



Dear customer

Please find enclosed an application form for Housing Benefit / Council Tax Benefit / Free School Meals / School Clothing Allowance.

We realise that filling forms in can be daunting but help is available (please see overleaf for where you can get help). We have tried to design the claim form so that is easy to fill in. It may look long, but we need to ask enough questions to make sure everyone who claims gets the right amount of benefit.



We want to make it as easy as possible for you to get the money that you may be entitled to, but in order for us to process your claim for benefits you will need to make sure that you fill in the form as thoroughly as possible and that you provide us with proof of some of the things that we ask for on the form.

The main proofs that we will need are:

- Identity and National Insurance Number
- Income (wages, benefits, credits or allowances)
- Savings and capital
- Rent
- Childcare



If you do not have these proofs right now please do not delay in sending your form to us as this could affect the date we can start paying you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Martin Stubbs'.

Martin Stubbs
Assistant Director – Revenues and Benefits

Contact us

If you have any questions or need help filling in the form, please contact:

- bdirect, 1 St Blaise Way, Forster Square, Bradford
- The Manningham Centre, 1 Carlisle Road, Manningham
- The Town Hall, Bow Street, Keighley
- The Town Hall, Kirkgate, Shipley
- The Council Shop, 146 Main Street, Bingley

Or you can call **01274 432772***

For people with speech or hearing problems only, call our text phone **01274 434488**

If you are unable to get out please phone the above numbers to arrange a home visit.

Information is also available at:

www.bradford.gov.uk/benefits. Our interactive on-line calculator can work out how much you may be entitled to.

For postal enquiries **only** our address is:

The Benefits Service, Britannia House, Hall Ings, Bradford, BD1 1HX

E-mail enquiries: benefits.service@bradford.gov.uk

To report Benefit Fraud call our confidential Freephone Anti-Fraud Hotline **0800 169 7 451** or report it online at www.bradford.gov.uk/reportbenefitfraud

*Your calls may be monitored and recorded to be used as part of our training and service improvement plan. We may also store your telephone number so that we can ring you back and ask what you think of the service that we provide. The information will only be use by the Council's Customer Services Department and will not be disclosed to any other party.

Incommunities and Housing Association Tenants

Incommunities North
Ravenscliffe Centre
Ravenscliffe Avenue
Bradford BD10 0JU

Incommunities West
City House
23-27 Cheapside
Bradford BD1 4HR

Incommunities Shipley
The Old School
Wrose Brow Road
Shipley BD18 2NT

Incommunities Homeless (Keighley)
66 North Street
Keighley BD21 3RY

Incommunities South
Park View Mills
Wibsey Park Avenue
Bradford BD6 3QA

Incommunities East
Headway Business Centre
Knowles Lane
Bradford BD4 9SW

Incommunities AireWharfe
6-14 Devonshire Street
Keighley BD21 2AY

Incommunities Homeless (Bradford)
Ground Floor
Britannia House, Hall Ings
Bradford BD1 1HX

Brunel & Family Housing Association
87 Manningham Lane
Bradford BD1 3BN

Foundation
East Wing, Ground Floor,
Broadacre House Annex
George Street
Bradford BD1 5AA

Salvation Army
371 Leeds Road
Bradford BD3 9NG

R.I.P.P.L.E.
42 Reevy Road West
Bradford BD6 3LX

Horton Housing
54 Little Horton Lane
Bradford BD5 0BS

Keyhouse – Homekey
1st Floor, Sanderson Works
Feversham Street
Bradford BD3 9QL

City Centre Project
2 Hall Lane
Windhill
Shipley BD18 2NW

Accent Foundation LTD
Jeremy Downs House
Senior Way
Bradford BD5 0QB

Changes in your circumstances

If you are awarded Housing Benefit and / or Council Tax Benefit and your circumstances change, you must tell Bradford Council Revenues & Benefits Service immediately. If you don't tell us about a change and you are paid too much benefit you may have to pay it back.

Changes to the money that comes in to your household

You must tell us if:

- any member of your household stop or start getting any income (for example, wages, benefits, pensions, allowance)
- the income of any member of you household increases or decreases

Changes in your home

You must tell us if:

- you move house or flat
- the number of people who live in your home changes (for example, you have a baby, or a non-dependent moves in or out)
- a partner comes to live with you
- a partner leaves
- any member of your household goes in to hospital or goes abroad either permanently or temporarily.

Other changes

You must tell us if:

- the amount of savings or capital you have changes your rent increases or decreases
- any member of your household becomes a student or stops being a student.

You have **ONE** month to tell us about any changes.

If you fail to report the change within **one** month and the change would have increased your entitlement to benefit, we will only be able to pay you the additional benefit from the Monday following the date you tell us.

If the change would decrease your entitlement to benefit, we will go back to the effective date of change, regardless of how long ago the change took place.

Please report your changes to us on time. It will prevent overpayments and enable us to check that you are always getting as much benefit as you are entitled to.

You must tell Bradford Council Revenues and Benefits Service about any change in circumstances in writing. We will need to see actual original proof of any changes in income, capital or rent.

