

BARROW BOROUGH COUNCIL BENEFITS SERVICE

Housing Benefit and Council Tax Support Change in Circumstances Form

CIC 02/13

Claimant Name & Address:

Customer NI Number:

HB/CTS Reference Number:

Issue Date Stamp:

Our Address is:

Barrow Borough Council Benefits Service
Barrow Town Hall
Duke Street
Barrow-in-Furness
Cumbria
LA14 2LD

Opening Hours:

Customer Enquiries

9.00am to 4.30pm

Monday to Thursday and

9.00am to 4.00pm Friday

Telephone Enquiries

8.30am-5.00pm

Monday-Thursday and

8.30am to 4.30pm Friday

**Please complete and return this Form to us by the
following date: _____**

**If you do not do this then we will not be able to
check that we are paying you the
correct amount of benefit and we
may have to CANCEL YOUR CLAIM**



If you need to get in touch with us to ask a question about this form you can:

Ring us on: 01229 404242

REMEMBER

**You MUST tell us of any
Changes in Circumstances
IMMEDIATELY**

**If you do not tell us of a
change in circumstances
on time you may be
prosecuted and have to
pay benefit back**

Important Notes Page 1

Please fill in this form, even if the information you gave on your last form has not changed.

You should tell us about any change in your, your partner's, or anyone who lives in your household's circumstances.

We use partner to mean

- a person you are married to or a person you 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

We will need to check these changes so that we can be sure that we are paying you the correct amount of benefit.

YOU MUST PROVIDE PROOF OF THE CHANGES TO THESE CIRCUMSTANCES EVEN IF IT IS NOT YOUR CIRCUMSTANCES THAT HAVE CHANGED.

If you do not have room on the form to give us the answers to the questions on this page then please use a separate piece of paper.

WE WILL NEED TO SEE PROOF OF ALL THE CHANGES.

Please refer to the enclosed sheet for the type of proof that we will accept.

Part 1 – About You and Your Partner

	You	Your Partner
First Names	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text" value="/"/> <input type="text" value="/"/>
Telephone Number	<input type="text"/>	<input type="text"/>
National Insurance Number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	

Part 2 – About Your Home

Please tick one of the following:

- Do you or your partner pay rent to the council? Yes No
- Do you or your partner own your home or pay a mortgage? Yes No
- Do you or your partner pay rent to a Housing Association? Yes No
- Do you or your partner pay rent to a private landlord? Yes No

Other (please give details)

How much rent do you or your partner pay?
Please give amount and frequency.

What is your landlord's name and address?

Has your rent or landlord changed since your last claim?

Yes No

If yes, please give the date of change and the details of how it has changed.

Part 3 – People who live with you

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

Name	Relationship to you	Date of birth	Income Type	Amount	Frequency
		/ /		£	
		/ /		£	
		/ /		£	
		/ /		£	
		/ /		£	
		/ /		£	
		/ /		£	

If anyone has moved in or out of your household or there has been any change in their income, please tell us the date of the change and the details of what has changed:

If any of the people listed above are children for whom you pay childminding costs to a registered childminder, nursery or after-school club, please give details below. Please give the name and registration number of the minder, the weekly charge, and the name of the child being cared for.

Important Notes Page 2

You need to tell us about anyone else who lives with you, including dependent children and any other adults (non-dependants).

A dependent child is someone:

- Aged under 16 years old; or
- Aged 16 or over, but under 20 and child benefit is still being paid for them.

Non-dependants are usually grown up sons or daughters, or other relatives and friends who live in your home and do not pay you rent. They may give you some money to pay for their keep (board) but this money is not generally counted as your income.

You should also tell us about any non-dependants who work away from home but use your home as a base.

You need to tell us if you pay any Child Minding Costs, for example, to a Registered Child Minder, Nursery or After School Club.

WE WILL NEED TO SEE PROOF OF ALL THE CHANGES.
Please refer to the enclosed sheet for the type of proof that we will accept.

Important Notes Page 3

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

Adoption Allowance
 Adoption Pay
 Attendance Allowance
 Bereavement Benefits
 Carer's Allowance
 Child Benefit/Child Tax Credit
 Disability Living Allowance Care
 Disability Living Allowance Mobility
 Employment and Support Allowance Contribution Based
 Employment and Support Allowance Income Related
 Fostering Allowance
 Guardian's Allowance
 Incapacity Benefit
 Income Support
 Industrial Injuries Disablement Benefit
 Jobseeker's Allowance Contribution Based
 Jobseeker's Allowance Income Based
 Maternity Allowance
 Mobility Allowance or Supplement
 New Deal/Paternity Allowance
 Pension Credits Guarantee Credit
 Pension Credits Savings Credit
 Personal Independence Payments
 Private Pension
 Reduced Earnings Allowance
 Severe Disablement Allowance
 Sickness Benefit/State Pensions
 Statutory Sick Pay/War Pensions
 Universal Credit
 Working Tax Credit
 Works Pensions
 Any Other Benefit (please give details)

WE WILL NEED TO SEE PROOF OF ALL THE CHANGES.

Please refer to the enclosed sheet for the type of proof that we will accept.

Part 4 – Benefits, Pensions, Credits or Allowances

Please give details of all benefits, pensions, credits and allowances you or your partner receive. If none, please write "none".

You

Type	Amount	How often
	£	
	£	
	£	
	£	
	£	

Your Partner

Type	Amount	How often
	£	
	£	
	£	
	£	
	£	

If your or your partner's benefits, pensions, credits and allowances have changed, please tell us the date of the change and details of what has changed.

