

Date issued: / /

Council Tax reference:

HB/CTS reference::



Civic Centre  
West Paddock  
Leyland  
Lancashire  
PR25 1DH

# Change of circumstance form (change of address within the borough)

Office hours: You can call into South Ribble Gateway at the Civic Centre between 8.30am and 5.15pm Monday to Thursday, and 8.30am and 4.45pm on Friday. You can also phone us on 01772 625518.  
E-mail: [benefits@southribble.gov.uk](mailto:benefits@southribble.gov.uk)

Date received (for office use only)

Full address and postcode of the new property you want to claim for

<b>Type of claim</b>	
Housing Benefit or Local Housing Allowance	
Council Tax Support	
Second Adult Reduction	

## Part 1 About you and your partner

### Do you have a partner who normally lives with you?

By partner we mean a person you are married to or live with as if you are married to them, or a civil partner or a person you live with as if you are civil partners.

No

Yes  If you have a partner, you must answer all the questions about them

#### You

#### Your partner

Last name

First names  
(including middle names)

Title (Mr, Mrs, Ms and so on)

Date of birth

National Insurance number

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

Letters	Numbers	Letter
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tell us the address you have moved from.

  
  
  
 Postcode

Were you the homeowner, a private tenant, or a boarder at this address?

Your daytime phone number  
This may help us to deal with your claim more quickly.

Your e-mail address

Has your income or capital changed since you last applied for benefit?

No  Go to **Part 2**

Yes  Tell us in **Part 7**



# Part 2 About Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Pension Credit (Guaranteed) and Universal Credit

Are you or your partner getting or waiting to hear about a claim for Income Support, income-based Jobseeker's Allowance, income-related Employment and Support Allowance, Pension Credit (Guaranteed) or Universal Credit?

**You**

No   
 Yes  When did you start getting it?

/  /

**Your partner**

No   
 Yes  When did you start getting it?

/  /

If there have been any other changes in your circumstances, please tell us about these in Part 7.

## Part 3 About rent

Do you pay rent for your new home?

Tick 'Yes' if you would pay rent but you already get Housing Benefit or Local Housing Allowance.

No  Go to Part 6.

Yes  Answer the next questions.

What is your landlord's name and business address?

By landlord we mean the person or organisation who owns the property you will live in.

Postcode

If your landlord has an agent, tell us their full name and business address.

By agent we mean the person or organisation you actually pay your rent to.

Postcode

Are you, your partner or any of your partner's children related to your landlord or agent, or to your landlord's partner or the agent's partner?

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, granddaughter, grandmother, son-in-law or stepdaughter.

No  What is the relationship?

Yes   is my landlord's or agent's

Do you or your partner own, or have you owned within the last five years, any part of the property you now live in?

No   
 Yes

Do you rent the accommodation from a company of which you or your partner are a director or employee?

No   
 Yes

Do you live in the property as a condition of your or your partner's employment?

No   
 Yes

Is your landlord the ex-partner of you or your partner?

No   
 Yes

Is your landlord the parent of a child you or your partner are responsible for?

No   
 Yes

Is your landlord a trust of which you or your partner are a trustee or are a beneficiary?

No   
 Yes

Is your landlord a trust of which your child or your partner's child is a beneficiary?

No   
 Yes

## Part 3 About rent – continued

**When did you start renting your home?**

 /  / 

**When did you move to this address?**

 /  / 

If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.

**What sort of tenancy do you have?**

For example, shorthold, assured tied rent or something like this.

**How long is the tenancy for?**

 /  /  to  /  / 

**Please tick to show if the property is let as:**

Fully furnished by the landlord?

Minimally furnished by the landlord?

Partly furnished by the landlord?

Not furnished by the landlord?

**How much is the rent for your home?**

£  every

(For example, every week, fortnight, four weeks or month.)

**Does anyone else share the rent with you and your partner?**

No

Yes

Tell us their names and their relationship to you and your partner.

How much of the rent do they pay?

£  every

(For example, every week, fortnight, four weeks or month.)

**When is a rent increase due?**

 /  / 

**Do you have any weeks when you do not have to pay rent?**

No

Yes  How many in a year?

**Are you behind with your rent?**

No

Yes  By how many weeks?

**Who receives the Council Tax bill for your home?**

You or your partner

Your landlord

Someone else

Tell us who receives the Council Tax bill.

