

Habitual Residence Form

People who claim Housing Benefit must satisfy a Habitual Residence test. This means that they must show a commitment to staying in this country for some time. We need some information from you so that we can decide if you satisfy this test.

Section 1 – About You

Full name:	
Address:	
Postcode	
Claim reference:	National Insurance Number:
Telephone number:	Email address
Marital status: Single/ Married/ Other (please delete)	Employment: Employed/ Self-employed/ Not in employment/ Retired

Section 2 – Length and Continuity of Residence

a) Which countries have you lived in during the last five years and when were you living there?		
Country:	Start date <input type="text" value="DD / MM / YYYY"/>	End date <input type="text" value="DD / MM / YYYY"/>
	Start date <input type="text" value="DD / MM / YYYY"/>	End date <input type="text" value="DD / MM / YYYY"/>
b) Have you ever lived in the UK before? Yes/No		
If Yes please give dates	Start date <input type="text" value="DD / MM / YYYY"/>	End date <input type="text" value="DD / MM / YYYY"/>
c) What income did you have to support yourself in the UK?		

Section 3 – Family Links

Does your partner or any of your dependant children still live in one of the countries listed in Section 2a)? Yes/No	If your partner still lives abroad do you plan to bring him/her to this country to join you? Yes/No
If No, please tell us why not	
If your dependant children still live abroad, please say how old they are:	If your dependant children still live abroad do you plan to bring him/her to this country to join you? Yes/No



Section 4 - Property

Do you maintain a home abroad <i>Yes/No</i>	If <i>Yes</i> , tell us where that home is:
	Is it A home with family or friends? A property that you rent? A property that you own?
	Who is paying the bills and other costs for that property whilst you are in the UK?
	Do you intend to return to that home? <i>Yes/No</i>
Are any of your personal possessions in any of the countries listed in 2a ? <i>Yes/No</i>	If <i>Yes</i> , what type of possessions do you have? e.g. furniture, clothing, leisure equipment What do you intend to do with those possessions?

Section 5 – Centre of Interest

Why did you come to live in the UK?	
What preparations or arrangements to pay for housing and living costs did you make before you came to the UK?	
How long do you intend to remain in the UK?	
Do you intend to maintain links with any of the countries in 2a ? <i>Yes/No</i>	If <i>Yes</i> Please give details
If you intend to visit any of these countries, tell us how often and how long for	
Do you have any other family or close friends in the UK? <i>Yes/No</i>	If <i>Yes</i> , tell us where they are living, when they came to live in the UK and how they are related to you



Are you registered with a doctor and/or dentist?	If yes please tell their name and address
If you have children are they registered with a school?	If yes please give the name and address of the school
Are you a member of any clubs or other organisations in the UK Yes/No <i>e.g. spiritual, sport or other leisure interest</i>	If Yes, please give details of that membership Type of club: Date of membership:
Do you have any other connection with the UK? Yes/No	If Yes, please tell us what connection you have

Section 6 - Employment

In the UK	
If you are seeking work	
What preparations or arrangements to obtain work did you make before coming to the UK?	
What qualifications or experience do you have to get a job in the UK?	
If no preparations were made before arriving in the UK, how do you plan to support yourself until you find work?	
If you are currently working	
Employer's Name	
Start date of your job	
Job title and type of work	
Is the job full-time or part-time? How many hours do you usually work each week?	
Have you been promoted since joining this employer?	
Is it a permanent job or a temporary contract?	
If temporary, what will happen when the contract ends?	



<p>Since coming to live in the UK, how many jobs have you had?</p> <p>If you have had more than one job in the UK, please give start and end dates for each job</p>	
---	--

In other countries	
Did you have a job in another country before you came to the UK?	Yes/No
If Yes, where did you work?	
Was this a full-time or part-time job?	
Job title and type of work	
Why did you stop work?	
Is that job still available to you?	
If not, would you be able to get similar work in that country?	

<p>Declaration</p> <p>All the information I have given is true and complete as far as I know.</p> <p>Signature _____ Date _____</p>
--

Complete this box if you have filled out this form on behalf of the person claiming		
I have completed this form on behalf of the claimant. I have read and explained each part of the statement and the details given are those recorded.		
Name of helper	Signature	Date
Reason for completing form on behalf of claimant		
Relationship to the person claiming		

Please return this form to Derby Benefits, Derby City Council, The Council House, Corporation Street, Derby DE1 2FS

Privacy Notice

How is your information used?

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

Who has access to your information?

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from RBESPrivacyNoticerequest@derby.gov.uk or call us on 01332 643194.

