



Customer Contact

Accrington Town Hall,

Broadway Offices,

Accrington BB5 1EZ

---

### **Appointee Application**

Although we try to keep things as simple as possible, dealing with Council Tax, Housing Benefit and Council Tax Support can sometimes be complicated and people who are not able to deal with their own affairs can lose out as a result. To help those people, we can deal with an appointee instead. An appointee is a friend, relative or legal representative who takes over the rights and responsibilities of the claimant and who communicates with the council on their behalf.

### **Can I become an appointee?**

You can become an appointee for someone who is mentally or physically unable to manage his or her affairs – this covers temporary incapacity as well as permanent incapacity. You must be over the age of 18, you must not have any criminal convictions for benefit offences and you must apply in writing to us using the form on the back of this page.

### **What does an appointee do?**

Appointees are responsible for completing application forms, telling us of any changes to income, capital, household or family circumstances and ensuring that the information and evidence that we have is up to date and correct. Appointees take over the legal rights and responsibilities of the claimant and if an overpayment is made, the money may be recovered from the appointee.

### **Where to send this form**

You can provide this information either by post to the address at the top of this page.

Our Broadway Offices are open:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
09.00 – 16.45	09.00 – 16.45	10.00 – 16.45	09.00 – 16.45	09.00- 16.45

If you have any further questions about your Council Tax please contact us

01254 388 111 · [enquiries@hyndburnbc.gov.uk](mailto:enquiries@hyndburnbc.gov.uk) · [www.hyndburnbc.gov.uk](http://www.hyndburnbc.gov.uk)

## Appointee Application

**Section A** – to be completed by the appointee.

Please read the notes on the back of this form which will help you when completing your details.

Name of appointee	
Address of appointee	
Telephone number	
Name of account holder	
Account holder address	
Relationship	
Please tell us why this person needs an appointee.	

Council Tax Reference	4	0							
Housing benefit /Council Tax Support Reference	8	0							

Do you wish to be the account holder's appointee for Council Tax as well as Housing and Council Tax Benefits?	Yes		No	
---	-----	--	----	--

**Section B** – your declaration

<b>Your declaration</b> – to be completed by the appointee.
I wish to be considered as an appointee for the person named in Section A of this form. I understand the role of an appointee. I will act in accordance with the demands of:

Regulation 82(3) of the Housing Benefits Regulations 2006  
Section 68(3) of the Council Tax Support Scheme 2013  
Regulation 63(3) of the Housing Benefits (Persons who have attained the qualifying age for state pension credit) Regulations 2006 and  
Schedule 8 paragraph 4 (3) of the Council Tax Reduction Schemes (Prescribed Requirement) (England) Regulations 2012.

**Signed**

**Date**

For Council Use Only

Appointee accepted?

Yes/No

Signed/Dated

Letter of acceptance/refusal sent?

Yes/No

System amended?

Yes/No