



TENANCY FRAUD POLICY FOR COUNCIL HOUSING

Update May 2023

This Tenancy Fraud for Council Housing Policy sets out how Dartford Borough Council will prevent and tackle tenancy fraud within its own housing stock.

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1. Introduction

- 1.1. The Government's Regulatory Framework for the Social Housing Tenancy Standard states that registered providers of social housing should publish clear and accessible policies, which outline their approach to tenancy management, including interventions to tackle tenancy fraud.
- 1.2. This document sets out how Dartford Borough Council ('the Council') will prevent and tackle tenancy fraud within its own housing stock.
- 1.3. The Policy applies to all council tenancy lets, including lets made to new tenants, transfers and mutual exchanges.
- 1.4. Alongside this Tenancy Fraud Policy, the Council has published a [Counter-Fraud and Corruption Strategy](#), which sets out the Council's overall commitment towards the prevention of fraud and corruption (including bribery) from both internal and external sources.

2. What is Tenancy Fraud?

- 2.1. This Policy defines 'fraud' according to the Chartered Institute of Public Finance and Accounting (CIPFA) definition as:

“any intentional false representation, including failure to declare information or abuse of position that is carried out to make gain, cause loss or expose another to the risk of loss”.

- 2.2. Tenancy fraud can present itself in various forms and at any stage during the tenancy life cycle. It can include:
 - Fraudulently obtaining a tenancy (e.g. through misrepresentation of identity or circumstances).
 - Non-occupation by the tenant as their principal home.
 - Unlawful subletting (e.g. subletting the whole property to a single household or multiple sublets within one property).
 - Wrongly claimed succession.
 - Unauthorised assignments.
 - 'Key selling' (where the tenant leaves the property and passes on the keys in return for a one-off lump sum payment or favour).
 - Not notifying the landlord if the tenant moves out or passes away.
 - Providing misleading or false information on an application to purchase the property, through the right to buy scheme.
- 2.3. **Appendix A** provides the legislative context regarding occupation, an explanation about the various forms of misuse of occupation and the

actions that the Council can take to deal with suspected cases of tenancy fraud¹.

3. Why Tenancy Fraud is not Acceptable

- 3.1. Social housing is a valuable national asset, which provides security and stability to millions of people in housing need in England. Those who commit tenancy fraud deprive people, who are genuinely in need, from accessing social housing. This is unacceptable and so the Council, as a landlord, has a duty to make the best use of public resources by ensuring that its existing stock is properly managed and that tenancy fraud is prevented or appropriately dealt with when detected.
- 3.2. Tenancy fraud has a damaging impact upon the Council and its residents because:
- It can prevent people in genuine need accessing council housing.
 - The Council is not able to make best use of its housing stock.
 - Applicants on the housing register could spend longer in unsatisfactory, overcrowded or temporary housing if they are prevented from accessing housing that is being fraudulently occupied.
 - There is a greater risk that the property could be being used for illegal purposes.
 - There is a greater risk of damage to the property as a result of modifications made to it to make it suitable for subletting to a number of tenants.
 - The Council may have difficulty gaining access to the property to carry out essential maintenance work, putting at risk the health and safety of the occupiers and damage to the property if the work is not carried out.
 - Unauthorised sub-tenants, who are unaware of their status, could be vulnerable to being charged unaffordable or increased rents or be at risk of eviction and homelessness should this unlawful activity be detected by the Council.

4. Steps the Council Will Take to Prevent Tenancy Fraud

- 4.1. The Council allocates social housing through its choice based lettings scheme called Kent Homechoice.

¹ This should be read in conjunction with the Communities and Local Governments (CLG) 'Tackling unlawful subletting and occupancy: Good practice guidance for social landlords' (November 2009) (note: the CLG is now the Department for Levelling Up, Housing and Communities (DLUHC) <https://www.gov.uk/government/publications/tackling-unlawful-subletting-and-occupancy-guidance-for-social-landlords>)

4.2. The Council will allocate social housing to those in housing need² and to those who will use it as their only or principal home³ (the Council's [Housing Allocations' Policy](#) is the framework outlining the Council's criteria for the allocation of social housing). The Council also has a duty to provide advice and assistance to homeless people and people threatened with homelessness⁴.

4.3. The Council owns and manages its own stock of 4,228 properties, including 454 housing scheme units for older people.⁵

4.4. Housing Applications

4.4.1. Housing applicants will be asked to supply proof of residency at their current address for all household members, (including children) at the point of application to the Council's housing register.

