

Appendix 1 – Evidence Required for New Claims

Key: Originals (O)/ Photocopies (P)

Type of Evidence	Sub Type	Housing Benefit	Council Tax Support
Identity (ID) and National Insurance (NI) for claimant and partner	Identity	O	
	National Insurance	O	O or P
Residency/Rent	Private Tenants	O	O or P
	Social Landlords	O	O or P
	Registered tenant	O	O or P
	*Council Tenancy		
Household composition	Dependants	O	O or P
	**Non-dependents income	O	O or P
Income	**State Benefits/Tax Credits		
	**Earnings/SMP/SSP		
	Self-employed earnings	O	O or P
	Other income	O	O or P
Expenses	Child care costs, private pension contributions etc	O	O or P
Student	Student status and income	O	O or P
Capital	Above lower capital limit	O	O or P
	Property	O	O or P

* This is automatically provided from North Tyneside Homes via the Northgate system.

**These can be verified via Customer Information System (CIS), other DWP information or HMRC data where possible.