



# Argyll and Bute Council

## Housing Benefit and Council Tax Reduction Scheme

Change of circumstances

Date of issue:

Issued by:

### **WHAT ARE YOU REPORTING?**

Have you started work?

Have you changed address?

If you have started work or changed employment or hours please complete pages 1 and 2 and sign the declaration on page 8.

If you have changed address please complete pages 1, 3-5 and sign the declaration on page 8.

Tell us about work





Included in your rent?	If YES please tick	How much do you pay for this service?
Meals		
Heating		
Lighting		
Hot water		
Cooking		
Gas or electricity for cooking		
Cleaning		
Laundry		
Personal care		
General care		

**140.**

you have left you may be entitled to benefit for both properties.

**Two homes:** this section should be completed if you have had to move through fear of violence.

*Please give reasons and supply proof to support your claim*

### Household Composition

Please list the names of everybody who normally lives with you. If none, please write "none"

Name	Relationship to you	Date of Birth	National Insurance Number

## **Sharing Information with your Landlord**

Sharing information with your landlord or housing association 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 before we can make a decision on your claim, for example, the start date of your tenancy. In these circumstances, we can contact your landlord without your permission.

Under the Data Protection Act 2018, we would need your permission to discuss anything else with your landlord.

If you give us permission, we will be able to tell your landlord if:

- You have claimed or renewed your claim for Housing Benefit or Local Housing Allowance;
- We have made a decision on your claim; or
- We need more information before we can make a decision on your claim and what that information is.

We will not give your landlord any information about:

- Personal circumstances which relate to you and your family
- Your finances

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 below;

**I give you permission to share information about my benefit claim with my landlord or their representative.**

Your signature \_\_\_\_\_ Date \_\_\_\_\_

Your full name (in CAPITAL LETTERS) \_\_\_\_\_

### **PAYING HOUSING BENEFIT TO YOUR LANDLORD**

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

#### **Your declaration**

Please pay my 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 in my 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.

Your signature \_\_\_\_\_ Date \_\_\_\_\_

## **How You Will Be Paid**

**You must tick one of these boxes**

I would like my Housing Benefit to be paid:

Direct to my Landlord (**Housing Association Tenants only**)

Directly into a bank account (**please complete details below**)

By Cheque

**Please note that we cannot make payments into a Post Office Card Account.** You must answer all the questions on this page. You can find the account details on your bank statement, cheque book



## **Declaration**

*(Please read this declaration carefully)*

**This is a change connected to my claim for housing benefit and/or council tax reduction scheme w**

## **Housing Benefit and Council Tax Reduction Scheme**

Changes of Circumstances Guidance notes

Page 1 Complete in full

**Date of Issue** to be completed and initialled by member of staff.

Please complete in full:

**Name**

**Old address** - *if you are not reporting a change of address, please complete with your current address.*

**New address** *to be completed if you are reporting a change of address.*

**Telephone number**

**Benefit claim number** *this can be found on all correspondence regarding your Housing/Council Tax Benefit.*

**National Insurance number**

**The change I want to tell you about** - *please include the date of change and a detailed description*

Page 2 Complete if your change is work related, otherwise please go to page 3

Please complete in full:

**How many jobs do you have?**

**What date did you start work / change hours / employer?**

*please circle appropriate change and complete date of change*

**Occupation**

**Employers name & address**

**Usual weekly hours**

**How often are you paid** *please circle relevant frequency*

**How are you paid** *please circle relevant method of payment*

**Payroll Number** *this can be found on your contract/wage slips*

**Tax credits?** - *if yes please confirm how much you receive*

**Child care** *please provide the child minder's registration number and the amount that you pay*

**Self employed** *select yes or no*

**Date left previous home**  
**Tenancy end date** *for your old address*  
**Property type** *please select from choices available*  
**Number of floors**  
**Does your new home have central heating** *select yes or no*  
**Do you have a garage?** *select yes or no.*  
**Is your landlord responsible for decorating the inside of your new home?** *select yes or no*  
**Is your home furnished by your landlord?** *select yes or no*

Page 4

Please complete in full: **Complete the table indicating the number of rooms in your new home**  
**How much is your rent?** *as detailed on your new tenancy/lease agreement*  
**How often do you pay rent?** *please circle relevant frequency as detailed on your new tenancy/lease agreement*  
**Rent free weeks** *select yes or no, if yes confirm dates*  
**Payment to Housing Association** *select yes or no*  
**Services included in rent** *please select any services that are included within your rent*

Page 5

Please complete in full: **Meals** *Please circle any meals that are included in your rent*  
**Benefit for two homes**  
**Held to notice** *complete this section if you have moved to your new address and are still being charged rent for your old address (held to notice). Please provide evidence of your tenancy end date from your old landlord*  
**Prior to moving in** *complete this section if there was a delay in moving to your new address. Please provide evidence to confirm why you did not move in to your new home sooner*

Page 6

Please complete in full: **Fear of violence** *complete this section if you have had to leave your home due to fear of violence. Please provide evidence to support your reasons.*  
**Household composition** *complete this section in full*

Page 7

Please complete if applicable **Sharing information with your landlord** *please read and only complete if you give permission to share information with your landlord*

Page 8

Please complete as applicable

**How you will be paid** *please read and complete your payment preference*

Page 9 Declaration

**Please read the declaration carefully and sign and date the form**