

## Appendix 1 – Evidence Required for New Claims

Key: Originals (O)/ Photocopies (P)

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