4.4.2. The Council will take action to verify information supplied by the housing applicant. This may involve cross-checking this information with both internal and external data sources to highlight any discrepancies or inconsistencies. Investigative action may be taken if any discrepancies are found.

4.4.3. Proof of residency can include any of the suggested documentation listed in **Appendix B**.

4.4.4. For existing tenants wishing to transfer or mutually exchange, this information will also be requested as part of the application.

4.4.5. Housing applications are reviewed by the Council once a year on the date of the anniversary of the initial application.

4.5. Property Viewings

4.5.1. Two forms of identification will need to be supplied by applicants and presented to the Housing Officer at the property viewing. **Appendix B** details the types of identification that is accepted. If the tenancy is a joint tenancy, proof of identity will be required for each joint applicant.

4.6. Tenancy sign up

4.6.1. Where applicant(s) have accepted an offer of a property and are asked to collect their keys and sign the tenancy agreement, identification will need to be supplied again (as outlined in **Appendix B**).

4.7. Photographic evidence

² Part VI, Housing Act 1996
³ Part IV, Housing Act 1985
⁴ Part VII, Housing Act 1996
⁵ As at November 2022

- 4.7.1. A full-face passport style photograph will need to be supplied by new tenants at the tenancy sign up appointment. This is to assist in identity checks to prevent unlawful subletting.
- 4.7.2. If applicant(s) are not able to supply a passport photograph (e.g. due to cost), they will be asked to consent to having a digital photograph taken at the appointment.
- 4.7.3. If required, digital photographs will be taken and stored on the applicant(s) tenancy file. Tenants will be asked to sign a paper or electronic consent form, which states that they agree to the storing of their photograph(s) on file.

4.8. Tenants' rights and responsibilities

- 4.8.1. Information about the rights and responsibilities of all council tenants will be provided to every new tenant at the sign up appointment.
- 4.8.2. All new tenants will be provided with a tenancy support pack at the sign up stage, which includes information about the tenancy agreement, the consequences if this agreement is broken and how the Council expects the tenancy to be conducted.

4.9. New tenant follow up visits

- 4.9.1. New tenant follow up visits will be carried by Housing Officers 4-6 weeks after the tenancy start date to ensure that all correct persons have taken up occupancy (as stated on the tenancy agreement) and to validate the identity of tenants using the photographs, if supplied, or taken, at the sign up stage.

4.10. Reports from the public

- 4.10.1. There are a variety of ways that the public and Council employees can report cases of suspected tenancy fraud.
- 4.10.2. Local residents are in a good position to notice changes in activities within their communities, which may lead to suspicions of tenancy fraud. This is because local residents may develop day-to-day relationships with their neighbours so they are well placed to notice if new neighbours arrive or the previous resident moves away.
- 4.10.3. Public reports of suspected tenancy fraud are a very important source of intelligence for the Council. The Council will take all reports seriously, whether anonymous or not, and act upon them promptly. Requests for anonymity will be respected.
- 4.10.4. The public are able to report suspected cases of tenancy fraud in the following ways:
 - By telephone using two options:

- (a) the Fraud Hotline number (01732 227299) where callers can speak to a trained investigator
- (b) the unlawful sub-letting hotline (0800 032 0031) to leave a message

- In person at the Council Offices, Civic Centre, Dartford DA1 1DR.
- Online via a [web based reporting form](#)
- By email to investigations@sevenoaks.gov.uk

4.10.5. If a Council employee suspects that another Council employee or elected Member is committing tenancy fraud, this can be reported to a line manager or Director, or the employee can utilise the arrangements set out in the Council's [Whistleblowing Policy](#), which provides support, guidance and protection to employees regarding the raising of any concerns.

4.11. Public awareness campaigns

4.11.1. Raising awareness amongst residents about the impact of tenancy fraud and the message that the Council is serious about eliminating it, can help encourage the reporting of suspicious incidents. Therefore, regular public awareness raising campaigns will be carried out about the impact of tenancy fraud with information on how the public can report suspected incidents.

4.11.2. It is very important that reporting mechanisms are well publicised and accessible to all members of the community. The identity of those reporting suspected incidents of tenancy fraud will be protected if requested.

