



**Havant Borough Council
Benefits Office
PO Box 75
Havant
Hants
PO9 2ER**

If you have any questions about filling in this form or want to ask about your claim, please do not hesitate to contact the Benefits section. They will be happy to help you.

Office hours

9 am to 5 pm Monday to Friday

By phone

02392 446382 Monday to Friday

02392 446383 Monday to Friday

By fax

You can fax us on 02392 446361

By e-mail

Our e-mail address is
benefits@havant.gov.uk

Fraud Hotline

0800 0746898

Or visit the Service Point at
Waterlooville,
Hermitage House,
St Georges Walk,
Waterlooville PO7 7TU.

Open to the public:
Monday and Friday 9.00 - 5.00

Telephone no:

E-mail address:

Housing Benefit and Council Tax Benefit Change of Circumstance Form

Reference:

Date issued:

Details of change

Date of change

DO YOU STILL WISH TO CLAIM BENEFIT?

Yes Complete form No Go to Part 9

CHANGES IN CIRCUMSTANCES

This sheet gives information regarding the duty of all Housing Benefit and/or Council Tax Benefit claimants to notify changes to their circumstances promptly.

What is a change in circumstances?

A change in circumstance is simply a change to the information or details provided that are used to calculate the amount of your Housing Benefit (HB) and/or Council Tax Benefit (CTB) entitlement. These could be changes for you or anyone in your household.

Examples of Changes in Circumstances

There are many examples which include:

- Changes to the money you, or someone in your household gets (including payments stopping or starting);
- Changes to wages or earnings of any form,
- Changes to private pensions,
- Changes to State pension (if you are not receiving a pension credit),
- Changes to Pension Credits,
- Changes to any State benefit/allowance,
- A change to the rent due to be paid,
- A change to the rent charged to sub tenants/boarders in your property.
- If you or someone in your household starts or stops receiving Income Support or Job Seekers Allowance.

Change to details about your accommodation

- A change to the services you receive as part of your rent.
- A change to the number of people sharing your accommodation,
- If you leave the property, permanently or temporarily (but not short holidays).

Changes to your household and family

- A change to the number of children in your household,
- A change to the number of other people in your household,
- A child leaving school,
- If someone in your household starts or stops working,
- If someone in your household is admitted into hospital,
- If someone in your household gets married or starts living with someone else.

Changes to the capital held by you or someone else in your household

- A change to money you hold in a bank or building society,
- An increase or decrease to your savings and investments.
- If capital increases over £16,000.

This is not a complete list. Remember it is your duty to tell the Benefits Section of all changes to your circumstances.

What do I do if my circumstances change?

If you are receiving HB and/or CTB, or have a claim pending, you must tell the Benefits Section in writing at once as soon as your circumstances change (complete and sign the changes of circumstance or change of address form and return it to the Benefits section without delay).

Why must I inform the Benefits Section of changes to my circumstances?

Your awards of HB and/or CTB are based upon declared circumstances therefore if your circumstances change your entitlement to benefit may change. If you don't inform the Benefits section you may get the wrong award of benefit.

Why do I have to tell you at once?

This is to ensure you are not being overpaid or underpaid. The Benefits section will recover any HB/CTB overpaid. If you are being underpaid it will not be possible to pay you the full amount of underpaid benefit if you delay telling the Benefit Section.

What happens if I do not tell you at once?

If you tell the Benefits section of your change in circumstance within one month of the date of change your benefit entitlement will be revised, normally from the Monday following the date of change. However, if you tell the Benefit section of a change more than one month after the date of change you will not have any additional benefit backdated.

Where can I get more advice?

If you need any advice about change of circumstances please telephone the Benefits Section on 02392 446382/383 or visit the Benefits Office at the Civic Offices or at Hermitage House, Waterlooville.

