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Local Taxation and Benefits
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Hewson House
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Housing Benefit and Council Tax Reduction Change of Circumstances/Review Form

IMPORTANT INFORMATION ABOUT YOUR CLAIM

This form should be completed if you have had a change in your circumstances that will affect your claim for Housing Benefit and/or Council Tax Reduction, or if we have asked you to complete as part of a claim review.

You must notify the Benefit section of any change in your circumstances within one month of the change or you may lose money.

You can return your form and evidence by post to the address given at the top of this page.
Please do not send valuable items through the post.

Are you having problems reading or completing this form? For help and advice you can call into one of our offices or phone us. Details of how you can get in touch with us are on page 11 of this form.

Are you completing this form because of - Change of circumstance
Claim review

If you are completing this form because of a change in your circumstances please use the box below to tell us the changes you are reporting.

What date did this change happen?	

FOR OFFICE USE ONLY

Staff Initial	Date stamp
Requested date	
Claim reference	

Part 1 - About you

For details of any proof needed please see the checklist on page 11.

First names	<input type="text"/>	
Surname	<input type="text"/>	Date of Birth <input type="text" value="/"/> <input type="text" value="/"/>
Other names used	<input type="text"/>	
Address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	National Insurance Number Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>
Telephone number	<input type="text"/>	Date moved to this address <input type="text" value="/"/> <input type="text" value="/"/>
email address	<input type="text"/>	
Previous address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	Date you are being charged rent up to at your previous address, if you are reporting a move. <input type="text" value="/"/> <input type="text" value="/"/>

Please tick all boxes that apply to you at this address:

- | | |
|---|--|
| <input type="checkbox"/> I own my home or pay a mortgage for it | <input type="checkbox"/> I pay rent to a Housing Association |
| <input type="checkbox"/> I jointly own the property with someone else | <input type="checkbox"/> I live in accommodation with board and lodgings |
| <input type="checkbox"/> I pay rent to a private landlord | <input type="checkbox"/> I live in a hostel |
| | <input type="checkbox"/> I live in licensed accommodation |

Part 2 - About your household and where you live

For details of any proof needed please see the checklist on page 11.

Do you have a partner who lives with you? Yes No If Yes, please complete the section below with their details.

Partner's first names	<input type="text"/>	Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Partner's surname	<input type="text"/>	National Insurance Number	
Other names they have used	<input type="text"/>	Letters	Numbers
		<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			Letter <input type="text"/>

If your partner has moved in or out of your household since you last completed a claim form, please tell us the date they moved in or out and the address they previously lived at or have moved to.

Date moved in	<input type="text"/> / <input type="text"/> / <input type="text"/>	Date moved out	<input type="text"/> / <input type="text"/> / <input type="text"/>
Forwarding address or previous address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>		

Does anyone else live with you? Yes No If so, please provide details below.

Name	Relationship to you	Date of Birth	Free School Meals Required (Please tick)	Name of School

Do you charge rent to any of the people who normally live with you? Yes No

Name	Relationship to you	Date of birth	Type of Income	Income amount
		/ /		£
		/ /		£
		/ /		£

Do you pay rent for your home? (Tick yes if you would pay rent but get Housing Benefit). Yes No
If No, go to Part 3.

Please provide the name and business address for your Landlord and their Managing Agent if appropriate.

	Details of Landlord/Owner	Details of Managing Agent
Full name	<input type="text"/>	<input type="text"/>
Business Address	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/>
Telephone number	<input type="text"/>	<input type="text"/>

Part 2 - About your household and where you live (continued)

Is there, or has there ever been a relationship between anyone in your household and your landlords? For example, this could be a former partner, parent of your children or employer. Yes No

If Yes, please give details

Have you ever owned the property you are renting? Yes No

When did you move into the property? / / How much rent are you charged? £

How often do you pay this amount? When did you start paying rent? / /

Do you have any rent free weeks? Yes No

Are you joint tenant with anyone other than your partner? Yes No

If Yes, please give details

Do you have a bedroom for a regular overnight carer who does not live with you? Yes No

What sort of building do you live in?
Tick one box only.

- | | | |
|---|---|--|
| <input type="checkbox"/> Detached house | <input type="checkbox"/> Semi-detached bungalow | <input type="checkbox"/> Studio flat |
| <input type="checkbox"/> Semi-detached house | <input type="checkbox"/> Flat in a house | <input type="checkbox"/> Hostel |
| <input type="checkbox"/> Terraced house | <input type="checkbox"/> Flat in a block | <input type="checkbox"/> Caravan, mobile home or houseboat |
| <input type="checkbox"/> Maisonette | <input type="checkbox"/> Flat over a shop | <input type="checkbox"/> Board and lodgings |
| <input type="checkbox"/> Detached bungalow | <input type="checkbox"/> Bedsit or rooms | <input type="checkbox"/> Hotel |
| <input type="checkbox"/> Other - give details _____ | | |

Which floors do you live on?
For example, ground floor, first floor.

