

Housing Benefit & Council Tax Benefit CHANGE IN CIRCUMSTANCES FORM

PLEASE MAKE SURE YOU ANSWER ALL THE QUESTIONS USING
BLACK INK ONLY. DO NOT USE PENCIL.

Answer all “YES” or “NO” questions by putting a ‘✓’ in the relevant box

Remember filling in this form correctly first time and providing all the evidence required will prevent a delay in processing your claim.

ORIGINALS MUST BE PROVIDED. PHOTOCOPIES ARE NOT ACCEPTABLE.

Our name and address:

Leicester City Council
**Revenue and
Benefits Service**
Ground Floor
Wellington House
22/30 Wellington Street
Leicester
LE1 6HL



Your name and address:

Name: _____

Address: _____

Postcode: _____

**A claim form to report a
change in your income
or household**

OFFICIAL USE ONLY

Claim
Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Person
Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Notes for filling in the claim form for Housing Benefit and Council Tax Benefit

• About this form

This claim form has been designed to be as easy as possible to fill in. It may be rather long, but we have to ask a lot of questions to make sure that everyone who claims gets the right amount of Benefit. You may not have to fill in all parts of this form, but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part. Read the checklist and guidance notes in Part 9 to help with completion of the form.

Please contact the Housing Benefits section if you need help with this form by ringing one of the following numbers according to your surname, surnames A-K call 0116 252 6944, surnames L-Z call 0116 252 6948.

• About Housing Benefit and Council Tax Benefit

Housing Benefit can pay all or part of your rent, however some charges are not covered like, water charges or mortgage payments. It can also help with certain support charges if they are included with the rent. Council Tax Benefit can pay all or part of your Council Tax.

OFFICIAL USE ONLY

Date to Customer

Day	/	Month	/	Year						
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Originating Office

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DATE RECEIVED AT COUNCIL OFFICE

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If you are receiving Housing or Council Tax Benefit (or both), you must tell us if your circumstances change. You agreed to do this when you signed the declaration on the application form. It is an offence under Section 14 of the Social Security Administration (Fraud) Act 1997 for a person, dishonestly or without reasonable excuse, to fail to notify a change of circumstances which might affect entitlement to Housing Benefit or Council Tax Benefit (or both) or the amount payable. If you do not tell us, you may be prosecuted. You will also be required to repay any payments that you have received and that you are not entitled to.

Do you have a partner who normally lives with you?

No Yes

If you have a partner you must answer all the questions about them as well as yourself.

By partner we mean someone you are married to, have a civil partnership with or live with as if you are married.

You

Title (Mr, Mrs, Miss, Ms, Other)

[Text input field]

First names

[Text input field]

Surname or family name

[Text input field]

Date of birth

Day / Month / Year

National Insurance number

Letters Numbers Letter

Daytime telephone number

[Text input field]

You do not need to tell us this, but it may help us to deal with your claim more quickly.

Mobile telephone number

[Text input field]

You do not need to tell us this, but it may help us to deal with your claim more quickly.

Email address

[Text input field]

You do not need to tell us this, but it may help us to deal with your claim more quickly.

My address is:

House number or name
Street
Town
Postcode

[Text input field]

Your spouse, partner or civil partner

Title (Mr, Mrs, Miss, Ms, Other)

First names

Surname or family name

Date of birth

 / /

National Insurance number

Date they moved in

 / /

Date they moved out

 / /

Part 2

Changes to the rent you pay

Has the amount you pay for your rent changed?

No Please go to Part 3.

Yes Please answer the following questions.

How much rent do you now pay?

 every

From when did the change occur?

 / /

Have there been other changes to the rent?
For example: have the service charges altered?

No Yes If Yes, please provide a breakdown of charges with this form.

If there are any other changes to your rent or accommodation please tell us of these in Part 8 or Part 7.

Please give details of all savings, bank and building society accounts, post office accounts, investments, shares, property, land etc. If none please write "none". If your savings have changed please complete the "date of change" box.

How many accounts do you have?

How many accounts does your partner have?

