

## Derby City Council -Housing Benefit Section

**Request for a separate bedroom to be allowed for child when assessing Housing Benefit.**

<b>Name</b>	
<b>Address</b>	
<b>HB claim number</b>	
<b>How many bedrooms are in the property?</b>	

### Information about the child/children

The Council has to decide whether the child's /children's disabilities are such that it is inappropriate for a bedroom to be shared. Please give a full explanation of the circumstances and continue on a separate sheet if necessary.

**Please note: you will need to provide supporting evidence from a medical practitioner confirming what you tell us. This is explained in more detail on the back of this form.**

<b>Name of the child who needs a separate bedroom</b>	
<b>Their date of Birth</b>	
<b>Is the above child entitled to Disability Living Allowance or Personal Independence Payment? Please provide details of how much is paid.</b>	
<b>What is their medical condition?</b>	
<b>How does it affect them – what is the nature and severity of the disability?</b>	
<b>Why would this condition disturb the sleep of anyone sharing their bedroom?</b>	

I confirm the information I have given on this form is correct and complete to the best of my knowledge.

<b>Signed:</b>		<b>Date:</b>	
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Under Housing Benefit rules, 2 children under the age of 10 of any sex, or 2 children under the age of 16 of the same sex would be expected to share a bedroom. The Council has to decide how many bedrooms a family needs when working out how much Housing Benefit is due.

However, if a child has a severe disability that would mean they would disturb the sleep of another child who shared a room with them, a separate bedroom can be allowed.

### Further Guidance

**The Council has to decide whether the child's /children's disabilities are such that it is inappropriate for a bedroom to be shared.**

This means we have to consider the nature and severity of the disability and also the extent and how regularly the sleep of any other child who would normally be required to share the bedroom would be disturbed. In all cases this will come down to a matter of judgment on the facts.

**What is their medical condition?**

Please tell us the name of their medical condition.

**How does it affect them – what is the nature and severity of the disability?**

Please tell us how the child's medical condition affects them. What are their symptoms, how severe they are, how often do they occur or any other information that you think would be relevant.

**Why would this condition disturb the sleep of anyone sharing their bedroom?**

Please tell us why the child's condition would disturb the sleep of another person sharing their bedroom. Include information about how many times during the night the sleep would be disturbed and how frequent this would be. For example, every night, 2 or 3 times a week etc.

**Evidence to support your claim from a healthcare professional.**

We ask that written evidence is provided from a healthcare professional to confirm the information you have given us about the child. This would include telling us what they are suffering from, how it affects them and how often and also how the sleep of another child sharing a bedroom with them would be disturbed.

A healthcare professional would include:

- Consultant
- Hospital specialist
- Physiotherapist
- Occupational therapist
- District nurse
- Community psychiatric nurse
- General Practitioner (GP)

**Do you need more help with filling in this form?**

Please call Derby Benefits on 01332 640444

## Privacy Notice

### How is your information used?

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

### Who has access to your information?

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from [RBESPrivacyNoticerequest@derby.gov.uk](mailto:RBESPrivacyNoticerequest@derby.gov.uk) or call us on 01332 643194.