

# Benefits Section

## RSL Consent Form - (RSL1)

Borough Council of  
**King's Lynn &  
West Norfolk**



### Finance and Resources

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Website: [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)

<b>Full Name</b>	
<b>National Insurance Number</b>	
<b>Date of Birth</b>	
<b>Case/ Claim Reference</b>	
<b>Address</b>	
<b>Name of Landlord</b>	

## Consent Declaration

I agree to the terms and conditions as set overleaf and understand that any information I provide will be passed to The Revenues Division at King's Lynn & West Norfolk Borough Council for the purpose of assessing my entitlement to Housing Benefit and/or Council Tax Support.

I understand I can withdraw this consent at any time and may still attend the council offices, to deal with my claim, if I prefer. This consent will continue until either the Revenues Division, my landlord or I choose to withdraw it.

Where further information is required to make a decision on my claim the The Revenues Division can advise my landlord that this information has been requested to speed up the collection of such information.

Signing or failure to sign this consent will in no way affect the final result of my application for Housing Benefit and/or Council Tax Support or my tenancy.

I consent to my landlord collecting information for the purposes stated above.

Signature of  
Person Claiming

Date

Signature of Partner

Date



## **Housing Benefit**

Since February 2002 the Revenues Division at the Borough Council of King's Lynn & West Norfolk has been part of a scheme that allows some landlords to collect the evidence needed to support your Housing Benefit claim from you.

If your landlord is

- Wherry Housing Association or
- Peddars Way Housing Association or
- Orbit Housing Association or
- The Guinness Trust or
- Cotman Housing Association or
- Broadland Housing Association or
- Freebridge Community Housing

And

- you would like them to help you with your claim form or,
- collect the evidence needed for your claim form from you.

Please

- read the notes below and
- complete and return the consent form overleaf and return it to the Revenues Division at the Borough Council of King's Lynn & West Norfolk Borough Council.

## **Collection of information and evidence**

By signing this consent form you are agreeing to your landlord collecting such evidence as is necessary in order to process your claim to Housing Benefit and/or Council Tax Support.

If you decide not to sign this form and so not provide consent, this will not affect the outcome of your claim for Housing Benefit and/or Council Tax Support.

However, if the landlord is able to collect evidence on behalf of the Revenues Division at the Borough Council of King's Lynn & West Norfolk this may speed up the decision on your claim. This is because if your landlord is able to request and record this information on behalf of the council it will ensure all the evidence is collected the first time and so may help reduce the processing time. You may also find it more convenient to deal with your landlord.

To assist in the prompt processing of your claim, your landlord will undertake verification of evidence you supply to support your claim or any changes in your circumstances.

To help the council further, this consent form will allow them to advise the landlord of any information they are waiting for from you, so they may assist in its collection.

Any information, claim form and/or evidence provided to your landlord will only be used for the purposes of assessing your entitlement to Housing Benefit and/or Council Tax Support and will not be retained by the landlord or passed to any other party apart from the Revenues Division at the Borough Council of King's Lynn and West Norfolk.

You may withdraw your consent at any time by completing form RSL10 that is available from the Revenues Division at the Borough Council of King's Lynn and West Norfolk or your Landlord.

## **How the information and evidence will be used**

The information collected by your Landlord will be passed to the Revenues Division at the Borough Council of King's Lynn and West Norfolk who will use it to:

- process your Housing Benefit or Council Tax Support claims or both,
- the Revenues Division may use the information provided in connection with this or any other claim for social security benefits that you have made or may make,
- the Revenues Division will not disclose information about you to anyone outside the Borough Council of King's Lynn & West Norfolk, nor use your data for other purposes unless the law permits them to,
- the Revenues Division may give some information to other government organisations, if the law allows this.

The Borough Council of King's Lynn and West Norfolk is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information they have about you, or the way they use your information, you can ask at their offices.