We realise that you may not have evidence of the change as soon as it happens but you should always tell us about it straight away and provide the evidence as soon as you can.

You can post a letter to us at

Revenues and Benefits Service
City of Bradford Metropolitan Council
Britannia House
Hall Ings
Bradford
BD1 1HX

Or you can take a letter to the offices listed at the beginning of the form.

This document contains information about Bradford Council Benefits Service.

Upon request we can make information available to you in a language or format that is accessible to you. If you have a question about your benefit or our service, please contact your local Council Benefits Service Office or telephone **01274 432772**.

If you have any information on any suspected Benefit fraud ring:



The Benefits Service -
'Here for your Benefit'



FS36519



INVESTOR IN PEOPLE



Bradford District Council

www.bradford.gov.uk

এই দলিলে ব্রাডফোর্ড কাউন্সিল বেনিফিটস সার্ভিসের সকল তথ্য সংযুক্ত আছে। অনুরোধ জানালে আমরা আপনার জন্য আপনার ভাষায় অথবা ছক অনুসারে সকল তথ্য তৈরী করে আপনাকে জানানোর সুযোগ সৃষ্টি করে দিতে পারি। আপনার যদি বেনিফিট অথবা আমাদের সার্ভিস সম্বন্ধে কোন কিছু জানার থাকে তবে স্থানীয় বেনিফিট সার্ভিস অফিসে অথবা টেলিফোন নং **01274 432772** এর মাধ্যমে যোগাযোগ করুন।

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚ ਬਰੈਡਫੋਰਡ ਕੌਂਸਲ ਬੈਨੀਫਿਟਸ ਸਰਵਿਸ ਬਾਰੇ ਜਾਣਕਾਰੀ ਹੈ। ਬੇਨਤੀ ਕਰਨ ਤੇ ਅਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਉਸ ਭਾਸ਼ਾ ਜਾਂ ਰੂਪ ਵਿਚ ਦੇ ਸਕਦੇ ਹਾਂ ਜੋ ਤੁਹਾਨੂੰ ਸਮਝ ਆ ਸਕੇ। ਜੇਕਰ ਤੁਸੀਂ ਆਪਣੇ ਬੈਨੀਫਿਟ ਜਾਂ ਸਾਡੀ ਸੇਵਾ ਬਾਰੇ ਕੋਈ ਸਵਾਲ ਪੁੱਛਣਾ ਹੈ, ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਆਪਣੇ ਸਥਾਨਕ ਕੌਂਸਲ ਬੈਨੀਫਿਟਸ ਸਰਵਿਸ ਆਫਿਸ ਨਾਲ ਟੈਲੀਫੋਨ ਨੰਬਰ **01274 432772** ਤੇ ਸੰਪਰਕ ਕਰੋ।

इस दस्तावेज़में ब्रेडफोर्ड काउन्सिल बेनिफिट्स सर्विसके बारेमें और अनेक प्रकारकी दूसरी सेवाएं जो हम मुहैया करते हैं उनके बारेमें जानकारी दी गई है. मांगने पर, जिसे आप आसानीके साथ समझ सकते हों वो भाषा या स्वरूपमें हम जानकारी उपलब्ध कर सकते हैं. यदि आपको अपने बेनिफिट अथवा हमारी सेवाके बारेमें कोई सवाल पूछना हो तो कृपया आपकी स्थानीय काउन्सिल बेनिफिट्स सर्विस आफिसका संपर्क करें अथवा **01274 432772** नंबर पर टेलीफोन करें.

આ દસ્તાવેજમાં બ્રેડફોર્ડ કાઉન્સિલ બેનિફિટ્સ સર્વિસ વિષે અને બીજી જે અનેક પ્રકારની સેવાઓ અમે પૂરી પાડીએ છીએ તેમના વિષે માહિતી આપવામાં આવી છે. જો માંગણી કરવામાં આવે તો, તમે જેને સરળતાથી સમજી શકતા હોય તે ભાષા કે સ્વરૂપમાં અમે માહિતી ઉપલબ્ધ કરી શકીએ છીએ. જો તમારે તમારા બેનિફિટ કે અમારી સેવા વિષે કોઈ સવાલ પૂછવો હોય તો, મહેરબાની કરી તમારી સ્થાનિક કાઉન્સિલ બેનિફિટ્સ સર્વિસ ઓફિસનો સંપર્ક કરો અથવા **01274 432772** નંબર પર ટેલિફોન કરો.

ذیل میں آپکو بریڈفورڈ کونسل کی بینیفٹ سروس کے بارے میں معلومات دی گئی ہیں - آپکی طرف سے درخواست پر ہم آپکو یہ معلومات اُس زبان یا طرز میں بھی دے سکتے ہیں جو آپکے لیے موزوں ہو۔ اگر آپکو اپنے بینیفٹ یا ہماری سروس کے بارے میں کوئی سوال کرنا ہو تو برائے مہربانی ہم سے اپنے مقامی کونسل بینیفٹ سروس آفس یا ٹیلیفون نمبر **01274 432772** پر رابطہ کریں -