



Havering
LONDON BOROUGH

**Council Tax and Benefits Services
Exchequer & Transactional Services**
London Borough of Havering
Town Hall, Main Road
Romford RM1 3BB

**Please call our Revenues Call Centre
Telephone: 01708 433996 (9am to 5pm)
e-mail : benefits@havering.gov.uk
Text Relay ☎ : 18001 01708 433997
(for the hard of hearing)**

Date:

Your Reference:
Our Reference: /

Dear

Housing Benefit / Council Tax Support - Childcare Charges

Childcare charges can be offset against earnings, when working out entitlement to Housing Benefit or Council Tax support.

This extra help is available to:

- couples where both are working 16 hours a week or more
- lone parents working for 16 hours a week or more

or

- couples where one partner is working at least 16 hours a week and the other is receiving certain incapacity or disablement benefits.

In order to qualify, one of the following must also apply:

- the care is provided by a childminder, nursery or play scheme registered under the Children Act 1989
- the care is provided on Crown property

or

- the care is provided for children aged 8 or over, out of school hours, by a school or on school premises or by a local authority

Having read the above, if you believe that you may qualify for extra help please complete the enclosed form and return it in the envelope provided.

If you have any queries about this letter, please contact our Call Centre on the number at the top of this letter. Alternatively, you can visit our website
www.havering.gov.uk/benefits

If you are elderly or housebound please contact our Call Centre so that we can arrange for a Visiting Officer to come to your home to help you complete the form and verify the documentary proof.

Yours sincerely

for Council Tax and Benefits Services

Application to disregard childcare charges

1. Name and address of applicant

2. Details of child / children

Name(s)	Date of birth
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

3. Employment details

Please tick as appropriate

I confirm that I am a lone parent and that I work at least 16 hours per week

OR

I confirm that both my partner and myself work at least 16 hours per week

OR

I confirm that I work at least 16 hours a week and my partner is in receipt of _____ (Please specify benefit and include proof e.g. copy of front page of benefit book or letter from DSS)

4. Childcare provision

Please provide details of the childcare provided and original proof of the cost. If you need to visit the Public Advice & Service Centre to hand in documentation, please note that you need to bring the original document/s requested PLUS a photocopy of each document. We will keep the photocopies and hand back your original documents to you. The Public Advice & Service Centre is based in the Liberty Shopping Centre, Romford (through the walkway between Next and H&M, then take the lift to the second floor). Opening hours are 9.00am - 5.00pm Monday to Friday.

Name and address of childcarer / organisation

Registration number _____

Cost per child during school time £ _____ per week / month

Cost per child during school holidays £ _____ per week / month
(Please provide proof i.e. receipts, confirmation from provider)

On average, how many weeks per year do you pay childcare costs? _____

SIGNED _____ DATE _____