

# Change in Circumstances

for existing Housing Benefit and/or  
Council Tax Support claims



Please complete this form if your circumstances have changed, except if you have moved. If you have moved, please complete a Change of Address form.

Please complete this editable form online and send to [benefits@sholland.gov.uk](mailto:benefits@sholland.gov.uk). Place a TICK ✓ in the relevant boxes.

PLEASE COMPLETE THIS FORM IN FULL.

## PART 1 - About you

Title:

Last name:

First names:

Address:

Postcode:

Date of birth:

Email address:

### FOR OFFICIAL USE ONLY

Date issued:  Initials:

Claim number:

National Insurance number:

<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"/>
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Home telephone number:

Mobile number:

What has changed?

Please also tell us the date of the change or changes here and then complete the rest of this form.

Date of change	What has changed? (eg started work)	Have you supplied evidence?
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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## PART 2 - Who else lives with you?

Do you have anyone else living with you?

No  If No, please go to Part 3.

Yes  If Yes, please complete the details below.

(Continue on a separate piece of paper if necessary.)

Full name	Relationship to you (for example, partner, son, parent)	Date of birth	National Insurance Number (if applicable)	Date moved in

If someone has recently moved into your address, please give details of their previous address in Part 7.

If your partner has recently moved in, we will need to see proof of their identity and National Insurance Number.

If someone has recently moved out of your address, please confirm the date they vacated and provide us with a forwarding address in Part 7.

## PART 3 - Income (except earnings) for you and your partner (we will need to see proof of each income)

If you or your partner have applied for a benefit but not received anything yet please indicate which benefit in the end column. Continue on a separate sheet if necessary.

Name of person receiving the income?	What is the income?	Amount	Frequency	Date income started	Benefit applied for

## PART 4 - Earnings for you and your partner

Are you or your partner self-employed/managing director?

No

Yes  If Yes, what date did your self employment start?

How much approximately do you earn per week?

Do you or your partner work for an employer?

No  If No, please go to Part 5.

Yes  If Yes, please give details below.

WE WILL NEED TO SEE PROOF OF YOUR EARNINGS – either your last five weekly, three fortnightly or two monthly payslips or your contract of employment if you have only just started working.

You

Your Partner

Employer's name and address:

Employer's telephone number:

Tel:

Tel:

When did you start this job?

/  /

/  /

Can we contact your employer?

No

Yes

No

Yes

Are you employed for a limited period?

No

Yes

No

Yes

If Yes, when will you finish?

/  /

If Yes, when will you finish?

/  /

How many hours per week do you usually work?

What is your hourly rate?

How much do you get paid before Tax and National Insurance are taken off?

£

£

(If wages vary give an average.)

every

every

How are you paid?  
(For example cash, BACS)

Do you or your partner pay a registered childminder, nursery, or after school club any childminding costs?

No  If No, please go to Part 5.

Yes  If Yes, tell us about this below. Please tell us if your child care costs change during term time. We will need to see proof of the amount that you pay.

Name of child	Name and registration number of the minder	How much do you pay each week?

## PART 5 - Capital

In this section please declare all capital that you and your partner hold, even if you have already declared them to us on previous forms. This includes any bank accounts you have which are either empty or overdrawn, as well as any internet-based accounts, ISAs, Savings Bonds, Shares, Paypal Accounts, Unit Trusts, Premium Bonds etc. If your savings total more than £6000 please provide proof such as bank statements, bank books or certificates. Continue at Part 7 if necessary.

Who holds the capital? (you, your partner, etc)	Name of bank, or building society	Full account number	Number of shares / bonds (if applicable)	Total amount

Do you or your partner own or partly own, any property, land or timeshare, other than the home you live in, either in the UK or abroad?

No

Yes

If Yes, please give details below.

Address of property or land:

How much is it worth?

£

Mortgage or loan left to repay if applicable?

£

Does an elderly or disabled relative live in this property?

No

Yes

Does a former partner live in the property?

No

Yes  If Yes, do any children live in the property with them? No  Yes

Are you or your partner trying to sell the property?

No

Yes

If Yes, we will need to see proof that you are selling the property, such as a letter from the Estate Agent.

If the property is for sale, please give the date that it went on the market:

## PART 6 - Income for other people in the household

Do any of the other people living in your household have any income? No  Yes

If Yes, then please give details of this income below (we will need to see proof of any income, including award letters relating to any benefits or Tax Credits and payslips relating to any earnings). Where a benefit has been applied for but not received yet, please indicate which benefit in the end column.

