

Contact Number: 01395 571770
Email: benefits@eastdevon.gov.uk
Our Reference: 500_____



Change in Circumstances Form for Council Tax Support and/or Housing Benefit

About this form

How to complete this form

- Read the information below before completing this form.
- Answer **all of the** questions asked as fully as possible. This will speed up your application.
- Remember to include evidence to support your application.

How to return this form

- Post the form to the address shown at the bottom of the next page, or visit us with the completed form (the details are shown over the page).

How to get help

- Please see our contact details on the next page.

Information

If you are receiving Housing Benefit and/or Council Tax Support you must tell us, by law, about any changes in your, or your family's circumstances. This is because it may affect the amount of your Housing Benefit and/or Council Tax Support entitlement.

If you do not tell us about a change in your circumstances within one month of it happening for Housing Benefit or within 21 days for Council Tax Support, you may lose out on extra Housing Benefit or we may pay you too much Housing Benefit and/or Council Tax Support and you will have to repay it. You may also receive a penalty for telling us late.

Continued on next page

To request this information in an alternative format or language please call 01395 571770 or email benefits@eastdevon.gov.uk

We consider requests on an individual basis

You must tell us straight away if any of the following apply to you: -

- You or your partner's wage goes up or down
- You or your partner start or stop working or change jobs
- Any state benefits you or your partner are receiving either change or stop
- You or your partner start to receive a new state benefit
- Anyone moves in or out of your home or any of their circumstances change
- You or your partner move home
- If the rent on your home changes (you do not need to tell us this if your home is rented from East Devon District Council)
- You or your partner's private pension goes up or down
- You or your partner's savings/capital goes up or down
- You or your partner has any other change which may affect your Housing Benefit and/or Council Tax Support.

Please tell us about any change straight away and remember to send us proof of the new details. Any proof you send to us must be an original document. We cannot accept copies.

Failure to report changes in circumstances on time may result in a penalty or prosecution.

The council processes information within the Data Protection Act 1998. We may use it in the administration of any of our services. We may also share information for the purposes of preventing and detecting fraud. If you want to know more about how we hold, or use, information about you, please contact the Data Protection Officer at East Devon District Council, Knowle, Sidmouth, EX10 8HL or visit www.audit-commission.gov.uk/national-fraud-initiative

How can I contact East Devon District Council about my claim?

Online: www.eastdevon.gov.uk

Phone: Please call your Benefits Team on 01395 571770.

Email: benefits@eastdevon.gov.uk

Visit:

- East Devon District Council, Knowle, Sidmouth EX10 8HL (Monday to Friday 8.30am to 5pm)
- Exmouth Town Hall, St Andrews Road, Exmouth EX8 1AW (Monday to Friday 9am to 4.30pm)
- Come and see us at one of our regular surgeries in Axminster, Cranbrook, Honiton or Seaton (please call 01395 517446 for opening times or check out the times online).

Write: Revenues and Benefits Section, East Devon District Council, Knowle, Sidmouth EX10 8HL.

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Change of Circumstances for Council Tax Support and/or Housing Benefit

	You	Your Partner
Last Name (Surname)		
Title (Mr, Mrs, Miss, Ms)		
Other names		
National Insurance No		
Date of Birth		

Address			
		Post code	
E-Mail Address			
Home Tel Number		Mobile Number	

What has changed ? (Please tick all that apply)

Someone has moved into my property	<input type="checkbox"/>	Someone has moved out of my property	<input type="checkbox"/>	My rent has changed	<input type="checkbox"/>
There has been a change in income or savings in my household	<input type="checkbox"/>	There has been a break or end in my JobCentre Plus Benefits	<input type="checkbox"/>	I have had another change which isn't listed	<input type="checkbox"/>

Section 1: Your household

Please include below all residents of your household. If someone has moved out please put down the date they moved. If someone has moved in please confirm this date.

Full Name	Date of Birth and National Insurance Number	Date moved in/moved out	Relationship to you (eg) partner, son, daughter

Section 2: Bank, Savings and Capital Details

Do you or your partner have a bank, building society or post office account even if they are overdrawn or have a zero balance?

YES NO

If **Yes**, please provide details below. If there is not enough space, please use Section 4. If your **total capital** adds up to £6,000 or more please provide proof in the form of bank statements (not mini-bank statements) or books covering at least the last 2 months for all the bank / building society accounts you hold. The proofs **must show all** balances and transactions.

Name of Account Holder	Bank Name	Sort Code	Account Number	Current Balance

Do you or your partner have any stocks and shares, bonds, unit trusts or National Savings Certificates?

YES NO

If **Yes**, please provide the following information. If there is not enough space, please use Section 4.

Stocks, shares, bonds, unit trusts, etc.

Name of Company		Number held	
Name of Company		Number held	
Name of Company		Number held	

National Savings Certificates

Issue Number		Number of units	
Issue Number		Number of units	

Do you or your partner have any other kind of savings or investments?

YES NO

If **Yes**, please state below how much you have, where the money is saved or invested, and please provide proof. If there is not enough space, please use Section 4.

Do you or your partner own any other property besides the one you are claiming for (this includes properties in this country and abroad)?

