

# CUSTOMER ACCOUNTS – APPOINTEE FORM



## Housing Benefit and Council Tax Benefit

### INFORMATION SHEET

If you decide to return the Appointee form we recommend that you keep this information in a safe place to remind you of your responsibilities.

#### **Who would need an Appointee?**

If a Housing Benefit and/or a Council Tax Benefit claimant is unable to manage their own affairs relating to Housing Benefit and/or Council Tax Benefit, the Local Authority has the power to appoint someone on their behalf.

The person appointed is known as the Appointee. The claimant may ask for an Appointee due to mental or physical disability.

#### **How long would the Claimant have an Appointee?**

It does not have to be permanent. The Appointee may wish to act on the claimant's behalf for a specified time period only, for instance if the claimant is ill or injured.

#### **What responsibilities does the Appointee have?**

An Appointee takes over the rights and responsibilities in relation to the claimant's Housing Benefit and/or Council Tax Benefit claim.

The Appointee:

1. Accepts full responsibility for completion of the application form.
2. Accepts full responsibility for the information declared on the application form.
3. Accepts that the full obligations placed upon the claimant are also placed upon the Appointee.
4. Accepts full responsibility for notifying the Customer Accounts section within one calendar month of any change in circumstance, which may affect Benefit entitlement.
5. Accepts that they may be required to repay overpayments of Benefit.
6. Must be over the age of 18.
7. Must notify the Customer Accounts section in writing within one month if the claimant no longer needs an Appointee.
8. Must give one months notice if they no longer wish to be the Appointee.

If they knowingly make a false statement, provide false information or fail to notify a change of circumstance in order to secure or retain benefit for them self or another person, it is a criminal offence for which they may be prosecuted.

The Local Authority may terminate this appointment at any time.

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## Housing Benefit and Council Tax Benefit

### Central Bedfordshire Council

Watling House  
High Street North  
Dunstable  
Bedfordshire  
LU6 1LF

Please complete this form and return it to the address above to:

- become an Appointee for a housing benefit and/or council tax benefit claimant.

If you have any questions about this form, please contact us:

**Telephone** 0300 300 8306

**Email** [customer.accounts@centralbedfordshire.gov.uk](mailto:customer.accounts@centralbedfordshire.gov.uk)

**[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)**

### About the claimant

Claimant's name

Claimant's address

Claim reference number  
(if known)

### About the Appointee

Appointee's name

Appointee's address

Appointee's telephone  
number (optional)

Appointee's email  
address (optional)

**Please turn over and sign the declaration**

### Appointee's declaration

I wish to be appointed by the Council to act on behalf of the above named claimant in connection with their Housing Benefit and/or Council Tax Benefit until I give further notice or until  /  /  (please insert date).

The reasons are as follows:

I have read, understood and accept the conditions on the attached information sheet.

Appointee's  
signature

Date

### Claimant's declaration

I request that the above named person is appointed to act on my behalf in connection with my Housing Benefit and/or Council Tax Benefit.

Claimant's  
signature

Date

**If the claimant is unable to sign this form please give details below:**