Type of account	Details of account(s) including account number(s), and address of property/land	Amount	Who does it belong to?	Date of change	
				Start date	End date
		£			
		£			
		£			
		£			
		£			
		£			

Do you or your partner own any property or land other than the property you live in?

No

Please go to Part 8.

Yes

We will write to you separately about this.

Please use this space to tell us anything else which you think we should know about.

Use a separate sheet of paper and attach it to this form if you need to.

If you are sending any separate sheets of paper with this form, tell us how many.

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, getting them to sign this form should allow us to process your claim more quickly.

Please read this declaration carefully before you and your partner sign and date it.

- **I declare** that the information I have given on this form is correct and complete.
- **I understand** that if I give information that is incorrect or incomplete, you may take action against me, and I understand I could be prosecuted.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may cross check the information with other sources within the Council, rent offices and other Councils. Data held may be used in comparison for the purposes of prevention and detection of fraud.
- **I understand** that you may use any information I have provided in connection with this and any other claim for DWP benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- **I know** that I must let you know in writing about any change in my circumstances, which might affect my claim, as soon as they happen.
- **I understand** that if Benefit is paid direct to my landlord and a dispute arises over the amount paid, that you may have to disclose all the details of my claim and any subsequent correspondence to my landlord, their representative and a court or an appeal tribunal.

Signature of person claiming

[Signature box]

Date

Day / Month / Year

Spouse, partner or civil partner's signature

[Signature box]

Date

Day / Month / Year

If this form has been filled in by someone other than the person claiming.

Please tell us why you are filling in this form for the person claiming.

[Reason for filling in form box]

I declare that as far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Name of the person who filled in the form

[Name box]

Signature

[Signature box]

Relationship to the person claiming

[Relationship box]

Date

Day / Month / Year

Sharing information with Advice Agencies

On occasions we may consider it appropriate to pass on your information to advice services provided by Leicester City Council for the purpose of providing you with information about other benefits you may be entitled to claim.

Please tick this box if you disagree with this exchange of information.

Monitoring

We want to make sure that everybody gets a good service from us. To do this we may use the information in this section to encourage people to claim Benefits they are entitled to. This information is sensitive personal data and is not held with individual personal data. It is only held for statistical purposes.

To allow us to use this information for this purpose, please tick this box

I would describe my ethnic origin as

White

- British
- Irish
- Any other White background
(please specify below)

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
(please specify below)

- Chinese

If other please specify

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background
(please specify below)

Black or Black British

- Caribbean
- African
- Any other Black background
(please specify below)

- Other ethnic group
(please specify below)

Sharing information with your landlord

Sharing information with your private landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission.

Under the Data Protection Act 1998 we need your permission to discuss anything else. If you give us permission by signing this form, we will only share information with your landlord if you have agreed that your Housing Benefit can be paid direct to your landlord.

If you give us permission, we would be able to tell your landlord whether:

- you have claimed or renewed your claim for Housing Benefit; or
- we have made a decision on your claim; or
- we need more information to make a decision on your claim and what that information may be.

We will not give your landlord any information about:

- your personal or household circumstances; or
- your financial circumstances.

You can withdraw your permission at any time. It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

If you want to give us permission to discuss your claim with your landlord, please sign below.

I give my local council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Signature

Full name (in CAPITAL LETTERS)

Date

Day / Month / Year

Please tick to say what evidence you are sending with this form. We must see original documents, not copies. Please do not send valuable items through the post. If you can, bring them into our reception. We will take the details we need and give you the documents back straight away. If you cannot get into the office, phone us for more advice on 0116 252 6944 or 0116 252 6948.

If you do not provide all the evidence we need, we might not be able to pay you any Benefit. We need the same evidence for your partner, if you have one.

If you cannot send the evidence we need at the moment, send the form back to us now and send the evidence within one calendar month of request. We can start to process your claim, but we will not be able to pay you any Benefit until we have all the evidence.

• Evidence of primary identity

Such as a birth certificate, marriage certificate, passport, medical card, driving licence, UK residence permit, EEC identity card. We may need to see several of these documents for each person.

• Evidence of secondary identity

Utility Bill or Tenancy Agreement.

