

Leeds Revenues & Benefits Service  
Selectapost 15  
Leeds  
LS2 8BA

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LCC.Benefits@leeds.gov.uk

## **Moving to the UK**

You should complete this form if you or your partner have come to live here from outside England, Northern Ireland, Scotland, Wales, the Republic of Ireland, the Channel Islands or the Isle of Man.

If you have moved to the UK the Housing and Council Tax benefit rules require that we determine whether you are to be treated as a person from abroad and if you are entitled to make a claim for benefit .

There are three tests to apply in deciding if a person is “from abroad”:

1. The Immigration Status Test
2. The Right To Reside Test
3. The Habitual Residency Test

Provided you pass all three tests you will be eligible to apply for Housing and Council Tax Benefit.

We are sorry that we have to ask such personal information, but we need these details to decide if you are eligible to claim Housing and Council Tax Benefit. If you choose not to complete the form, we may not be able to progress your benefit claim.

Please print off this form and complete it by hand. You can then post it to us or hand it in at any of our One Stop Centres. The addresses of these can be found by using the “Leeds One Stop Centres” link at [www.Leads.gov.uk/benefits](http://www.Leads.gov.uk/benefits)

If you would like any help or advice, please telephone us on 0113 222 4404 or call into any of the One Stop Centres for assistance.

Please send the completed form to us as soon as possible. However, do not delay completing and returning your benefit claim form because this additional form also needs completing or you may lose out on benefit if you are entitled.

## Moving to the United Kingdom (UK) form

Your name:			
Claim no (if known):		Date:	
Your address:			
Postcode:			
What date did you enter the United Kingdom?			
What is your nationality?			
Do you have intention to remain in the UK?	No	<input type="checkbox"/>	Yes <input type="checkbox"/>

### Section 1

<p>1 Have you entered the UK from inside the European Economic Area (EEA)? Countries within the EEA are: Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.</p>			
No	<input type="checkbox"/>	Please go to Section 2 of this form	
Yes	<input type="checkbox"/>	continue to the next question	
<p>2 You need to provide evidence to support your claim. This evidence is required for you, your partner if you have one, and any other family members. Please tick to indicate what evidence you are providing</p>			
Passports	<input type="checkbox"/>	Residency permits <input type="checkbox"/>	Family permit <input type="checkbox"/>
<p>3 Are you or your partner working?</p>			
No	<input type="checkbox"/>	Please go to Section 3 of this form	
Yes	<input type="checkbox"/>	continue to the next question	
<p>4 Have you entered the UK from Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, or Slovenia?</p>			
Yes	<input type="checkbox"/>	You must also provide your worker's registration certificate which shows your employers details. Please go to question 6 in this section.	
No	<input type="checkbox"/>	continue to the next question	

5 Have you entered the UK from Bulgaria or Romania?	
Yes <input type="checkbox"/>	You must also provide your Registration Certificate or your Accession Worker's Card from the Home Office Please continue to the next question
No <input type="checkbox"/>	continue to the next question

6 Please provide your employment history since moving to the UK			
Date started	Date ended	Employer	Job Title

7 Please provide your partner's employment history since moving to the UK			
Date started	Date ended	Employer	Job Title

**Section 2**

1 Have you entered the UK from outside the European Economic Area?	
No <input type="checkbox"/>	Please go to Section 4 of this form
Yes <input type="checkbox"/>	continue to the next question

2 You need to provide evidence to support your claim. This evidence is required for you, your partner if you have one, and any other family members. Please tick to indicate what evidence you are providing		
Passports <input type="checkbox"/>	Residency permits <input type="checkbox"/>	Home Office papers confirming residency or immigration status <input type="checkbox"/>
	Family permit <input type="checkbox"/>	

3 Has your leave to remain in the UK expired?	
No	<input type="checkbox"/> Please go to Section 4 of this form
Yes	<input type="checkbox"/> continue to the next question

4 Have you applied for your leave to be extended?	
No	<input type="checkbox"/> Please go to Section 4 of this form
Yes	<input type="checkbox"/> What date did you apply to the Home Office?

**Section 3**

If you do not have a residency permit or are not working we are required to interview you so that we can consider your claim for Housing Benefit and Council Tax Benefit. Please contact us on 0113 222 4404 to make an appointment to be interviewed.

You do not need to complete and return this form if you are making an appointment.

**Section 4**

Your signature:	
Date:	

Please complete and return this form to:

Leeds Revenues & Benefits Service,  
Selectapost 15,  
Leeds,  
LS2 8BA.

Alternatively, you can hand it in at any of the One Stop Centres, or your local housing office.