**New Housekeeper: Initial Application and Statutory Declaration of Eligibility**

**Use this form to request facilities for a Housekeeper for the first time.**

**For the** **avoidance of doubt, an employee cannot claim travel facilities for a Spouse / Partner / Civil Partner AND a Housekeeper.**

**Counter-signatories of this form, as well as Employees, MUST read and understand the Guidance Notes overleaf and online at** [**www.raildeliverygroup.com/rst**](http://www.raildeliverygroup.comg/rst) **before completing and signing this form.**

**If it is completed incorrectly, then it will be rejected and you may have to pay for another declaration.**

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| **Employee details** |
| Title | Choose an item. | First Name: | Enter your First Name | Last Name: | Enter your Last Name |
| Address: | Enter the 1st line of your address |  |
| Enter the 2nd line of your address | Home Phone: | Enter your Home Phone |
| Enter your TOWN | Mobile No: | Enter your Mobile No |
| Enter your County | Email: | Enter your Email |
| Postcode: | Enter your POSTCODE |  |
| **Housekeeper details** |
| Title | Choose an item. | First Name: | HK’s First Name | Last Name: | HK’s Last Name |
| DoB: | Select a date | Status: | Marital Status | Relationship: | Relationship to Employee |
| Occupation: | Housekeeper’s Occupation |
| Income Per Week From:**Proof of income dated within the last 6 month is required to be shown to the counter-signatory**  | Employment: | Gross p/w | State Pension: | Gross p/w |
| Benefits: | Gross p/w | Private Pension: | Gross p/w |
| Other: | Gross p/w | Specify Other | Source of other income |
| Housekeeper’s Address? | Housekeeper’s Address |
| Who owns, rents or leases the property? | Property Owner |
| Details of other occupants of the property? Include their name, DoB, occupation, relationship to you and weekly contribution to the household | Other Occupant Details |
| **List three different, recent acceptable proofs of address for both you and your housekeeper** |
| Your 3 Proofs of Address | Your Housekeeper’s 3 Proofs of Address |
| 1 | Your first proof | 1 | Your Housekeeper’s First Proof |
| 2 | Your second proof | 2 | Your Housekeeper’s Second Proof |
| 3 | Your third proof | 3 | Your Housekeeper’s Third Proof |
| **Examples of acceptable proof of address:****Copies of official, independent documents linking you and your Housekeeper to the above address (1 of these documents must prove that you own, rent or lease the property detailed above):** |
| * Utility bill
* TV Licence
* Driving licence
 | * Bank/Mortgage statement
* Building society statement
* Credit / debit card statement
 | * Tenancy agreement
* Cohabitation agreement
* Copy of electoral roll
 | * HMRC statement
* House insurance policy
* Car insurance policy
 |
| **See overleaf for more examples. Please do not send these documents to RST.**  |

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| **Statutory declaration by the Employee** |
| I declare that the person, named above, is my housekeeper who is financially dependent upon me and resides permanently with me at the above address as our sole residence. Proof of residence, listed above, are all dated within the last 6 months and have been shown to the counter-signatory named below.I make this Declaration conscientiously believing the same to be true by virtue of the Statutory Declarations Act 1835.Further,* I confirm that all details provided are correct.
* I understand that I am responsible for the correct use of their rail staff travel facilities and understand that such use is subject to the Conditions of Issue and Use which can be found at [www.raildeliverygroup.com/rst/conditions-of-issue-and-use](http://www.raildeliverygroup.com/rst/conditions-of-issue-and-use)
* I understand that Rail Staff Travel’s privacy information is available online at [www.raildeliverygroup.com/rst/rst-privacy](http://www.raildeliverygroup.com/rst/rst-privacy) and that I have read it and have made my dependant aware of it
* If I am in any doubt about eligibility, I understand that I MUST check and that any attempt to obtain or use rail staff travel facilities fraudulently may result in disciplinary action and/or legal proceedings and/or permanent withdrawal of all rail staff travel facilities for myself and all of my dependants.
 |
| Date | Enter date you Signed |
| Employee’s Signature: | Insert Signature Here |
| **Declaration by the Solicitor, Notary Public, Magistrate or Commissioner for Oaths** |
| I confirm that the above-named has made this Declaration before me and has shown me the evidence listed above, in accordance with the guidelines published online. I therefore believe this Declaration to be true. |
| Signatory | Insert Signatory Here | Date of Admission | Date of Admission |
| Firm Name | Insert Firm’s Name | Firm’s Stamp(if not available, attach a letterhead) |  |
| Firm’s Address: | Insert Firm’s Address |
| Signature of counter-signatory: | Insert Counter Signature Here |

**Guidance on completing form xx06 – New Housekeeper Declaration**

The Counter-signatory of this form MUST be a Solicitor, a Notary Public, a Magistrate or a Commissioner of Oaths.