4.11.3. Reporting tenancy fraud is advertised as follows:

- Through articles in the tenant and leaseholders newsletter 'The Link'.
- By placing posters on communal area notice boards.
- By having a page dedicated to tenancy fraud in the [housing section](#) of the Council's website.

4.12. Investigative and proactive measures

4.12.1. During the course of the tenancy, mechanisms will be in place to detect and identify tenancy misuse.

4.12.2. There are a variety of measures (or signs) that can be employed to detect tenancy fraud. These include, but are not limited to, the following:

- No access for gas safety checks could indicate an abandoned property or that it is being unlawfully occupied. The Council will investigate all cases where no access is given.

- The Council takes part in the [National Fraud Initiative](#), which is a data matching exercise run every two years. The Council will use the information obtained through this initiative to its full potential to help focus its fight against tenancy fraud.
- 4.12.3. Tenancy fraud investigations will be carried out by trained investigators from the Council's Counter Fraud Team and where tenancy misuse has been proven is discovered, appropriate action will be taken against the tenants who had committed the fraudulent acts.
- 4.12.4. Housing Services staff will receive periodic training on how to identify and take the appropriate action to deal with tenancy fraud.
- 4.12.5. The Council works in collaboration with other local authorities, housing associations and landlords to provide a joint effort wherever possible, in detecting and tackling tenancy fraud.
- 4.13. Supporting victims of unlawful subletting and provision of advice and support to victims**
- 4.13.1. Some unlawful sub-tenants may be unaware of their unlawful status and could be vulnerable to illegal eviction by the tenant at little or no notice when the situation has been uncovered. Unlawful sub-tenants are also vulnerable to eviction by the Council when it sets about recovering the property.
- 4.13.2. Victims of unlawful subletting will be offered advice from the [Housing Solutions and Private Sector team](#) in relation to future housing options and rights.

6. Complaints

- 6.1. If tenant(s) are not satisfied with the service they have received regarding the way the Housing Service has dealt with a tenancy fraud case, the Council's [Corporate Complaints Procedure](#) can be followed. Complaints leaflets are also available from the Council offices.
- 6.2. The [Housing Ombudsman](#) can be contacted if further advice and support is needed on making a complaint to the Council.

7. Data Protection

- 7.1. The UK GDPR and the Data Protection Act 2018 regulate the processing of information relating to individuals, which includes the obtaining, holding, using or disclosing of such information.

- 7.2. The Council needs to collect and use certain types of information about its tenants in order to carry out its everyday business and to fulfil its objectives and its statutory functions.
- 7.3. The Council's:
- [Data Protection Policy](#) sets out how it will protect special category and criminal convictions personal data; and
 - [Housing Services \(Landlord and Tenant\) Privacy Notice](#) explains that the Council collects personal information to administer its housing (landlord and tenant) services.
 - [Homelessness Service Privacy Notice](#) explains that the Council collects personal information to administer the homelessness service.
 - [Fraud Prevention and Detection \(Joint Service with Sevenoaks District Council\) Privacy Notice](#) explains that the Council collects personal information to administer the fraud prevention and detection service.

8. Equality and Diversity

- 8.1. The Council is committed to welcoming and valuing diversity, promoting equality of opportunity and tackling unlawful discrimination in accordance with the Equality Act 2010. The Council, in delivering this Policy, will have regard to the Public Sector Equality Duty and ensure that no individual is discriminated against based on their sex, sexual orientation, marital status, pregnancy and maternity, gender reassignment, race, religion, belief, disability or age.
- 8.2. The Public Sector Equality Duty is a duty on the Council and that responsibility cannot be delegated to a contractor/service provider and is a continuing duty.
- 8.3. This Tenancy Fraud Policy has been subject to a [Customer Access Review](#), to assess the impact it will have on equality. The review concluded that the Policy will have a positive impact as it aims to promote equality of opportunity for those in genuine housing need to access council housing by carrying out the necessary checks to ensure it is not obtained or occupied fraudulently.

9. Monitoring and Review

- 9.1. Having an understanding of the extent of tenancy fraud and possible trends locally will be useful for responding to any issues.
- 9.2. The following information will be recorded and used to monitor the levels of tenancy fraud in the Council's housing stock:
- Numbers of tenancy frauds and types each year.
 - The actions taken and outcomes.

- 9.3. This information will be recorded by the Tenancy Services team and reported in the Council's [Annual Report](#) to tenants and used to evidence how the Council is performing in the tackling of tenancy fraud.
- 9.4. This Policy will be reviewed every three years or earlier to address legislative, regulatory, best practice or operational issues.

