

Change of Circumstances Form

Special Accommodation Team

Help with rent and council tax

Benefits
P.O.Box 2929
Brighton BN1 1PS

First name(s):

Surname:

Address:

Contact telephone number:

Date of birth:

National Insurance number:

Claim ref:

For office use

Please complete and return to:
PO Box 2929, Brighton, BN1 1PS

Date of issue:

Date due back:

Changes you must tell us about

Please tell us about any changes in your circumstances that may affect your benefit entitlement and/or reduction. Some examples are listed below:

- You have a baby, or a child in your household leaves school or someone moves in or out of your home
- Your income or capital changes or your partner's income or capital changes
- You move
- You or anyone you live with becomes a full-time student

This list is not exhaustive and you should report any change in your circumstances as soon as possible. You may lose benefit and/or reduction if you delay telling us about a change or we may pay you too much benefit and you will have to repay it. **You may also be prosecuted if you fail to report a change of circumstances that you know affects your benefit or reduction.**

If you do not have enough room to tell us about all your changes in the boxes please provide the same information on a separate piece of paper.



How we collect and use information

The Council collects information for Housing Benefit and Council Tax Reduction purposes, but it may be used for any of the Council's purposes. We may check information that you provide, or that a third party provides about you, with other information we hold. We may also get information about you from certain third parties, or give information to them to check accuracy of information, to prevent or detect crime, or to protect public funds in other ways as permitted by law. These third parties include Government departments and local authorities. We will not disclose information about you to anyone outside the Council unless the law permits us to. The Council is registered under the Data Protection Act 1998, for these purposes, and is the Data Controller. If you want to know more about what information we have about you, or the way we use this information, please write to the Council's Data Protection Officer, Kings House, Grand Avenue, Hove.

www.brighton-hove.gov.uk/benefits,
housing.benefits@brighton-hove.gov.uk
Tel: 01273 292000 (lines open Mon-Fri 9am-5pm)
Minicom: 01273 290333 **Fax:** 01273 291234



Part 1: Changing rooms

Name of tenant:

Has moved from room number:

Date moved out:

To room number:

Date moved in:

Please confirm rent amount
in new room:

(If your rent is changing please provide
a new tenancy agreement)

Part 2: Request for dual HB payment due to unavoidable rent liability

Old address:

New address:

Dates for which dual benefit is requested:

From:

To:

Reason for unavoidable liability:

Part 3: Request for backdated Housing Benefit and/or Council Tax Reduction

Period of backdating request:

From:

To:

Reason for backdating request:

Part 4: Change in Income and/or Capital

Please tell us about changes in income and/or capital for you, your partner or anyone else living in your home. If you have stopped receiving Income Support or Jobseekers Allowance (Income Based) or Employment and Support Allowance (Income Related) we need to see proof of all your income and any capital held, including bank and building society statements.

• Income

Name	Income type	Date of change	New amount	Frequency

• Capital

Name	Capital type	Date of change	New amount

Proofs required to support your claim for Benefit:

Before returning this form to us please check that all the information is correct and that you have given details of all changes to your circumstances. Failure to provide supporting documents may mean that we need to contact you again and this could result in the suspension of your benefit payments and/or reduction.

Proof of earnings

If you are Employed:

- Your last 5 weekly or 2 monthly consecutive payslips
- A Certificate of Earnings (We can provide you with a blank Certificate of Earnings form on request)

If you are Self Employed:

- Accounts, bank statements & your latest tax assessment
- A fully completed Self Employed form with documents to verify the income and expenses you have listed. These should be grouped together in the same categories as you have listed them on the form.

Proof of Benefits & all other income

- DWP benefit award letters
- Latest private pension statement
- Latest Tax Credit notification letters
- Proof of maintenance received
- Student grant / loan notification

Proof of capital, savings & investments

- Your last 2 monthly statements for all bank, building society & Post Office savings & current accounts.
- Proof of all investments, shares/unit trusts, property, premium bonds & cash

Proof of childcare costs

- Proof of payments to a Registered Child Minder / Nursery / Play Scheme

Declaration

Please read the Declaration very carefully before you sign and date it. If you have a partner, he or she must sign it as well. If you do not sign it we will have to send the form back to you and this will delay your claim. Where the declaration says "I" or "me" or "my" this refers to both the claimant and his/her partner. The Council can prosecute you if you give false information, or if you provide false or altered documents with your claim, or if you withhold information (including a change in your circumstances).

Declaration: I understand that -

- These are all the changes which affect my claim for Housing Benefit and/or Council Tax Reduction.
- I will tell you if any of the details on any letter you send me are incorrect.
- The information I have given is true and complete.
- You can check any information on this form. This includes sending a Certificate of Earnings direct to my employer if necessary.
- I am not claiming Housing Benefit or Council Tax Reduction for any other address.
- I understand that you may contact government departments (for example the Department for Work and Pensions or the Home Office) or other local authority offices to check the information I have given on the form and to get other information.
- I understand that if I do not provide a National Insurance Number, my claim will not normally be dealt with.
- I will write to you straight away if there are any changes in my circumstances, so that you can work out my benefit and/or reduction again. If I do not, and I get too much benefit or discount or reduction, the Council can ask me to pay it back, and may prosecute me.

Signature of person claiming

Date

Partner Signature

(opposite or same sex)

Date

Form filled in by someone other than the person claiming – e.g. Support Worker or Hostel Worker

Please tell us why you are filling in this form for someone else

Name of the person who filled in the form:

Signature of person filling in form:

Date:

Relationship to the person claiming:

Please ensure that the claimant and, if applicable, their partner has also signed above.

If you wish to act as the personal representative of the person claiming benefit in the future, please ring 292000 and ask for an appointee form.

PLEASE RETURN THIS FORM TO:

Brighton & Hove City Council, Benefits, PO Box 2929, Brighton, BN1 1PS

If you post it, you must pay the postage.