• Evidence of your address

Such as a recent gas, electricity, or utility bill or a TV licence.

• Evidence of National Insurance number

Such as a National Insurance number card, payslips or letters from the DWP or the tax office.

• Evidence of capital, savings and investments

Such as all your bank, building society or post office books, full bank statements, or certificates for premium bonds, National Savings Certificates, ISAs, stocks, shares and unit trusts. We need to see evidence of any interest or dividends you get on investments and savings. April 2005 defunct second income on property. The evidence you send must show details for at least the last three consecutive months.

• Evidence of earnings

We also need this for any other adults living in your home.

This means your last five payslips/brown envelopes if you are paid every week, your last three payslips if you are paid every two weeks, or your last two payslips if you are paid every month. If you or your partner are self-employed, we need to see your accounts for the last financial year or, if you have been trading for less than six months or more than six months but less than a year, a summary of your trading records so far. New earners must provide as many payslips as available or complete a certificate of earnings.

• Evidence of other income

We also need this for any other adults living in your home.

Such as pension slips from a former employer or a letter from the court showing how much maintenance you are getting. We need to see evidence of any money people pay you for board and lodgings.

• Evidence of benefits, allowances or pensions

We also need this for any other adults living in your home.

Such as current award notices or letters from the DWP: Job Centre Plus/Pension Service/Revenue & Customs confirming how much you get. If you do not have evidence, let us know straight away.

• Evidence of rent, tenancy and services

Such as a rent book, rent receipts, a tenancy agreement or a letter from your landlord and service schedule.

• Evidence of other money paid out

Such as letters about student grants or maintenance, agreements or receipts from registered child carers.

• Evidence that someone in your household is in full-time education

A letter from their educational establishment (on letterheaded paper) stating course start and end date and number of guided learning hours.

Changes you must tell us about

For example:

- any of your children leave school or leave home;
- anyone moves into or out of your home, including lodgers and subtenants;
- your income or the income of anyone living with you, including benefits, changes;
- your capital or savings change;
- you or anyone living with you becomes a student, goes on a Young Person's Training Scheme, goes into hospital or a nursing home, goes into prison, or changes or leaves a job;
- your rent changes;
- you move;
- you or your partner are going to be away from home for more than a month;
- you or anyone living with you starts work;
- you receive any decision from the Home Office; or
- anything you have told us about changes.

This is not a full list. If you are not sure, ask us for advice. You must tell us about any changes in writing – a phone call is not enough. If you do not tell us about these changes, you may lose money you are entitled to or you may get too much Benefit. You must make sure that you tell us about any changes.

Don't rely on someone else to pass the message on. It is an offence not to tell us about any change of circumstances that affect your Benefit. We may take court action against you and if we pay you too much Benefit, you will probably have to pay it back.

How we collect and use information

We will use the information you give in this form and in any supporting evidence you send, to process your claim for Housing Benefit and Council Tax Benefit. We may pass the information to other agencies or organisations such as the Department for Work and Pensions and Revenue & Customs, as allowed by the law.

We may check information you have provided or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give information to them to:

- make sure the information is accurate;
- prevent or detect crime; and
- protect public funds.

These third parties include government departments, other local authorities and private-sector organisations such as banks and organisations that may lend you money.

They will not give information about you to anyone else, or use information about you for other purposes, unless the law allows this.

We are the data controller for the information on this form for the purposes of the Data Protection Act. Information will normally be held for six years.

If you want to know more about what information we have about you, or the way we use that information, please ask us.

Disability – Do you consider yourself to be a disabled person and/or do you have any long-term illness, health problems or disability that, with or without the use of aids or medication, limits your daily activities? No Yes

Alternative formats

If you are blind or visually impaired we can provide further correspondence in different formats. If you would like to use this service please tick which one you would like to use.

Audio Tape Large Print

A minicom (textphone) is a device used by deaf, hearing impaired and speech impaired people to communicate using the telephone. If you are deaf or hearing impaired you can contact the Benefits Office using a minicom. The telephone number is 0116 254 6926

Do you have a minicom?

No

Yes What is your telephone number?