Appendix A Legislative Context

1. Making false statements to obtain Council housing

- 1.1. It is a criminal offence to knowingly or recklessly make a statement which is false in a material particular or to knowingly withhold information when applying to join the local authority waiting list or when applying as a homeless person.
- 1.2. A strict time limit of six months applies from the date of the commission of the offence or from when the matter of the complaint arose. A prosecution cannot be pursued once the time limit has expired.

2. Eviction

- 2.1. For secure and flexible⁶ tenancies, the court may order possession if it considers it “reasonable” and is satisfied that the tenancy was obtained through deliberate falsification.
- 2.2. For introductory tenancies, the Council does not have to prove “reasonableness” and can obtain possession as long as the court is satisfied that the procedures relating to the service of the notice of proceedings for possession and any review of the decision to serve the notice have been correctly followed. However, there may be occasions where the Council would need to establish that eviction is a proportionate step to take pursuant to the Human Rights Act before the Court will make an Order for Possession.

3. The Tenancy Agreement

- 3.1. Dartford Borough Council’s tenancy agreement contains the following clauses in relation to use of the property:
- 3.2. You are responsible for:
 - Using the property as your only or main home. If you do not, you will lose your security of tenure and the Council may take possession of the property.
 - Always residing in the property, with the exception of holidays or periods of illness. If you intend to be absent from the property for a period of 42 continuous days or more, you should inform the Council before the period starts. Where it appears reasonable to conclude that you have abandoned the property (whether or not you have been away from home for 42 continuous days or more), you agree that the Council can enter the premises, change the locks and take any other appropriate steps to protect the premises, including proceedings for possession on the ground that you no longer occupy the property. You also agree that the Council can recharge you for the reasonable costs in making the

⁶ Dartford Borough Council ended the granting of flexible tenancies in June 2021.

premises clean and safe and that you will accept liability for the loss of any property belonging to someone else which has been disposed of in this way.

- 3.3. The grounds for possession for secure and flexible tenants that could be applied in relation to a tenancy fraud case are as follows:

Ground 1: Non-payment of rent or other breach of tenancy conditions.

Ground 5: The tenancy was obtained through deliberate falsification.

4. Prevention of Social Housing Fraud Act 2013

- 4.1. The Prevention of Social Housing Fraud Act 2013 created the following criminal offences of unlawful sub-letting by secure and assured tenants of social housing:

- a) Tenants will commit an offence if, in breach of an express or implied term of their tenancy agreement, they sub-let or part with possession of the whole or part of the property and know this action to be in breach of that tenancy agreement.
- b) The offence is not committed where the tenant leaves the dwelling as a result of violence or threats of violence from a person living in the dwelling or in the locality. It is also not committed where the person left in occupation may be able to claim a right to the tenancy or a right of occupation. In practice, this includes a tenant's current or former spouse, civil partner or co-habitant.
- c) An additional criminal offence is committed where a tenant acts dishonestly in the circumstances described above.
- d) A tenant convicted of knowingly subletting in breach of the tenancy agreement is liable to pay a fine not exceeding level 5 on the standard scale. A tenant convicted of subletting dishonestly is liable on summary conviction to imprisonment for a term of up to 6 months or a fine not exceeding the statutory maximum (or both). On conviction on indictment they are liable to imprisonment for a term of up to 2 years or a fine (or both).
- e) Local authorities have the power to prosecute the offences. They can also prosecute for the associated offences of aiding, abetting, counselling or procuring unlawful subletting. Prosecution of a subletting offence (without dishonesty) must take place within six months of the date on which evidence sufficient to warrant the prosecution becomes known, provided it is no longer than three years after the date on which the offence was committed (or the last day on which it was committed if it was a continuing offence).

- f) Local authorities can prosecute offences irrespective of whether they are or were the landlord of the property concerned and irrespective of whether it is in their local area. Authorities can prosecute offences committed in registered providers' properties and in properties owned/managed by other local authorities.
- g) The Court has the authority to decide whether to make an unlawful profit order (in criminal and/or civil proceedings) requiring a convicted offender to pay the landlord an amount representing the profit made by the offender as a result of the conduct that constituted the offence.
- h) The Prevention of Social Housing Fraud (Power to Require Information) (England) Regulations 2014 (SI 2014/899) make provision for investigations into social housing fraud offences, such as making fraudulent applications for social housing or unlawfully sub-letting social housing. They also enable local authorities to require the provision of information in relation to those offences and create offences and enable penalties to be imposed in connection with requests for data

5. Rights of tenants regarding occupation

5.1. Subletting

Section 93(1)(b) of the Housing Act 1985 gives secure and flexible tenants the right to sublet part of their home provided they have the landlord's written consent. The landlord cannot unreasonably withhold consent. Introductory tenants do not have the right to sub-let their home.