Please tick one of the following:

- Do you own your home or pay a mortgage? Yes No
- Do you pay rent to Portsmouth City Council? Yes No
- Do you pay rent to a Housing Association? Yes No
- Do you pay rent to a Private Landlord? Yes No
- Do you live in board and lodgings? Yes No
- Other (please give details) Yes No
- Has your rent changed? Yes No

DATE

NEW AMOUNT

If yes please state date of change and new amount

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Have you moved home? Yes Complete Part 3a No Go to Part 4

PART 3a: DETAILS OF YOUR NEW ADDRESS

Date new tenancy started:

/	/
---	---

Date moved into new address:

/	/
---	---

Do you want your benefit paid direct to your landlord:

Yes

No

Are you, your partner or children related to your
Landlord or landlord's partner

Yes

No

If yes what is the relationship

--

How much rent do you pay? £

--

every

--

week/fortnight/4 weeks/month

If known, when is a rent increase due?

/	/
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ACCOMMODATION

What sort of building do you live in – i.e. House, Flat in house, caravan

Is there more than one floor? No

Yes

How many floors?

Which floor do you live on?

How many rooms are there in the building?	In the whole building	Just for you or your household	That you share with other people
Living room	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsit	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilet	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchen	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tick to show if the tenancy is
Furnished Partly furnished Unfurnished

Please tick to show who is responsible for decorating the inside of your home
Landlord You Don't know

Does your home have central heating?
Yes No

Does your rent include

Water charges	no <input type="checkbox"/>	yes <input type="checkbox"/>	How much?	<input type="text"/>
Meals	no <input type="checkbox"/>	yes <input type="checkbox"/>	How much?	<input type="text"/>
Heat	no <input type="checkbox"/>	yes <input type="checkbox"/>	How much?	<input type="text"/>
Light	no <input type="checkbox"/>	yes <input type="checkbox"/>	How much?	<input type="text"/>
Hot water	no <input type="checkbox"/>	yes <input type="checkbox"/>	How much?	<input type="text"/>
Fuel for cooking	no <input type="checkbox"/>	yes <input type="checkbox"/>	How much?	<input type="text"/>
Laundry	no <input type="checkbox"/>	yes <input type="checkbox"/>	How much?	<input type="text"/>

Which meals?

Benefits, Pensions and Credits

Part

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Benefits, Pensions and Credits

Please give details of all benefits, pensions and credits you and your partner receive. This includes:

- Income Support
- Income Based Jobseekers Allowance
- Contribution based Jobseekers Allowance
- State pensions
- Pension credits
- War pensions
- Works pensions
- Occupational pensions
- Incapacity Benefit
- Disability Living Allowance
- Attendance Allowance
- Industrial Injuries Disablement Benefit
- Carer's Allowance
- Mobility Allowance or supplement
- Severe Disablement Allowance
- Child Benefit
- Child Tax Credit
- Fostering Allowance
- Guardian's Allowance
- Adoption Allowance
- Working Tax Credits
- New Deal
- Maternity Allowance
- Reduced Earnings Allowance
- Bereavement Allowance

***This is not a full list. You must tell us about all types of benefits, pensions or credits you or your partner receive.**

Please also tell us the reference number if you know what it is.

Please give details of all benefits, pensions and credits you or your partner receive. If you have claimed a benefit, pension or credit but have not yet heard please give details. If none, please write "none".

You

Type	Date of Change	Amount	How often	Reference numbers
		£		
		£		
		£		
		£		
		£		
		£		

Your partner

Type	Date of Change	Amount	How often	Reference numbers
		£		
		£		
		£		
		£		
		£		
		£		

If your benefits, pensions or credits have changed, please tell us the date of the change.

Part 5 Earnings

Please give details of all earnings you or your partner receive. If none, please write "none":

You

Name and address of employer	Date of change	Hours	Hourly rate/salary	Monthly/weekly

Your partner

Name and address of employer	Date of change	Hours	Hourly rate/salary	Monthly/weekly

Do you or your partner pay childcare provided by a registered childminder? If yes please complete part 6

Do you pay into a private pension? Yes No

If yes provide evidence

If you have started work you will need to supply original documents of your wages, i.e. contract of employment, wage slips or a statement from your employer as soon as received

If you or your partner are self-employed, please give details below:

You

Name of business	Address of business	Type of self-employment

Your partner

Name of business	Address of business	Type of self-employment

Earnings

Please tell us the name and address of your employer.

