

Documentation required to support your application

Proof of identity (for all household members)

- Passport or
- Birth certificate or
- Driving licence
- Full birth certificate for all children
- If your name has changed since birth we will need to see the deed poll change of name.

Proof of eligibility (For all household members who are not British citizens ONLY)

- Passport or
- Proof of immigration status (i.e. indefinite leave to remain/recourse to public funds)
- For European workers - proof of employment (contract, payslips)
- Workers registration documents (A10 countries)

Proof of pregnancy (if applicable)

- MATB1
- Once the baby is born please submit a copy of their birth certificate with a copy of the Child Benefit award letter/Universal Credit amended award

Proof of responsibility for children who will be housed with you

- Child Benefit and
- Residence order or other supporting documentation to confirm long term guardianship or approved foster care (if the parent or guardian is not on full birth certificate)

Proof of current address (for all adult household members)

- Utility bills (gas, electric, water)
- Tenancy or licence agreement
- Council Tax bill
- Benefit letter (from DWP confirming proof of benefit)
- If living with friends/ family or a hostel - a letter from them confirming your living arrangements
- Copy of last mortgage statement or a valuation of property
- If living in a caravan a copy of your site agreement or letter from owner confirming living arrangements

Proof of employment (for all applicable household members)

- Contract of employment or employer's letter on headed paper, stating your employment location, start date and or
- Payslips
- Proof of offer of employment (paid or unpaid)
- Proof of Profits for last 3 months
- HMRC letter confirming registration for tax and national insurance
- Copy of application to HMRC to pay tax and national insurance as self-employed
- Copy of accounts
- Other documents proving you are running a business e.g. receipts, invoices, promotional materials.

Proof of income (for all applicable household members)

- Bank statements for all accounts held for the past three months and payslips for all adults in the household for the last 5 weeks if paid weekly or last 3 months if paid monthly
- Proof of benefit entitlement letter such as Universal credit, Child benefit etc. showing breakdown of elements
- Pension award letter / annual statements

Savings

- Recent bank or building society statement, share certificates or other evidence of investments

Proof of ownership, past and present, of a property (If applicable)

- Mortgage statement
- 2 valuations
- Sale completion certificate

Proof of medical conditions (If applicable)

- PIP / DLA award letter
- Letter from GP/consultant or any other professional who you/household member are working with
- OT reports

Armed Forces leavers

- Cessation of service documents, notice to vacate (if received)

Prison Leavers

- Discharge papers, any probation letters

Domestic Abuse Applications

- Any supporting documents (e.g. injunctions, crime reference numbers, letters or emails from agencies helping you)

Harassment Applications

- Any supporting documents (e.g. crime reference numbers, letters or emails from any agency involved)

Proof of Homelessness

- Notice, possession summons or eviction warrant if being asked to leave current home
- Copy of employment contract if accommodation provided with job
- Copy of divorce papers including property settlement and custody matters if leaving due to divorce or letter from solicitor outlining status of marriage

Been asked to leave accommodation (Partner, Friends or Family)

- A letter from the householder

Local Connection to Newcastle-Under-Lyme and specific areas within the borough

- Proof of residency in the area for 6 out of the previous 12 months or 3 out of the previous 5 years or proof of permanent employment in the area or proof of close relatives living in the area for at least 5 years