

BARNSELY METROPOLITAN BOROUGH COUNCIL

DIRECTION OF DIANA TERRIS, CHIEF EXECUTIVE OF BARNSELY METROPOLITAN BOROUGH COUNCIL

THE HOUSING BENEFIT AND COUNCIL TAX BENEFIT (ELECTRONIC COMMUNICATIONS) ORDER 2006 AND THE COUNCIL TAX REDUCTION SCHEMES (PRESCRIBED REQUIREMENTS) (ENGLAND) REGULATIONS 2012

Barnsley Metropolitan Borough Council ("the Authority") in accordance with paragraph 2 of Schedule 11 to the Housing Benefit Regulations 2006 and paragraph 2 of Schedule 10 to the Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006 ("the 2006 Regulations") and part 4 of Schedule 7 to the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 and paragraph 2 of Schedule 1 of the Authority's Tax Reduction Scheme 2012, hereby makes the following directions:


1. An individual who, makes a claim for Housing Benefit in accordance with the 2006 Regulations or Council Tax Reduction under the Authority's Council Tax Reduction Scheme 2012 is authorised to do so by an electronic communication, provided that the individual uses the method approved by the Authority in relation to the claim.

An electronic communication may be used for making new claims, amendments of claims and changes of circumstance notifications.

2. The Authority's website www.barnsley.gov.uk sets out:
 - (a) the methods approved by the Authority for;
 - (i) authenticating the identity of the individual making the claim;
 - (ii) electronic communication;
 - (iii) authenticating the claim or notice delivered by means of an electronic communication; and
 - (iv) submitting the claim, notice, information or evidence
 - (b) the form approved by the Authority of any claim, notice, information or evidence sent by means of an electronic communication.
3. Where an individual uses any method other than the method approved by the Authority of submitting any claim, certificate, notice, information or evidence, that claim, certificate, notice information or evidence shall be treated as not having been submitted.
4. It is advisable that an individual submitting a claim or change of circumstance notification, keeps records of their communications with the Authority in case of query and any specific requirements in relation to the records that should be kept, will be set out on the Authority's website.

5. This Direction may be withdrawn or amended by authority of the Chief Executive at any time by means of a further Direction.

Signed by

A handwritten signature in black ink, appearing to read 'D. Terris', with a long horizontal stroke extending from the top of the first letter.

Diana Terris
Chief Executive

Date: 12th March, 2015