YES NO

If **Yes**, please download an additional property or land details form www.eastdevon.gov.uk or contact us for one to be sent.

Do you or your partner's savings or investments include compensation payments from the government or any other organisation?

YES NO

Section 3: Earnings

Do you work for an employer?

YES NO

Does your partner work for an employer?

YES NO

If **Yes**, please provide proof of your wages and complete the table below. Proof of wages can be your last five weekly wage slips, your last three fortnightly wage slips, or your last two monthly wage slips. If you are unable to provide any wage slips or have just started a new job, please download a certificate of earnings form www.eastdevon.gov.uk or contact us for one to be sent. The form will need to be completed by your employer.

If you have more than one job, please give details in 'Section 5 – Additional Information'

	You	Your Partner
The name and address of each company you work for and your job title or type of business		
What date did you start work?		
What is your average weekly gross wage (before deductions)?		
How often are you paid?		
How many hours do you work each week?		
When do your wages increase?		
Do you expect your job to last more than 5 weeks?		

Do you or your partner receive Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP) or Statutory Paternity Pay (SPP)?

YES NO

If **Yes**, please confirm the date this started:

	You	Your Partner
Date SSP, SMP or SPP started?		

Are you or your partner paying into a company or private pension scheme?

YES NO

If **Yes**, please provide evidence of this.

Do you or your partner receive any tips, gratuities, or bonuses for your jobs?

YES NO

If **Yes**, please provide evidence of this and explain the period they cover.

Do you or your partner pay for childcare or afterschool clubs for any of your children?

YES NO

If **Yes**, please download a Childcare charges form www.eastdevon.gov.uk or contact us for one to be sent.

Are you self-employed?

YES NO

Is your partner self-employed?

YES NO

If **Yes**, please tell us the type of work you do?

Please send us your latest annual trading accounts. Please ensure that your accounts clearly show all business income and expenditure. If you do not have any accounts available, please download a Self Employed Income Sheet www.eastdevon.gov.uk or contact us for one to be sent. (We are unable to accept Tax Returns for HM Revenues and Customs as proof of self employed income for Housing Benefit and Council Tax Support purposes).

Other Income

Do you or your partner receive a Private Pension, works pension or pension from your former employer?

YES NO

If **Yes**, please fill in the following, and provide supporting proof (**We can accept proof on bank statements**).

	Name of company providing the pension	Date started	How much received?	How often received?	Date of increase
You					
Your Partner					

Do you or your partner have any other income at all? (e.g. maintenance, money from boarders/lodgers etc)?

YES NO

If **Yes**, please provide proof of this income.

Please complete the following for any benefits you are receiving and provide supporting proofs.

Type of Income	You	How often is it paid?	Your Partner	How often is paid?
Adoption Allowance/Pay				
Fostering Allowance				
Guardians Allowance				
Industrial Injuries Benefit				
War Disablement Pension				
War Widows Pension				

Please tick the following for any benefits you are receiving. (We do not require proof of these benefits).

Type of Income	You	Your Partner	Type of Income	You	Your Partner
Attendance Allowance			Bereavement Benefit (Widowed Parents Allowance /Widows Pension)		
Carers Allowance			Child Benefit		
Child Tax Credit			Disability Living Allowance		
Employment Support Allowance			Incapacity Benefit		
Income Support			JobSeekers Allowance		
Maternity Allowance			Pension Credit		
Personal Independence Payments			Severe Disablement Allowance		
State Retirement Pension			Universal Credit		
Working Tax Credit					

Please advise us of any other benefits that you receive and provide supporting proof

Section 4: Other changes and information

Please advise us of anything else (e.g. a change in the people living in your house etc) which may affect your Housing Benefit and/or Council Tax Support. Please also advise of any changes in a non-dependant's income if applicable. You must tell us the date of the change and send us supporting proof. Please note that we can only accept original documents.

The date of the change: _____

Details of the change: _____

If you have no other changes of circumstances, other than the change in your income, please tick this box:

Section 5: Additional Information

Section 6: Declaration (Please read carefully).

I declare that the information given on this form is correct and complete and that all of the changes are included on this form.

I understand that as I am receiving Housing Benefit and/or Council Tax Support, by law I must tell the Benefits Service about any changes in my or my family's circumstances. This is because it may affect the amount of Housing Benefit and/or Council Tax Support I am entitled to.

If I do not tell the Benefits Service about a change in my circumstances which affects my Housing Benefit claim within one calendar month of it happening, and within 21 days for my Council Tax Support claim, I may lose out on help or I may get too much Housing Benefit and/or Council Tax Support. I understand that I will have to pay this back to East Devon District Council and I may also receive a penalty or may be prosecuted.

Your Signature: _____ **Date:** _____

Your Partner's Signature: _____ **Date:** _____

If a person other than the person claiming has filled in this form, please tell us why and who has filled in this form

I confirm that I have read each question to the person claiming Housing Benefit and/or Council Tax Support and I have accurately recorded the answers on this form

Name of person who has filled in the form: _____

Signature: _____

Relationship to the person claiming: _____

Reason for completing form: _____

Please return this form together with any necessary supporting evidence to:
Revenues and Benefits Section, East Devon District Council, Knowle, Sidmouth EX10 8HL.