The counter-signatory should not witness or counter-sign this form unless the required 3 separate documentary proofs of address for both the Employee and their housekeeper have been supplied. Any alterations to the form must also be counter-signed.

The counter-signatory and the employee must read and abide by these Guidance Notes before completing and signing this form.

***Eligibility Criteria Guidance***

***What qualifies an Employee to request facilities for a housekeeper?***

The employee must be one of the following:

* Single, i.e. has never been married or in a civil partnership
* Widowed
* Divorced, or legally separated from their spouse or in the case of civil partnerships the relationship has been formally dissolved or annulled
* Married, but only where their spouse or civil partner is permanently incapacitated and unable to travel

***Who can be an Employee’s Housekeeper?***

This can only be a relative who is one of the following:

* A parent, i.e. a mother, father, step-mother or step-father
* A child, i.e. a daughter, son, step-daughter or step-son
* A sibling, i.e. a sister, brother, step-sister or step-brother

For the avoidance of doubt, no other person including other relatives or relatives by marriage are eligible to be a housekeeper

***What other criteria apply?***

The housekeeper:

* Must reside solely and permanently with the employee
* Must act as a bona-fide permanent resident housekeeper for the Employee and must not keep house for any other person or household.
* Must not own, rent, lease or have any financial interest in the property in which they and the Employee reside.
* Must be financially dependent on the Employee but:
	+ May receive a gross unearned weekly income below the weekly limit for housekeepers that is published on <https://www.raildeliverygroup.com/rst/useful-information.html>

Full income disclosure must be made

***What income must be declared?***

All of the following:

|  |  |  |
| --- | --- | --- |
| * .Widow’s state pension
* Contributory or non-contributory pension
* Civil service or forces pension
* Housekeeper’s pension from former employers
* Pension/allowance from any other source e.g. employer of Housekeeper’s late spouse
 | * Income support or any other state benefits
* Rental income from any properties owned, whether occupied by the Housekeeper or not
 | * Earnings from any permanent or temporary employment, full or part-time, including employment provided by the employee
* Interest on savings or investments
* Any other income not specified here
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This must be evidenced by documents dated within the last 6 months and supplied to the counter-signatory.

***Documentary Proof Guidance***

***What documentary proof of income is acceptable?***

An official document that clearly states your housekeeper’s income, such as:

* Latest pension statement, clearly stating the amount
* Latest benefits statement, clearly stating the amount and the calculation
* A payslip covering at least 1 month dated within the last 3 months
* Interest statement
* Rental income contract or agreement

Other documents may be acceptable for other types of income if they clearly evidence your housekeeper’s income in the same way.

***What documentary proof of residence is acceptable?***

An official independent document linking you and/or you housekeeper to the declared address and issued/dated within the last six months or the current charging period (if annual), such as:

|  |  |  |
| --- | --- | --- |
| * House insurance policy
* Car insurance policy
* Life assurance statement
* Investment or pension statement
* Current TV Licence
* Current UK Full driving licence
* Copy of electoral roll
* Council tax bill
 | * UK Bank/Mortgage statement\*
* UK Building society statement\*
* Credit / debit card statement\*
* Credit union statement\*
* Utility bill\*, e.g.
	+ Gas
	+ Electric
	+ Water
	+ Landline phone
 | * HMRC statement
* Tax Document, e.g.
	+ Notice of coding
	+ Tax assessment
* Council tenancy agreement
* Housing Association tenancy agreement
* Notification of Benefits from a Government Agency, e.g. DWP, JobCentre Plus, Local Authority
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\* NOTE if multiple bank or payment statements, or utility bills are used, then they must be from different companies/suppliers. I.e. multiple bills for one person from the same company/supplier do not count as separate proofs of address.

A document that shows both names (e.g. a house insurance policy) may be used as proof for both the employee and the housekeeper. There must still be 3 separate proofs of address in total for each person.

***What kind of documents are NOT acceptable?***

***Examples only (not a complete list):***

|  |  |  |
| --- | --- | --- |
| * Passport
* Payslips
* P45 / P60
* Junk mail
 | * Medical appointment letter/card
* Mobile phone statement
* Broadband supply statement
 | * Store card account statement
* Membership statement e.g. library, gym
* Court summons
* Anything without an address on it
 |

**SWEARING THE OATH: *Who can witness this form?***

This form must be witnessed by, declared in front of and counter-signed by one of the following:

* A solicitor authorised to act as a Commissioner for Oaths and regulated by the Law Society
* A Notary Public (listed by the Notaries Society)
* A Magistrate
* A Commissioner for Oaths

Any fees incurred in the creation of this Declaration must be borne by the Employee. This may include translation fees to satisfy the counter-signatory.