

## Application to be an appointee

Claimant's name: \_\_\_\_\_

Claimant's address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above named is unable to manage their affairs without help because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like to be considered as their appointee for their Housing Benefit and/or Local Council Tax Reduction.

I confirm that I am over 18 years old. To the best of my knowledge no one else has been given or applied for the power to act for the person named above.

I agree to:

- tell the Benefits Section if there are any changes in circumstances,
- make claims for the person named above,
- receive benefit for the person named above, and repay any overpaid benefit.

The person named has asked me to act on their behalf.

My name: \_\_\_\_\_

My address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The claimant is (please say what your relationship to them is, for example 'friend', 'brother', 'sister-in-law' and so on):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Working together

## Housing and Local Council Tax Reduction

# Appointee and Form of Authority



**Your claim for Housing Benefit and Local Council Tax Reduction is private and confidential. We will not discuss your claim with anybody who does not have proper authority.**

This can cause problems for some people who rely on the help of a friend or relative. Fortunately the rules do allow for this.

There are two ways that you can solve this problem.

**Form of Authority**

This just means that you allow us to talk or write to somebody else about your claim. You are still in charge of your claim and are responsible for it being correct. And you still have to tell us about any changes in your circumstances.



This would be useful if, for example, you wanted to ask us something about your claim, but you are not able to come into the office, or do not like using the phone. If you authorise us to discuss your claim with a particular friend or relative, they can phone us or come into the office instead.

**Appointee**

This is where you choose someone to become responsible for everything about your claim. You would usually only do this if you are unable to manage your own affairs. The person also becomes responsible for repaying any overpaid Housing Benefit.



An appointee can be:

receiver appointed by the Court of Protection

- a lawyer
  - person appointed by the Department for Work and Pensions to act for you in connection with some other benefit,
- or
- friend, relative, social worker and so on.

(The Appointee has to be over 18 years old)

You can change your Appointee, or they can cancel the arrangement by writing to the Benefits Section.

If you want to give somebody a Form of Authority or name them as your appointee, you will find the right form later in this leaflet.

**Form of Authority**

Claimant's name: \_\_\_\_\_

Claimant's address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorise the Benefits Section to provide information about my claim to:-

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Claimant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Contacts**

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