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|-------------|----------------|
| <u>Name</u> | <u>Address</u> |
|-------------|----------------|

I wish to request that payments for my claim for Housing Benefit

are paid to _____

My Landlord My Landlord's Agent A Third Party

for the following reason(s):-

(You may use an additional sheet if required)

We may need to interview you to discuss this in detail at a later date.

I declare the information I have given on this form is correct and complete.

Signature

Date

Now ask them to sign this agreement.

Name of person to be paid

Address

Telephone number

I agree to accept Housing Benefit payments for the claimant named on this form.

I understand that by law:

- I must tell you straight away if I find out about any change in the claimant's circumstances;
- You can stop paying benefit to me if I do not tell you about a change of circumstances;
- I may be prosecuted if I accept Housing Benefit which I know the claimant is not entitled to

Signature

Date

BENEFITS SERVICE

SAFEGUARD REQUEST FORM

For requesting payment of Local Housing Allowance to someone else.



HOUSING BENEFIT



Housing Benefit awarded under the Local Allowance Scheme from April 2008 will be paid to the claimant.

If you feel that in your circumstance it may not be suitable for you to receive these payments it is possible to request that we make payment directly to a third party, your landlord or their agent.

In order for this to be considered you will need to complete the form on the reverse of this leaflet giving specific details as to why you are unable to accept payment of Housing Benefit directly to yourself.

In order for your request to be considered it may be necessary to supply, with this form, proof to support your statement (e.g. a hospital appointment letter confirming the treatment for an illness or proof of any financial problems you may have).

DATA PROTECTION

- The information collected, on this form and from supporting evidence, will be used to consider your request for Housing Benefit to be paid to someone else. The information may be passed to the DWP, Employment Service and Inland Revenue as permitted by law.
- We will not disclose information about you to anyone outside the Council nor use information about you for other purposes unless the law permits us to do so.
- Peterborough City Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about

you, or the way we use your information, you can ask at the Benefits Office.

When completed, please return this form to:

By Post to:
Benefits Service
Peterborough City Council,
Town Hall,
Bridge Street,
Peterborough,
PE1 1BF

Or

By Hand to:
Peterborough City Council's
Customer Service Centre
Bayard Place
Broadway
Peterborough
(Opposite the Central Library)

HOW TO APPLY

Complete the section on the back of this leaflet, sign the declaration, ask the person you wish payments to be made to sign it and return to the address shown without delay. Attach all supporting evidence.

WHAT WILL HAPPEN NEXT?

We will look at the details you have provided and may ask to see you to discuss your claim further. If not we will decide whether we can change who we pay and we will notify you and, if necessary, the person you wish payments to go to of our decision.

WILL WE CONTINUE TO MAKE PAYMENTS TO SOMEONE ELSE?

At any time you feel that you wish to alter this arrangement you can request that payments be amended to be paid to you. If we agree to do so we will advise you and the person you have asked for payments to go to in writing of this change.

Depending on the reason why payments were changed to someone else we may be required to review this decision periodically. This means that at some point in the future we would need to consider whether payments could be sent to you direct.

It may be decided that the reason given for payments to be made to someone else is such that a review is not required. In this case, unless advised by yourself, we would continue to pay to them for the entire period of your claim. You will be notified of this when we originally decide to amend who we pay Housing Benefit to.

FURTHER INFORMATION

If you require any further information regarding who we pay Housing Benefit to or the Local Housing Allowance Scheme you can contact us by one of the following methods:-

By telephone 01733 452241

By email benefits@peterborough.gov.uk

In Person See above for our address