5.2. Taking in lodgers

Section 93(1)(a) of the Housing Act 1985 gives secure and flexible tenants an absolute right to take in lodgers. The landlord's consent is not required. Introductory tenants do not have the right to take in lodgers. A lodger will be classed as a licensee.

5.3. Assignment

Section 91 of the 1985 Housing Act allows assignment in three situations, these are:

1. Assignment by way of exchange (mutual exchange) (this right is given to secure and flexible tenants only. Introductory tenants do not have this right)
2. Assignment to someone who would be qualified to succeed a tenant on the tenant's death.
3. Where a court makes a Property Transfer Order in connection with matrimonial proceedings or civil partnership proceedings, or proceedings under the Children's Act 1989.

5.4. More information regarding assignment can be found in the Council's [Assignment Policy](#).

6. Unauthorised occupation

6.1. Unauthorised occupation is possession by an occupier which is either prohibited or requires consent by the landlord which has not been granted or where an existing tenant continues in possession although the property is no longer their only or principal home. It includes all of the following:

- Unlawful subletting of the whole of the property
- Continued occupation by a tenant whose main residence is now elsewhere
- Unlawful or unauthorised assignment or exchange
- An assignment or exchange which was authorised but where a payment (a premium) was made
- Unauthorised occupation following the death of the original tenant (wrongly claimed succession).

7. Unlawful subletting

7.1. Unlawful subletting is where a tenant claims to live in the property but instead lets it out to another household. Unlawful subletting includes subletting the whole property to a single household, or multiple sublets within one property.

7.2. Where the whole of the property is sublet a tenant will be in breach of the tenancy conditions and the secure or flexible tenancy will cease. Once the tenure has been lost it cannot be regained, even if the tenant moves back into the property. The tenant then only remains in possession as a common law tenant.

7.3. Where only part has been sublet (even if done without the Council's consent) and a secure or flexible tenant remains in occupation or possession of the rest of the property, the tenancy does not automatically lose its status. The tenant (who has sublet part without obtaining consent) will be in breach of the tenancy conditions but will still be a secure or flexible tenant.

7.4. Continued occupation by a tenant whose main residence is now elsewhere

7.5. Section 81 of the Housing Act 1985 states that a tenant must use the property as their "only or principal home". Non-occupation by a tenant is where they claim the property is their main home but it is not being used as such. If a tenant fails to use their property as their only or principal home they will lose their tenancy status. A contractual tenancy still exists.

7.6. Cases of non-occupation will require the landlord to prove that the tenant is no longer living there and has no intention of returning.

7.7. Unlawful or unauthorised assignment or exchange

If a tenant goes ahead with an assignment without first obtaining the landlord's consent then the exchange will be treated as an invalid assignment. If a tenant obtains the landlord's consent by fraudulent means, then the landlord can take action for possession on the basis that the consent has been invalidated and there has been a breach of the tenancy agreement by way of an unauthorised assignment of the tenancy.

7.8. Unauthorised occupation following the death of the original tenant (wrongly claimed succession)

There are two aspects to checking an occupiers claimed succession right:

- The occupier is a person who is entitled to succeed under the Council's current Assignment Policy, (i.e. the right kind of relationship to the tenant, and the right period of residence); and
- Whether any succession rights have already been exhausted. (Where the tenant was himself/herself a successor then no further succession can take place).

7.9. Assuming the evidence can be obtained that the occupier is not entitled to succeed the tenancy, the landlord will terminate the deceased tenant's tenancy and then seek possession against the occupiers as trespassers.

8. Right to buy

8.1. Part V of the Housing Act 1985 gives secure and flexible tenants the right to buy the freehold or leasehold of their Council property at a discounted price where they have occupied the 'public sector' tenancy for at least 3 years. Introductory tenants do not have this right.

8.2. During the right to buy application process the Council will undertake comprehensive and thorough checks through various external agencies to ensure that a secure tenancy exists and that the property is the applicants (and any family member(s) sharing the right to buy) principal and main home.

