

# Housing Benefit and Council Tax Support Application to be an appointee



The council is allowed to appoint someone to take on the rights and duties of a claimant when the claimant is unable to deal with their own affairs. We can only do this if the claimant does not already have:

- A deputy appointed by the Court of Protection with power to claim or receive benefit,
- An attorney with a general power or power to claim or receive benefit as appointed under either the Powers of Attorney Act 1971, the Enduring Powers of Attorney Act 1985 or the Mental Capacity Act 2005 or otherwise.

If you would like to apply to become an appointee please complete this form. We will let you know our decision in writing. Please note: for Council Tax Support, where 'claimant' is used this means 'applicant' and where 'claim' is used this means 'apply'.

## Claimant's details

First name:

Last name:

Daytime phone number:

E-mail address:

Address:

Postcode:

Reference number:

Please tell us why the claimant needs an appointee:

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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Please continue on a separate sheet of paper if you need more room.

Name and address of the person or organisation willing to be the appointee:

If you are applying on behalf of an organisation please give us your job title and name:

Relationship to the claimant:

Claimant's signature:  
(Please tell us if they are  
unable to sign)

Date:

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**Declaration**

I agree to:

- Tell the council if a deputy or power of attorney is appointed,
- Tell the council when the claimant becomes able to deal with their own affairs,
- Give the council four weeks notice in writing when I wish to stop being the claimant's appointee,
- Tell the council about any changes that may affect the claimant's entitlement to Housing Benefit or Council Tax Support (examples of these changes are given on our Change of Circumstances form),
- Repay any overpayment of Housing Benefit that the claimant is responsible for.

Signature of appointee:

Date:

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**Once you have filled in this form and signed the declaration please return it to your Local Authority:**

Canterbury City Council  
PO Box 2033  
Pershore  
WR10 9EE  
[www.canterbury.gov.uk](http://www.canterbury.gov.uk)

Dover District Council  
PO Box 2031  
Pershore  
WR10 9EB  
[www.dover.gov.uk](http://www.dover.gov.uk)

Thanet District Council  
PO Box 2032  
Pershore  
WR10 9ED  
[www.thanet.gov.uk](http://www.thanet.gov.uk)