

Housing Benefit and Council Tax Support Change of Circumstances form



You use this form to tell us about a change of circumstances; examples are given on the back of this form. Please note that you can tell us this information more quickly by completing the online form on our website.

First name:

Last name:

Daytime phone number:

Email address:

Address:

Postcode:

Reference number:

When did the change happen?

What has changed?

If there is not enough room here, please continue on a separate sheet of paper and attach it. Please remember to send in proof of the changes you are telling us about and sign the declaration below.

If you wish for your claim for Housing Benefit and/or Council Tax Support to **end**, please also tell us this in the box below.

My changed circumstances are:

Please end my claim because:

Declaration:

- I confirm that, as far as I know, the information I have given is true and complete.
- I give you permission to check the information.
- I realise that if I knowingly give you false information, you may take action against me, including legal action.

Your signature:

Date:

Change of Circumstances

If your circumstances have changed you are under a legal duty to tell us. We will need the details in writing, sometimes with proof. You can call us to discuss the change and ask about the proof you need to provide.

What is a change of circumstance?

A change of circumstance is an event that changes your entitlement to Housing Benefit or Council Tax Support, for example, a change in income or savings, or someone moving into or out of your household. Here are some examples of the types of change you must tell us about; it is not a complete list:

If you are receiving the Guarantee Credit part of Pension Credit:

- If you rent your home, from somebody other than the council, any changes to your rent or conditions of tenancy
- If you change address, even to another room in the same house
- Absence from your home for more than 13 weeks
- Changes to non-dependants

If you are receiving the Savings Credit part of Pension Credit:

- All of the above
- Changes to savings or investments which could increase their value to £16,000 or more
- A change in the number of people in your home, for example, when someone moves in or out, including people who go into hospital
- The date a child or young person leaves school
- Any change to the residency, income, savings or investments of a partner who is not included in your claim for Pension Credit.

Everyone else:

- If you rent your home, from somebody other than the council, any changes to your rent or conditions of tenancy
- If you change address, even to another room in the same house
- Absence from your home for more than 13 weeks
- Changes to non-dependants
- The date you start or stop receiving Income Support, income-based Employment and Support Allowance, income-based Jobseeker's Allowance or Universal Credit
- Any change to any award of benefit or income such as contribution-based Jobseeker's Allowance, contribution-based Employment and Support Allowance, Tax Credits, wages, state and private pensions, Universal Credit and so on
- Any change in savings and investments
- A change in the number of people in your home, for example, when someone moves in or out, including people who go into hospital
- The date a child or young person leaves school.
- If you or your partner are in work, changes to your childcare costs

Why you have to let us know straight away

The sooner you tell us, the less chance there is of you being overpaid, which you may have to pay back. You can ask us to suspend paying your claim until we reassess it, if the change is likely to reduce your award.

If you delay telling us about a change that would increase your entitlement we may only pay you the increase from the date you tell us about the change.

Please remember, before we can alter your claim we may need proof of the change. Although you may not be able to supply the proof immediately, please do not delay in telling us about the change.

If you keep us up to date with your circumstances, your award will always be correct and you can avoid overpayments.

Once you have filled in this form and signed the declaration please return it to your Local Authority:

Canterbury City Council
Benefit Payments Service
Military Road
Canterbury, Kent
CT1 1YW

www.canterbury.gov.uk/benefits

Dover District Council
Benefit Payments Service
White Cliffs Business Park
Dover, Kent
CT16 3PJ

www.dover.gov.uk/benefits

Thanet District Council
Benefit Payments Service
PO Box 9, Cecil Street
Margate, Kent
CT9 1XZ

www.thanet.gov.uk/benefits