8.3. Following the application, the applicant and every family member sharing the right to buy will be required to attend an appointment to provide proof of residence and identification. At a later stage in the application, a home visit will be carried out to verify residency and identification of each applicant sharing the right to buy. These visits are unannounced.

8.4. Right to buy fraud is where a tenant supplies false information; unlawfully applies for the discount where the property has been subject to tenancy fraud such as sub-letting or not using the property as the principle and main home; or has entered into an agreement with a third party to buy the property on their behalf for a cash

incentive. A fraudulent claim for the right to buy is a criminal offence under the Fraud Act 2006.

- 8.5. If information is submitted on a right to buy application that is fraudulent or misleading, then the Council may, for example deny the right to buy application; seek possession; and prosecute the applicant.

Appendix B Types of Evidence Required by the Council

HOUSING APPLICATION STAGE

Proof of Residency

One of the following documents can be accepted to validate current residence:

- Household/utility bill
- Council Tax bill
- Payslip with address
- Tenancy agreement
- Letter from Housing Benefit which confirms benefit to the current address
- Bank/Building Society statements
- Child benefit or Job Seeker's allowance book
- TV Licence
- Car registration documents
- Correspondence from Government department such as NHS, Borders and Immigration or DWP letter regarding State Retirement Pension, Attendance Allowance or Personal Independence Payments
- College/school letter
- Tenancy Agreement (if you signed within the last four weeks)
- Mobile telephone statement

Proof of residency can be a photocopy and will be checked against the application form before being placed on file.

Proof of children in residency

One of the following documents can be accepted to validate proof of children under the age of 16 or in full-time education:

- Child benefit letter, with address as on the application and dated within the last 4 weeks, or an old Child Benefit letter together with the applicant's most recent bank statement showing the credit and the current address.
- Child Tax Credit letter.

Children that do not live with the applicant on a full time basis cannot be considered as part of the housing application.

No fixed address

If the applicant has no fixed address they should provide a contact address and a letter from the person at that address giving their consent for correspondence to be sent there.

Former homeowners

If the applicant has previously owned a home either in the United Kingdom or abroad, they will need to supply the completion statement for the sale of that

property. Applications from homeowners will be considered as part of the Council's current Allocations' Policy.

Foreign nationals

- **EU/EEA nationals** – Will need to supply proof of working in the UK, a copy of a recent wage slip. If a couple where the partner is not working, they are to provide proof of civic partnership or marriage.
- **A2 nationals** – Will need to supply the same details as EU/EEA nationals and if they arrived before 2006 a photocopy of their visa or if they arrived after 2006 a copy of their registration certificate.
- **Rest of the world** - Will need to supply a clear photocopy of their passport and visa.

PROPERTY VIEWING AND TENANCY SIGN UP STAGES

Proof of identity

The following documents can be accepted to validate identity:

- Full UK or EU driving licence (with photograph) or a ten year UK or EU passport (with photograph)
- Plus one of the following:
 1. Home Office documents confirming status
 2. A current, valid credit or debit card with supporting bank statement with address
 3. Child benefit or Job seeker's allowance book showing names and address
 4. For elderly residents, the travel pass issued for free public transport (with photograph)

If a passport or driving licence with a photograph is not available, it is possible to accept two of the following forms of identification:

- Home Office documents confirming status
- A current, valid credit or debit card with supporting bank statement with address
- Child benefit or Job seeker's allowance book showing names and address
- Government letter showing name and address
- For elderly residents, the travel pass issued for free public transport (with photograph)

If none or only one of the above is available, the following documents may be considered, but do not provide conclusive proof of identity:

- Student identity card – from reputable university or college
- Public sector work ID card
- National Insurance Number Card
- Medical card with national insurance number
- Birth/adoption/marriage certificate
- P46/P60
- Certificate of employment in HM Forces

The documentation must be the original copies. Photocopies will not be accepted.

If you or anybody you know requires this or any other council information in another language, please contact us and we will do our best to provide this for you. Braille, Audio tape and large print versions of this document are available upon request.



Tel: 01322 343434

Calls are welcome via Relay UK



ਪੰਜਾਬੀ Punjabi 01322 343610	தமிழ் Tamil 01322 343611	Polski Polish 01322 343612	česky Czech 01322 343613	简体中文 Mandarin 01322 343614	Français French 01322 343615
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