



## Council Tax Reduction Application: What You Will Need

### The application:

- **Details about all forms of income**
  - Benefits (which ones you receive; how much you receive and how often you receive them)
  - State Pension
  - Private Pensions (which companies they are with)
  - Wages
- **Details about your housing**
  - Are you renting privately?
  - Do you live in a Council property?
  - Do you own your home?
  - Are you still paying your mortgage?
  - Are you a joint owner?
- **Details about work**
  - Are you self-employed?
  - Do you work for an employer or do any other paid job?
  - Do you do any unpaid job or voluntary work at all?
- **Details about savings & investments**
  - How much do you have in savings?
  - What kind of savings are they? (e.g. held in trust, cash, stocks, shares, ISAs)
- **Details about Assets**
  - Do you have any assets?
  - What kind of assets?
- **Details about your banking**
  - How many accounts do you have?
  - Are any of them joint accounts?
  - Bring the bank cards to the appointment.

### Additional Documentation:

- 2 forms of ID (for both people if you're claiming as a couple)
- Proof of your National Insurance number
- Bank statements for the last 3 months.
- Proof of entitlement for any benefits (e.g. award letter)
- Proof of any pensions you receive.