

Benefits Department
Newcastle under Lyme Borough Council
Castle House
Barracks Road
Newcastle under Lyme
Staffordshire
ST5 1BL



_____	Date: _____
Your Full Name: _____	Property Ref: _____
_____	Account Ref: _____
Your Current Address: _____	Benefit Ref: _____

LOCAL HOUSING ALLOWANCE

PAYMENT DETAILS

If you rent from a private Landlord and are making a new claim or you have moved since 07th April 2008, you will have your benefit paid directly to you under Local Housing Allowance. If you feel this will present problems please contact my benefit office on 01782 715500 for more information. We may make the first payment of benefit to your landlord if rent arrears have arisen, after that we will pay your benefit directly to you.

The safest and easiest way to receive your benefit is directly into your bank account as it avoids the risk of cheques being stolen or delayed in the post. We cannot pay Housing Benefit into a Post Office Card Account, Please provide your bank account details as follows:-

Name(s) of Account Holder(s)	_____
Bank/Building Society Account Number	_____
Branch Sort Code	_____
Signature(s)	_____
Print Name(s)	_____

If you need help to open a bank account please contact the benefit office on 01782 715500.

SHARING INFORMATION WITH YOUR LANDLORD

You can complete this section if you are a private tenant of a Housing Association tenant. Sharing information with your landlord or letting agent can sometime help us to deal with your claim more quickly which reduces the risk of you falling behind with your rent if your claim is delayed.

If you give us permission, we would be able to inform your landlord or letting agent whether;

- You have claimed Housing Benefit, or
- We have made a decision on your claim, or
- We need further information to finalise your claim.

We will not give your landlord or letting agent any information about your personal circumstances or your financial situation. It will not affect your claim if you do not give us permission to speak to your landlord, and if you give permission now you can change your mind at any time by contacting us.

I give permission to share information about the progress of my claim with my landlord or letting agent named below:

Landlord's Name: _____ Your Signature: _____

Tel: _____ Email: _____ Date: _____

Please upload completed form to: <https://www.newcastle-staffs.gov.uk/benefitsdocumentupload>

General Data Protection Regulations: Your right to privacy is very important to us and we recognize that when we collect, use or store your personal data you trust us to act in a responsible manner. For a full explanation of how Newcastle under Lyme Borough Council uses your data and what your rights are, please read our privacy notice at <https://www.newcastle-staffs.gov.uk/all-services/advice/privacy-notice>