

## Derby City Council - Housing Benefit Section

**Request for an extra bedroom to be allowed for a carer(s) when assessing Housing Benefit.**

Read the back of this form for advice on how to complete it and the supporting evidence needed.

<b>Name</b>			
<b>Address</b>			
<b>Housing Benefit claim number</b>			
<b>How many bedrooms are in the property?</b>			
<b>Please answer the following questions.</b>			
<b>Part 1</b>			
Does the person claiming Housing Benefit or their partner receive either:	<b>Yes / No</b> (delete as appropriate)		
<ol style="list-style-type: none"> <li>1. Attendance Allowance</li> <li>2. The Disability Living Allowance CARE component at the Higher or Middle rate</li> </ol>	If <b>Yes</b> please go to <b>Part 3</b> if <b>No</b> please complete <b>Parts 2 &amp; 3</b>		
<b>Part 2</b>			
Please tell us below why overnight care is needed. Please note that evidence to support your claim will be required from a healthcare professional (Doctor etc) as explained overleaf.			
<b>Part 3</b>			
Who is the overnight care provided for?			
How often is the overnight care provided?			
Who provides the care?			
Where does the carer normally live? (if the care is provided by an organisation or business this question need not be answered)			
I confirm the information I have given on this form is correct and complete to the best of my knowledge.			
Signed:		Date:	

## Further Guidance

### **Does the person claiming Housing Benefit, or their partner, receive Attendance Allowance or the Disability Living Allowance CARE component at the Higher or Middle rate?**

The Housing Benefit section will be able to confirm this from information they hold already so you will not need to provide any supporting evidence if these benefits are in payment.

### **Please tell us why overnight care is needed.**

We only need you to tell us this if the Housing Benefit claimant or their partner are **not** receiving Attendance Allowance or the Disability Living Allowance CARE component at the Higher or Middle rate.

Usually, overnight care would be needed due to a medical condition (a physical or mental health issue), but there could be any number of reasons. Please give us as much information as you can and if there is not enough room on this form you can attach an extra sheet of paper if you need to.

### **Evidence to support your claim from a healthcare professional.**

We only need you to provide proof in support of what you have told us if the Housing Benefit claimant or their partner are **not** receiving Attendance Allowance or the Disability Living Allowance CARE component at the Higher or Middle rate.

If you do need to provide proof, we would need to see some supporting evidence (in writing) from a healthcare professional to prove that overnight care is needed. A healthcare professional could be your:

- Consultant
- Hospital specialist
- Physiotherapist
- Occupational therapist
- District nurse
- Community psychiatric nurse
- General Practitioner (GP)

They would need to confirm that the reason you gave for overnight care being needed is correct.

### **How often is the overnight care provided?**

Please tell us how many nights each week (on average) overnight care is provided. If overnight care is not provided every week, please tell us how often it is given.

### **Who provides the care?**

This could be an organisation such as the Council or an overnight Nursing Service OR it could be an individual such as a friend or relative. It could also be a number of people who take turns to help.

- If the care provider is an organisation please give us its name.
- If the care provider is an individual or individuals, please give us their names/addresses.

### **Where does the carer normally live?**

We only need you to tell us this if the carer is an individual and not an organisation.

We ask this as the rules say that for an extra bedroom to be allowed when Housing Benefit is calculated, the carer has to normally live somewhere else and not in your home.

### **Do you need more help with filling in this form?**

Please call Derby Benefits on 01332 640444

## 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](mailto:RBESPrivacyNoticerequest@derby.gov.uk) or call us on 01332 643194.