Rebate. I confirm that I cannot provide this.

Your signature: **Date:**/...../.....

Declaration: I confirm that I have included the names and details of all the adults living with me. As far as I know, the information is true and accurate. I understand that you may prosecute me if I give incorrect details. I will tell the Benefits Section, in writing, immediately of any changes in circumstances. I understand that I will have to pay back any overpayment.

Your signature:..... **Date:**/...../..... **Phone number:**.....

Second Adult Rebate guidance notes (*Please read these carefully.*)

The full Council Tax bill assumes that there are two or more adults living in a property. For Council Tax purposes, we may disregard (ignore) certain people when we work out the amount of benefit. If there are two or more adults living in the property, Second Adult Rebate may apply if they are:

- **not liable to pay you rent;**
- **not your husband or wife or civil partner or partner;**
- **not liable to pay Council Tax at this property; and**
- **on a low income or receiving Income Support.**

*Below are some questions and answers about Second Adult Rebate that you may find useful.
Please contact the Benefits Services if you have any more questions on 01653 600666.*

1 What is Second Adult Rebate?

This is an alternative benefit that covers up to 25% of the full Council Tax bill.

2 Who may apply?

The person who has to pay Council Tax can apply. Second Adult Rebate can only be given to the person who pays Council Tax. The rebate is based on the circumstances of each adult living in the property.

3 Is Second Adult Rebate restricted to certain types of people?

The regulations restrict the amount of Second Adult Rebate that can be given to people who are:

- over 18;
- not paying the rent; and
- not receiving Child Benefit.

4 When is Second Adult Rebate not paid?

Second Adult Rebate is not paid:

- for the liable person;
- if the person is a joint owner or tenant;
- if the person is disregarded for Council Tax purposes;
- if the person is living in the property as part of a business arrangement; or
- if the combined gross weekly income of all 'second adults' is more than £231

5 What is a disregarded person?

We ignore a disregarded person when we assess Council Tax Benefit. The main groups of people we disregard are shown on the application form.

6 How much Second Adult Rebate can I get?

You can get up to 25% off your Council Tax or 100% if you are the householder and a full-time student, depending on the circumstances of the other adults.

Circumstances (income levels as from 1 April 2011)	Amount of reduction
Second adults who receive Income Support or Jobseekers Allowance (income based) ESA (IR) or Pension Credit with a full-time student householder.	100%
Second adults who receive Income Support or Jobseekers Allowance (income based) ESA (IR) or Pension Credit.	25%
Gross income of second adults is less than £177.00	15%
Gross income of second adults is between £177.00 and £231.00 a week.	7.5%
Gross income of second adults is more than £231.00 a week.	0%

7 If I am already claiming Council Tax Benefit (or have applied) can I still apply for Second Adult Rebate?

Yes, you can still apply for Second Adult Rebate. We will compare your main Council Tax Benefit entitlement to 25% of your Council Tax liability. If your entitlement is less than or the same as 25% of your Council Tax liability, we will grant the higher of the main Council Tax Benefit or Second Adult Rebate.

8 Do you ignore any income when you work out my benefit?

Yes, we ignore Attendance Allowance or Disability Allowance, if the second adult is receiving Income Support, Jobseekers Allowance (income based) Employment Support Allowance (Income Related) and Guaranteed Pension Credit and/or Savings Credit and any income a disregarded second adult earns.

9 How do I apply for Second Adult Rebate?

Simply fill in the enclosed form and return it to Benefits Services as quickly as possible.

10 If I am eligible, how will I receive Second Adult Rebate?

We will take any entitlement from your Council Tax account. We will tell you if you are or are not entitled to Second Adult Rebate.

Data protection

The information you give us on this form may be processed and held on a computer, and must be kept in line with the Data Protection Act 1984. These details may be used within the Revenues & Benefits Services (for Council Tax or benefits purposes). You do not have to give us this information but if you do not, we will assume that you are not entitled to a discount.

More information

If you have any questions about this form or other Council Tax Benefit matters, please contact Benefits Services.