

# Appointee application form

Please use BLOCK CAPITALS throughout this application

## Part 1. About the person you want to act for

Their surname or family name

Mr/Mrs/Miss/Ms/Dr/Rev/Mx

Their other names – in full

All other surnames or family names they have been known by or are using now.  
Please include maiden name, all former married names and all changes of family name.

Their address

Postcode

Their National Insurance (NI) number

Their date of birth

If you are applying on behalf of an organisation (for example, local authority, solicitors)  
Go to **Part 3**, otherwise Go to **Part 2**.

**Brighton & Hove City Council**  
**PO BOX 2929**  
**Bartholomew Square**  
**Brighton BN1 1PS**

www.brighton-hove.gov.uk  
housing.benefits@brighton-hove.gov.uk  
Tel 01273 292000  
Minicom 01273 290333  
Fax 01273 291234

## Part 2. About you

Surname or family name

Mr/Mrs/Miss/Ms/Dr/Rev/Mx

Other names – in full

All other surnames or family names you have been known by or are using now. Please include maiden name, all former married names and all changes of family name.

National Insurance (NI) number

Date of birth

Address

Postcode

Daytime phone number

Code

Number

What is this number? (Please tick)

Home

Work

Mobile

Email address – if you have one

### Part 3. If you are representing an organisation

Your surname	Mr/Mrs/Miss/Ms/Dr/Rev/Mx	
Your other names – in full		
Your position or job title		
Full official name of the organisation		
Full postal address of the organisation		
	Postcode	
Organisation – phone number	Code	Number
Organisation – email address		

### Part 4. Data Protection Act 1998 – Confidentiality Statement

The council collects information for Housing Benefit and Council Tax Reduction purposes, but it may be used for any of the council's purposes. We may check information that you provide or that a third party provides about you or the person you are acting for, with other information we hold.

We may also get information about you or the person you are acting for from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime or to protect public funds in other ways as permitted by law. These third parties include government departments and local authorities.

We will not disclose information about you or the person you are acting for to anyone outside the council unless the law permits us to.

The council is registered under the Data Protection Act 1998 for these purposes and is the Data Controller. If you want to know more about what information we have about you or the person you are acting for, or the way we use this information, please write to the council's Data Protection Officer, Kings House, Grand Avenue, Hove.

## Part 5. Method of payment

You can choose where you want the Housing Benefit to be paid. We provide a number of options for you:

- we can arrange to have Housing Benefit paid directly into a bank/building society account, this will enable you to set up a standing order or direct debit to pay rent to the Landlord
- we can arrange to pay Housing Benefit by crossed cheque,
- in exceptional circumstances payment can be made direct to the Landlord. A vulnerability form will need to be completed.

Having Housing Benefit paid straight into a bank or building society account has many advantages such as:

- receiving the benefit on the day that it is due
- no longer having to wait for a cheque to arrive in the post
- standing orders and direct debits can be set up
- having a greater peace of mind that rent is up to date

### Payment straight into a bank or building society account

We will tell you when the first payment will be made and how much it is for. After that, please check with your bank or building society to find out how much is paid into the account. Get in touch with the Housing Benefit office if you think the amount is incorrect.

Please complete the following boxes if you require payment straight into a bank or building society.

Please tick the appropriate box below to indicate if this account is:

In your name

**or**

In the name of the person you are acting on behalf of

**or**

In both the names of yourself and the person you are acting on behalf of

What name or names is the account in?

## Part 5. Method of payment (continued)

What type of account is it? (Tick the box that applies and complete information requested)

**Bank cheque or deposit account or building society cheque account  
– NOT a mortgage account**

Name of bank or building society

Account name

Branch name

Sort code number

Account number

Type of Account, for example, deposit or current account

**Building society savings account – NOT a cheque or mortgage account**

Name of bank or building society

Account name

Account number / Roll number

## Part 6. Declaration

I apply to Brighton & Hove City Council for appointment to act on behalf of the person named in **Part 1** in their claim for Housing Benefit and/or Council Tax Reduction.