If you have more than one job, please tell us about all of them.

If your partner is working, please give details of their job or jobs.

If you or your partner are involved in more than one business, we will need separate information for each business.

You cannot add the figures together to give us a total for all your self-employments.

You will be issued with another form.

Earnings

A proportion of earnings may be disregarded in the calculation of housing benefit and council tax benefit for those who incur costs in respect of formal childcare for a child that satisfies the age condition, which is until the first Monday in September after their 15th birthday.

Part

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Child Care Costs

How many hours do you work each week?

How many hours does your partner work?

Does your partner receive a benefit or allowance for long-term sickness or disability?

Children's details

Name

Date of Birth

Name	Date of Birth
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Childminder's/Day Nursery details

Name

Registration No.

Address

How many weeks of the year does your child/children attend?

How many weeks of the year is your childcare provider available to care for your child?

How much do you pay each week? (Receipts or proof of payment must be attached

If payments are made by vouchers, please state exact amount of voucher payment, providing documentary evidence to confirm

Part 7 Other income

Please give details of all other income that you or your partner receive. If none, please write "none".

You

Type	Date of change	Amount	How often	Reference numbers
		£		
		£		
		£		
		£		
		£		
		£		

Your partner

Type	Date of change	Amount	How often	Reference numbers
		£		
		£		
		£		
		£		
		£		
		£		

Other income

Please give details of all other income that you or your partner receive. This includes things like:

- Maintenance payments
- Child support payments
- Student Grants
- Income from a Home Income Plan

Tells us what type of income you or your partner get, how much you get and how often it is paid.

Please also tell us the reference number if you know what it is.

Savings, capital, land and property

You need to tell us about all savings, investments, shares, property or land owned by you or your partner.

This includes:

- bank current accounts;
- bank deposit accounts;
- post office accounts;
- building society accounts;
- premium bonds;
- stocks and shares;
- TESSAs;
- ISAs;
- PEPs;
- fixed-term investments; and
- money loaned to you.

This is not a full list. You or your partner may have other types of capital. Remember, you must tell us about all savings, investments, shares, property or land owned by you or your partner.

Remember if your capital goes over £16,000 you are no longer entitled to Housing or Council Tax Benefit

Part 8 Savings, capital, land and property

Please give details of all savings, investments, shares, property or land owned by you or your partner. If none, please write "none"

You

Type	Date of change	Details of account of land or property	Amount/Value
			£
			£
			£
			£
			£
			£

Your partner

Type	Date of change	Details of account of land or property	Amount/Value
			£
			£
			£
			£
			£
			£

If your savings, capital, land and property have changed, please tell us the date of the change

How we collect and use information

We will use the information we collect from this form and your proof to process your Housing Benefit and Council Tax Benefit claims.

We may also use it to decide whether to make Discretionary Housing Payments.

We may pass this information to Social Security, the Department for Work and Pensions, Employment Service, other councils, the Inland Revenue, the Rent Service, the Supporting People Team or other organisations as the law allows.

We may check any information provided by, or about, you with other information we hold. We may also get information from other organisations or give information to them. This is to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways as the law allows.

These other organisations include government departments and local authorities.

We are the Data Controller for the purposes of the Data Protection Act 1998.

If you want to know more about what information we have about you, or the way we use your information, you can ask at the **address on the front of this form.**

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

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both.
- You may check some of the information with other sources within the council, rent offices and other councils.
- You may use the information I have provided for the administration of Council Tax, Business Rates and council house rents.
- You may use any information I have provided in connection with this or any other claim I have made or may make for social security benefits.
- You may give some information to other government organisations if the law allows this.

I know I must let the Council's benefit team know immediately about any change in my circumstances which might affect my claim.

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

Your signature

Your partner's signature

Date

Date

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

Name of the person who filled in the form:

Signature of the person:

Relationship to the person claiming:

Date