

Fraud Referral Form

Please complete and send by email to: fraudandcompliance@poole.gov.uk

Ensure you complete as much of this form as possible but **DO NOT** ask any member of the public who is giving you the information to go and obtain more.

Case / Source Information

Your case/Ref no.	
Source of Information	
Caseworker Name	
Caseworker Contact Details	

Fraud Type

Tick any/all boxes that apply

Single Person Discount (SPD)
Council Tax Support (CTS)
Living Together
Collusive Desertion
Undeclared Work or Income
Undeclared Capital or Investments
Undeclared Property
Undeclared Non-Dependants
Undeclared Lodgers or Boarders
Homeless Application
Housing Application
Housing Nomination

Non-Residency (non PHP property)
Tenancy (sub-let/non-residency PHP)
Tenancy Fraud (contrived / false)
Empty Home
False Application
Grants
Crisis Payments
Care Charges (Social Services)
Employment
Non-Domestic Rates (NNDR)
Blue Badge
Internal (other)
Other

Reason for Referral

Summary of circumstances of suspected offence(s).

Main Subject

Name	
Address	
Date of Birth	
Description	

Employment Details (Main Subject)

Place / Employer	
Type of Work	
Days Worked	
Hours Worked	

Shift Pattern	
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Vehicle Details (Main Subject)

Make	
Model	
Colour	
Registration	
Size	

Partner / Alleged Partner

Name	
Address	
Date of Birth	
Description	

Employment Details (Alleged Partner)

Place / Employer	
Type of Work	
Days Worked	
Hours Worked	
Shift Pattern	

Vehicle Details (Alleged Partner)

Make	
Model	
Colour	
Registration	
Size	

Known Witnesses

Name	
Contact Information	

Any Other Information

Other Relevant Information	
Please attach any relevant records: e.g. application forms, visit notes, letters etc	

Other Service Unit involvement

Are any other Service Units known to be involved with the family / individual?	
Service Unit(s)	
Caseworker Name	
Caseworker Contact	
Brief Summary of Involvement	

Information Taken By

Name	
Date	
Service Unit	
Contact Information	
Is this information given from your direct knowledge or a report from a third party?	