To the best of my knowledge no other person or organisation has been legally appointed to administer the affairs of the person named in **Part 1**.

I undertake to the best of my ability to give the Council all the information required by them about the circumstances of the person named in **Part 1** and if there is any change in those circumstances, I will let them know at once.

I will spend any Housing Benefit I receive from Brighton & Hove City Council on behalf of, and in the interest of the person named in **Part 1**.

I understand and agree that Brighton & Hove City Council may use the information provided to administer this application.

I have read, understood and accept the conditions detailed in **Part 7** of this form.

I have read and understood the notes in **Part 5** regarding receiving payment into an account.

I will tell the Benefits Office straight away if there is a change of circumstances relating to the person I am acting for.

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

### Box A – sign if you are applying to be an individual appointee, ie not on behalf of an organisation

I am over 18 years of age

Signature

Date

### Box B – sign if you are acting on behalf of an organisation

I am authorised to make this declaration on behalf of the organisation named in **Part 3**

Signature

Date



## Part 7. Roles and responsibilities

**Please detach this page and keep it to refer to.**

By signing the application to become an Appointee, you are declaring that you understand and accept the responsibilities described in this section.

If your application to act for the person named at **Part 1** is accepted, you will become responsible for dealing with all aspects of that person's Housing Benefit and/or Council Tax Reduction claim.

This includes claiming and /or receiving:

- Housing Benefit Payments
- Council Tax Reduction notifications
- Housing Benefit notifications
- Housing Benefit/Council Tax Benefit/Council Tax Reduction overpayments

Any money that you receive on their behalf must be used for paying their rent.

You must tell the Housing Benefit and Council Tax Reduction Office straight away if there is a change in the person's circumstances which could affect their benefit and/or reduction. A list of changes that must be reported is given on all notification letters. If you do not have a copy of the list of changes you must report, you can get one from the Benefit Office.

**Examples of changes you must tell us about are when the person:**

- Changes address
- Changes name
- Has a change in their income
- Has a child leaving school
- Goes into or comes out of hospital, including coming out of hospital on leave
- Becomes well enough to manage their own affairs
- Intends to be absent from Great Britain for any period
- Dies

*This list is not exhaustive. If there is any change of circumstance please contact us*

If the person you named in **Part 1** dies, please:

- Tell the Benefit Office straight away
- Return any Housing Benefit payments made after their death that you have for them

As an appointee you will also be responsible for letting us know if there are any changes in your:

- name
- address
- contact number

## Part 7. Roles and responsibilities (continued)

### If an overpayment happens

If an overpayment of benefit or reduction occurs, you may be required to repay the overpayment yourself depending on how the overpayment arose.

### How long can I be an appointee?

You will be an appointee until:

- The person you are an appointee for becomes well enough to manage their own affairs, you must notify us if this becomes the case.
- The person you are an appointee for dies, or
- You or the Benefit Office decide to end the arrangement because it is not working properly
- You wish to end the arrangement because you no longer wish to continue as an appointee.

If you want to end the arrangement you must write to the Housing Benefit and Council Tax Reduction office, giving them at least one month's notice.

### Additional information for organisations

All appointees are responsible for the collection and administration of the person's Housing Benefit & Council Tax Reduction. If the organisation nominates a representative to carry out the appointee duties on their behalf, **the organisation** remains responsible for the management of the person's affairs. Organisations should therefore make any nominated representatives aware of their responsibilities to both the organisation and the person named at **Part 1** and will need to provide them with a letter confirming they are authorised to act on behalf of the organisation.

If you are acting as a representative within an organisation, there are some aspects that need to be considered in addition to those already mentioned. When quoting the appointee details, it is both the organisation details and those of the individual that must be given.

You will need to contact us if any of the following details change:

- the named appointee within the organisation
- the organisation name
- the organisation address, including postcode
- phone or email address
- the organisation ceases to exist