How many rooms are there in the building?

	In the whole building	Just for you and your household	That you share with other people
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Separate Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms (Please specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 3 - About your money

For details of any proof needed please see the checklist on page 11.

Benefits

Does anyone get Carer's Allowance for looking after you or your partner? Yes No

If 'Yes' who gets this?

Do you or your partner receive any benefits? Yes No If so, please provide details below.

Benefit Type	Received by	Amount	How often <small>weekly/monthly</small>	Method of payment	Reference Nos.
		£			
		£			
		£			
		£			

If your benefit(s) have changed please tell us the date the changes happened and the change that occurred.

Earnings from employment

Do you or your partner work? Yes No If so, please provide details below and tell us how often you are paid them (for example - weekly, 4 weekly, monthly).

If you or your partner have just started work is this work expected to last more than 5 weeks? Yes No

Name & address of employer	Employee Number	Amount	How often	Method of payment	Applicant/ Partner	Hours worked
		£				
		Net				
		£				
		Net				

If your earnings from employment have changed or you have started new employment since you last contacted us please tell us the date the changes happened and the changes that occurred.

What date do you expect to get a pay rise?

Are you or your partner self-employed? Yes No
 We will contact you about this separately. You Your Partner Both of you

Part 3 - About your money (continued)

Any other income

Do you or your partner receive any other income you haven't already told us about on this form? Yes No For example private pensions, student grants and loans etc... If so, please provide details below.

Type of income	Received by	Amount	How often	Method of payment
		£		
		£		
		£		
		£		

If your income(s) have changed such as annual rise, etc., please tell us the date the changes happened and the changes that occurred.

Do you or your partner have any savings, property or investments? Yes No

If yes please use the boxes below to tell us about **all** bank, building society and post office accounts you have. This includes any accounts that are overdrawn. You must also tell us about **all** of the capital you may have, like investments, stocks and shares, premium bonds, property and land. If you have none of these, please write "None".

Type Current/Savings, etc.	Held with Name of bank etc.	Held by Applicant/partner etc.	Details of account(s) address or property/land etc.	Amount
				£
				£
				£
				£

Part 4 - How we will pay you

We will pay you direct, unless you are classed as 'vulnerable' (for example you do not have a bank account, have been made bankrupt or have a drug or alcohol addiction), in which case we may be able to make payments direct to your landlord. We will be able to pay your landlord direct if it is a condition of the tenancy (this applies whether you are a new or existing tenant).

If your landlord is a registered social landlord (for example Shoreline, North Lincs Homes, Guinness Northern Counties, Longhurst & Havelok Housing, Sanctuary) you can choose to have payments made direct to your landlord.

If you live in North East Lincolnshire we will pay you by BACS straight into a bank, building society, GIRO account or National Savings Bank account. This can only be into an account in your or your partner's name.

If you live in North Lincolnshire we can only pay your money into an account which has a sort code and account number. We cannot pay into accounts that only have a roll number. You can also receive your payments by cheque, but we prefer to pay by BACS.

If you are awarded Council Tax Reduction or Second Adult Rebate we will pay this into your Council Tax account.

You must tell us how you want us to pay your Housing Benefit.

Straight into an account Complete details below.

Direct to Landlord We can only pay to your landlord in some circumstances. For us to pay your Housing Benefit direct to your landlord you must complete the declaration 'Sharing information and paying Housing Benefit to your landlord' on pages 9 and 10.

We can only make payments into bank accounts in your name or your partner's name.

Payment into an account

What name or names is the account in?

Please tick one box only to say what type of account you want your money paid into. Then fill in the details of the account.

Bank or building society cheque account or bank deposit account - not a mortgage account - NORTH LINCOLNSHIRE & NORTH EAST LINCOLNSHIRE

Name of bank or building society

Sort code

Account number

Type of account - for example, a deposit or current account

Building society savings account - not a cheque or mortgage account - NORTH EAST LINCOLNSHIRE ONLY

Name of building society

Account number

Roll number

GIRO account - NORTH EAST LINCOLNSHIRE ONLY

Account number

National Savings Bank investment account - not an ordinary account - NORTH EAST LINCOLNSHIRE ONLY

Account number

Part 5 - Your declaration

Please read the declaration carefully before you sign and date it. We cannot deal with your claim if you have not signed it.

If the form has been filled in by someone else, they will also need to sign the form, and tell us why they have filled it in.