## Part 3 About rent – continued

### Does your rent include money for the following?

Meals	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
		Which meals are included?	<input type="text"/>
Water authority charges	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Heating	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Lighting	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Hot water	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Fuel for cooking	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Laundry	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Cleaning rooms or windows	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Gardening	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>
Garage or parking space	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>

Do you have to rent the garage as part of your tenancy agreement?

No

Yes

Personal care and support	No <input type="checkbox"/>		
	Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>

### Do you pay any service charges separate from your rent?

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance.

No <input type="checkbox"/>		
Yes <input type="checkbox"/>	How much each week?	£ <input type="text"/>

What for?

## Part 3 About rent – continued

Are you living away from home at the moment?

No

Yes  Tell us why you are not living at home.

When did you last live at home?

When do you expect to go back home?

/ /

/ /

Tell us the address of where you are living at the moment.

Postcode

If your home has been sublet, tell us who lives there now.

**We must see proof of your rent and tenancy before we can decide how much Housing Benefit/Local Housing Allowance you can get. Read the checklist in Part 8 to see what you can use as proof.**

## Part 4 About where you live

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

Detached house

Flat in a house

Caravan, mobile home or houseboat

Semi-detached house

Flat in a block

Board and lodgings

Terraced house

Flat over a shop

Hotel

Maisonette

Bedsit or rooms

Residential nursing home

Bungalow

Hostel

Residential care home

Other

Does your home have central heating?

No

Yes

Does your home have a garden?

No

Yes

Has your home been built or adapted for people with disabilities?

No

Yes

Do you have a spare bedroom that is used regularly for a non-resident carer?

No

Yes

We will write to you about this

Do you have a disabled child that requires their own bedroom due to the nature of their disability?

No

Yes

We will write to you about this

Which floors do you live on?

Do you and your household live in only part of the building you have ticked?

No

Yes

Where in the building do you live?

At the front

In the middle

At the back



# Part 5 About other people who live with you

Now tell us about all the people who usually live with you and your partner.

If you want to tell us about more than six people, use a separate sheet of paper.

If you are sending a separate sheet of paper, tick this box.

	First person	Second person	Third person
<b>Last name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other names</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>Their relationship to you or your partner</b> Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend.	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Fourth person	Fifth person	Sixth person
<b>Last name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other names</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date of birth</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>Their relationship to you or your partner</b> Some examples are aunt, brother, daughter, father, grandson, grandmother, stepdaughter, joint tenant, joint owner, subtenant, lodger or friend.	<input type="text"/>	<input type="text"/>	<input type="text"/>

If someone has moved into or out of your household since your last claim, please fill in the details below.

	First person	Second person	Third person
<b>Name</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Moved in or out</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Date moved in or out</b>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>	<input type="text" value="/ /"/>
<b>Previous or new address</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Postcode</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part 6 How you want to be paid

The Local Housing Allowance scheme started on 7 April 2008. People who are part of this scheme (private tenants renting a room or property from a private landlord) will receive the Local Housing Allowance direct (that is, it will not go straight to their landlord).

In some cases, we may be able to pay your Local Housing Allowance to your landlord direct.

Please tick here if you would like us to consider paying your landlord.

You must give reasons on a separate sheet why you feel you cannot receive this money. Please provide evidence where necessary for example, a letter from your GP, a care worker, social services, welfare rights, probation officers, and so on.

### Paying your Housing Benefit and Council Tax Support

If you are awarded Housing Benefit or Local Housing Allowance, in most cases you can choose where to have your money paid. We can arrange to pay your money:

- straight into a bank or building society account; or
- by cheque.

If you are awarded Council Tax Support, we will pay this into your Council Tax account.

### Payment direct into an account

**We recommend that you get your money in this way because:**

- it is safe and secure;
- it is convenient - you decide when and how much you want to withdraw;
- using an account may help you to save;
- you could have regular bills paid from some accounts (this could save you money but you will need to make sure that there is enough money in your account to pay the bills - if not, you may be charged a fee); and
- you can get your money from many different places.

**You must tell us how you want us to pay your Housing Benefit or Local Housing Allowance.**

**Would you like your Housing Benefit or Local Housing Allowance paid straight into an account or by cheque?**

Tick the appropriate box.

**The account can be:**

- in your name;
- in the name of your partner (we use partner to mean a person you are married to or a person you live with as if you are married to them);
- in your name and your partner's name;
- in the name of the person acting on your behalf; or
- in your name and the name of the person acting on your behalf.

**If we cannot pay you direct, we will pay you by cheque.**

Straight into an account

By cheque

**If you want benefit to be paid straight into a bank account by BACS, please provide the following information.**

Name of bank or building society

Address

  
  
  

Postcode

Whose name is the account in?

