


**DIRECTION OF THE CHIEF EXECUTIVE  
ON BEHALF OF SOLIHULL METROPOLITAN BOROUGH COUNCIL  
UNDER THE HOUSING BENEFIT ELECTRONIC (MISCELLANEOUS BENEFITS) ORDER 2006  
AND  
THE COUNCIL TAX REDUCTION SCHEME (PRESCRIBED REQUIREMENTS) (ENGLAND) 2012**

The Chief Executive of Solihull Metropolitan Borough Council, ("the Authority"), in accordance with paragraph 2 of Schedule 11 to the Housing Benefit Regulations 2006, paragraph 2 of Schedule 8 to the Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006 and paragraph 4 of Schedule 7 of the Council Tax Reduction Scheme (Prescribed Requirements) (England) 2012) hereby makes the following directions–

1. An individual who, in accordance with the 2006 Regulations makes a claim for Housing Benefit under the Social Security Contributions and Benefits Act 1992 and who, in accordance with the 2012 Regulations makes a claim for Council Tax Reduction under the Local Government Finance Act 1992/2012 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.
2. An individual who, in accordance with the Housing Benefit 2006 Regulations and the Council Tax Reduction 2012 Regulations notifies the Authority of a change in circumstance is authorised to do so by a telephone communication or by an electronic communication.
3. The methods and form set out, at the time of, and for the purposes of, delivery of such a claim as referred to in paragraph 1, on the Authority's website are respectively:-
  - a. The methods approved by the Authority for:
    - Authenticating the identity of the individual making the claim
    - Submitting the claim
    - Authenticating the claim delivered and
    - Electronic communication
  - b. The form approved by the Authority in which the claim is to be delivered.

Signed by:



Chief Executive

Date: 1. July 2012