I understand the following:

- You will use the information I have provided to process my claim for Housing Benefit, Council Tax Reduction, or Second Adult Rebate.
- You may check some of the information with other sources within the council, rent offices, other councils and benefit agencies.
- The information supplied in connection with this claim may also be used for the administration and recovery of Council Tax.
- You may use any information I have provided in connection with this and any other claim for Welfare benefits/support 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 credit reference agencies and banks or organisations that may lend me money, if the law allows this, and a fraud investigation could include checks on any undeclared members of my household.
- You have a policy to claim back overpaid Housing Benefit. If I receive too much Housing Benefit you will claim it back from my on-going Housing Benefit or send me a bill. This is without prejudice to any other action that may be taken.
- You have a policy to take back any incorrectly paid Council Tax Reduction or Second Adult Rebate. If I receive too much Council Tax Reduction or Second Adult Rebate it will be taken from my Council Tax Account. This is without prejudice to any other action that may be taken.
- I must report changes in my circumstances in writing to the benefits section without delay. I will not assume that any other person or agency will report changes in circumstances on my behalf and understand that failing to report any changes in circumstances which affect my entitlement to Housing Benefit and/or Council Tax Reduction, could result in action being taken against me, including court action.
- If I give information that is incorrect or incomplete, you may take action against me. This could include court action.

I declare that the information given on this form is correct and complete.

Signature of person claiming

Date

Partner's signature

Date

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.

I declare that I have asked all the questions on the form to the person claiming and accurately recorded the answers. I understand that it is an offence to knowingly assist a person to make a false claim and that to do so could lead to the council taking further action against me including prosecution.

Name of the person who filled in the form

Signature

Relationship to the person claiming

Date

Permission to disclose

If you would like us to discuss your claim with anyone else, such as a relative, friend, landlord or housing association please complete the boxes below. If someone has power of attorney for you please complete this section and provide us with proof.

Representative's full name, address and phone number.

I, the claimant, allow you to disclose information about my Housing Benefit or Council Tax Reduction claim (or both) to the representative.

Your name and address

Your signature

Sharing information and paying Housing Benefit to your landlord

Sharing information with your 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 (for example the start date of your tenancy or the amount of your rent) before we can make a decision on your claim. 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, we would be able to tell your landlord whether:

- you have claimed Housing Benefit (or renewed your claim);
- 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 this section.

We may not be able to pay your benefit to your landlord in all cases, but if you want us to consider this and have filled in part 4 of the form, you and your landlord will need to sign this section.

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)

Address

 Postcode

Date

 / /

Sharing information and paying Housing Benefit to your landlord (Continued)

We may not be able to pay Housing Benefit direct to your landlord in all cases.

If you want us to pay your benefit straight to your landlord, you must sign this declaration and tell us why you want us to pay your landlord.

Your declaration

Please pay my Housing Benefit straight to my landlord.

- **I understand** that I must always tell you about any change in my circumstances.
- **I understand** that if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- **I understand** that I may be prosecuted if I do not tell you about any change of circumstances.

Signature

Date

Full name

(In CAPITAL LETTERS)

Your landlord's declaration

I agree to accept Housing Benefit payments for (tenant's name) of

(tenant's address)

Postcode

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances
- you can stop paying benefit to me if I do not tell you about any change of circumstances
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to, and
- if you pay me too much Housing Benefit for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

Signature

Date

FREE SCHOOL MEALS

If you live in North East Lincolnshire and wish to claim for free school meals please phone 0300 3030164.
 If you live in North Lincolnshire and get Income Support you can get free school meals and clothing grants, phone (01724) 297217.

IMPORTANT

If you are going to provide further proof please send it to us as soon as possible. If you cannot get the information, please let us know and we will try and help you

We cannot work out your Benefit until we receive the proof we need.

For example:

- **Part 1** you may need to provide proof of your date of birth and National Insurance Number, this could be in the form of your birth certificate, wage slips or a letter from the DWP.
- **Part 2** you may need to provide proof of the rent you pay, this could be in the form of your Tenancy Agreement or a letter from your landlord.
- **Part 3** you may need to provide proof of the savings and income you have declared, this could be in the form of bank statements, bank books or wage slip

If we do not receive the evidence within **one month** of receiving your form, **your claim may be stopped and you could lose money.**

If you have any change in your circumstances, you must tell us within one month or you could lose money.

Checklist

Section of form	Needed for my claim? (tick box)	Proof needed
Part 1 – About you		If we haven't already we will need to see proof of your National Insurance Number and identity. For example, wage slips, benefit award letters, utility bills.
Part 2 – About your household and where you live		If you are reporting that you have a partner moving in we will need to see proof of their National Insurance Number and Identity, for example wage slips, benefit award letters. If you are moving into rented accommodation we will need to see proof of the rent you are being charged and details of your new landlord and/or agent, for example your tenancy agreement or a letter from your landlord giving full details.
Part 3 – About your money		We will need to see proof of your income, benefits, savings, shares or investments. This could be in the form of wage slips, self-employed accounts, benefit award letters (from the DWP), premium bonds, bank statements, bank books or investment certificates.
Part 4 – How we will pay you		Details of your bank or building society accounts.
Part 5 – Declaration		This part must be signed before we can look at your claim.

North East Lincolnshire Council
Benefits Section
Civic Offices
Knoll Street
Cleethorpes
DN35 8LN

Tel: 0300 3030164

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