Account number

Sort code



## Part 7 Anything else you need to tell us

Use the box below to tell us anything else you think we should know about. Use a separate sheet of paper and attach it to this form if you need to.

If you are sending separate sheets of paper with this form, tell us how many.

## Part 8 Checklist

Please tick to tell us what proof you are sending with this form. We must see **original** documents, not copies. Please do not send valuable items through the post. If you can, bring them into our reception. We will take the details we need and give you the documents back straightaway. If you cannot get into the office, phone us on 01772 625518 for more advice.

**If you do not provide all the proof we need, we might not be able to pay you any benefit/support. We need the same proof for your partner, if you have one, and for any other adults living in your home.**

**If you cannot send the proof we need at the moment, send the form back to us now and send the proof later. Do not delay or you may lose benefit/support.**

### Proof of private rent and tenancy

Such as a rent book, rent receipts, rent statement, a tenancy agreement or a letter from your landlord.

**If you have told us about any changes in Part 7, we will need to see proof of the change. Please contact us for more information.**

## Part 9 Backdating

We can usually award benefit/support from the Monday after the day we receive your claim. Sometimes we can pay benefit/support from an earlier date if you have a good reason for not claiming earlier. If you want us to consider paying your benefit/support from an earlier date, tell us when you want benefit/support from and why you did not claim earlier.

Date you want to claim benefit/support from

/ /

Tell us why you have not claimed before using the tear-off sheet at the back of this form.

## Part 10 Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm all the details about them are correct. But they do not have to sign.

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 Local Housing Allowance or Council Tax Support. You may check some of the information with other sources as allowed by law.
- You may use any information I have provided in connection with this and any other claim for social security benefits 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 banks and organisations that may lend me money, if the law allows this.
- You may give some information to other local authorities to check entitlement to free school meals or to assist with the application for a social fund payment. I understand that if I do not wish my information to be used in this way that I must inform the council of this.

I **know** I must let you 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.

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.

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

/ /

## What should I do if my circumstances change?

Please tear off this form and keep it in a safe place until you need to tell us about a change.

If your circumstances have changed, or change in the future, you must let us know straightaway. The change may affect how much benefit/support you can get. If you are entitled to more and do not tell us within one month, we will only be able to increase your benefit/support from the date you let us know. If you do not let us know and we pay you too much benefit/support, we will ask you to pay the money back. **You may also be breaking the law if you do not tell us about any changes and we may take legal action against you.**

Please use the form over the page to tell us about a change in your circumstances. You should return the form along with any supporting evidence to:

Benefits Section  
Civic Centre  
West Paddock  
Leyland  
PR25 1DH

Below are some examples of the types of changes you need to tell us about straightaway:



### Financial

- An increase or reduction in earnings, benefits or any other income.
- If you start or stop getting state benefits (for example, Income Support, Jobseeker's Allowance, Pension Credit, Tax Credits or another benefit) or any other income.
- If you or your partner start work, stop work or change jobs.
- Any increase or reduction in your capital or savings.
- A change in the amount of your childcare costs.



### Accommodation details

- If your rent changes.
- If you change address you will need to fill in a new claim form straightaway for your new address. (If you move out of the borough, you will need to contact the local authority in your new area to continue to claim.) Any delay in sending in the claim form for your new address may lead to you losing benefit/support.



### Household details

- If anyone joins or leaves your household or their income changes (we will need the previous address of anyone who moves into your property, and the new address of anyone who leaves your property).
- The date a child leaves school.

If you have any questions, or would like some advice, you can phone us on 01772 625518.

You can also contact us by e-mail at [benefits@southribble.gov.uk](mailto:benefits@southribble.gov.uk) or fax us on 01772 625579.

# A report of a change in my circumstances



Civic Centre  
West Paddock  
Leyland  
Lancashire  
PR25 1DH  
Phone: 01772 625518  
E-mail: [benefits@southribble.gov.uk](mailto:benefits@southribble.gov.uk)

Name:	Claim number:
Address:	Phone number:

My circumstances have changed since I last filled in an application for Housing Benefit or Local Housing Allowance or Council Tax Support.

My circumstances have changed for the following reasons.

Are you sending any other documents (please tick)?  Yes  No

Date of change

The information I have given on this form is correct and complete. I understand that if I give information that is incorrect or incomplete, you may take legal action against me. I understand that you may check the information I have given and get other relevant information. I understand that if you pay me too much benefit/support, I may have to pay it back.

Signature

Date