If you or your partner pay into a Private Pension Scheme, and this is NOT deducted directly from your earnings, please give details below.

If anyone receives Carer's Allowance for looking after you or your partner, please give details below.

Part 5 – Earnings from employment or self-employment

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

You

Name and address of employer	Start Date	Gross Amount	Net Amount	How often
		£	£	
		£	£	

Your Partner

Name and address of employer	Start Date	Gross Amount	Net Amount	How often
		£	£	
		£	£	

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

You

Name and address & nature of business	Start Date	Gross Amount	Net Amount	How often
		£	£	
		£	£	

Your Partner

Name and address of business	Start date	Gross Amount	Net Amount	How often
		£	£	
		£	£	

If your earnings from employment or self-employment have changed, please tell us the date of the change and details of the change.

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Important Notes Page 4

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 you do not have enough room, please use a separate sheet of paper.

Please give details of your partner's job(s) as well as your own.

If you or your partner are involved in more than one business you should give details of all of them.

If you are employed as well as self-employed you should complete all the questions on this page that apply to you or your partner.

If you have trading accounts from your self-employment we will need to see them.

We will need to check these even if there has been no change in your income so that we can be sure that we are paying you the correct amount of benefit.

WE WILL NEED TO SEE PROOF OF ALL THE CHANGES.
Please refer to the enclosed sheet for the type of proof that we will accept.

Important Notes Page 5

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

Child Support Payments
Income from a Charity
Income from a Home Income Plan
Income from people renting your house
Maintenance Payments
Money from a Trust Fund
Student Grants or Loans
Voluntary Income

We will need to check these changes so that we can be sure that we are paying you the correct amount of benefit.

YOU MUST PROVIDE PROOF OF THE CHANGES TO THESE CIRCUMSTANCES EVEN IF IT IS NOT YOUR CIRCUMSTANCES THAT HAVE CHANGED.

If you do not have room on the form to give us the answers to the questions on this page than please use a separate sheet of paper.

WE WILL NEED TO SEE PROOF OF ALL THE CHANGES.
Please refer to the enclosed sheet for the type of proof that we will accept.

Part 6 – All other money coming in

Please give details of all other income that you haven't already told us about, that you or your partner receive. If none, please write "none".

You

Type	Amount	How often
	£	
	£	
	£	
	£	
	£	
	£	

Your Partner

Type	Amount	How often
	£	
	£	
	£	
	£	
	£	
	£	

If your other income has changed, please tell us the date of the change and details of the change.

Part 7 – Savings, Capital, Investments, Land and Property

Please give details of all savings including cash, current bank accounts, investments, shares, property or land owned by you or your partner. If none, please write “none”.

You

Details of type of account or investment, number of shares & address of land/property

Amount/Value

	£
	£
	£
	£
	£
	£

Your Partner

Details of type of account or investment, number of shares & address of land/property

Amount/Value

	£
	£
	£
	£
	£
	£

If you or your partner’s savings, capital, investments, shares, property or land have changed, please tell us the date of the change and details of the change.

Important Notes Page 6

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

This includes land or property in the UK or another country.

This includes:

- Cash
- Bank accounts
- Building Society accounts
- Post Office accounts
- Premium Bonds
- Stocks and Shares
- TESSAs
- ISAs
- PEPs
- Fixed term investments
- National Savings Certificates

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

WE WILL NEED TO SEE PROOF OF ALL THE CHANGES.
Please refer to the enclosed sheet for the type of proof that we will accept.

How we collect and use information

We will use the information you give us on this form, and any supporting evidence you send, to process your claim for Housing Benefit and Council Tax Support. We may pass the information on to other agencies or organisations such as the Department for Work and Pensions, HM Revenue and Customs and The Pensions Service, **as allowed by law.**

We may check the information you have provided, or information about you that someone else has provided, with other information that we hold.

We may also get information about you from certain third parties, or give information to them to:

- **Make sure the information is accurate**
- **Prevent or detect crime, and**
- **Protect public funds.**

These third parties include government departments, other local authorities and private companies such as banks and other organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows it.

The Council is the data controller for the purpose of the **Data Protection Act.**

If you want to know more about what information we have about you, or the way that we use that information please write to the **Data Protection Officer** at the address on the front of this form.

Part 8 – Your Declaration

Please read this declaration carefully before you sign and date it

- I declare that the information I have given on this form is correct and complete. Where I have provided information about other people on this form, I have explained to them that I have done this, explained to them what you will use their information for and obtained their consent to those uses. By signing this form, I am confirming that I have done this.
- I understand that if I do give information that is incorrect or incomplete, you may take action against me. This includes court action
- I agree that you will use the information I have provided to process my claim for Housing Benefit, Council Tax Support or both. You may check some of the other information with other organisations as allowed by law
- I understand that you may use any information that 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
- I know that I must let the Benefits Service know in writing about any changes in circumstances, which might affect my claim

Your Signature

Date

Your Partner's Signature

Date

Please use a separate sheet(s) to tell us about anything that you did not mention or did not have enough room to put elsewhere on this form.

If you are sending separate sheet(s) with this form please tick this box

REMEMBER

WE WILL NEED TO SEE PROOF OF ALL THE CHANGES YOU MUST TELL US OF ANY CHANGES IN CIRCUMSTANCES IMMEDIATELY IF YOU DO NOT TELL US OF A CHANGE ON TIME THEN YOU MAY BE PROSECUTED AND YOU MAY HAVE TO PAY BENEFIT BACK