Name of the person receiving the income	What is the income?	Amount	Frequency	Date started	Benefit applied for?

## PART 7 - Anything else you need to tell us

Please use this box to tell us about anything else you think we may need to know. You can also use this space to continue any of the sections above if there was not enough room.

## PART 8 - Changes you should tell us about

- Any of your children leave school or leave home
- Anyone moves into or out of your home (including lodgers or sub-tenants)
- Your income (including benefits) or the income of anyone living with you changes
- Your capital changes
- You or anyone living with you becomes a student, goes on a youth training scheme, goes into hospital or a nursing home, goes into prison or gets, changes or leaves a job
- Your rent changes (for privately rented properties only)
- You move
- You or your partner are going to be away from home for more than 2 months
- You receive any decision from the home office
- Anything else changes (this list is **not** exhaustive)

**THESE CHANGES MUST BE NOTIFIED TO US IN WRITING AND YOU MUST COMPLETE A CHANGE IN CIRCUMSTANCES FORM. IF YOU DON'T TELL US ABOUT THESE CHANGES YOU MAY LOSE MONEY YOU ARE ENTITLED TO.**

You must make sure that you tell us about these changes yourself - don't rely on someone else to pass the information on to us.

It is an offence not to tell us about any change of circumstance that affects your benefit. We may take court action against you and if we pay you too much benefit you will have to pay it back.

## PART 9 - Declaration

I understand the following:

- If I give information that is incorrect or incomplete, action may be taken against me.
- You will use the information I have provided to process my claim for Housing Benefit or application for Council Tax Support, or both. You may check some of the information with other sources within the council, rent offices and other councils.
- 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 government organisations, if the law allows this.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For Housing Benefit, I understand that I must notify the change of circumstance within one calendar month of the date the change occurred.

For Council Tax Support, I understand that I must notify the change of circumstance within 21 days of the date the change occurred.

Should this change in circumstance result in entitlement to either Housing Benefit and/or Council Tax Support, please treat this as my intention to make a claim and issue the appropriate forms. I understand that my application for Housing Benefit and/or Council Tax Support will not be treated as made until the appropriate form is returned to the designated office.

I **know** I must let the benefit department at the Council know about any changes in my circumstances which might affect my claim/application.

I **declare** that the information I have given on this form is true and complete.

*Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.*

Signature of person claiming  
/applying:

Date:  /  /

Signature of partner:

Date:  /  /

If this form has been filled in by someone other than the person claiming /applying please give details and ask them to sign below. Please tell us why you are filling in this form for the person claiming / applying:

I declare that as far as possible, I have confirmed with the person claiming / applying that the details I have written on the this form are correct.

Name of person who filled in the form:

Signature of the person:

Relationship to the person claiming / applying:

Date:

 /  /



## PART 10 - Evidence you must provide in support of your claim

**Please note that any evidence you supply in support of your claim must be original documents not copies.**

**Proof of identity can be any two of the following birth certificate, marriage certificate, separation or annulment papers**

- Passport (current and valid) or National Identity card
- Driving licence
- TV licence in your name
- Department for Work and Pensions award letter
- Medical card
- Gas, electricity, phone or water rates bill, but not a mobile phone bill, in your name for the last quarter
- Cheque card, credit card or debit card
- Home office standard documentation / VISA
- Certificate of employment in HM Forces

**Proof of National Insurance Number (NINO) can be one of these**

- P45 or P60
- Letter from Inland Revenue about Tax
- Department for Work and Pension award letter
- Payslips, salary statement or works pension statement as long as they show your NINO
- NINO card (not hand written)

**Proof of Income**

- Payslips (the last 5 weeks, 3 fortnightly or the last 2 months payslips – no gaps) or your contract of employment
- If you are self employed, trading accounts for the last financial year. If you have been trading less than 3 months, an estimate of your income for the next few months. If you have been trading for 3-12 months please ask our advisor for an additional self employed pro forma.
- Department for Work and Pensions Award letter
- Tax credit award letter from HMRC
- Works pension annual letter or payslips

**Proof of Capital**

- Bank or building society statements for the last two months of transactions (even if the account is overdrawn) dated within the last four weeks
- Share Certificates
- Internet Banking- screen print showing date printed, showing details for the last two months transactions – even if the account is overdrawn
- Building society, post office passbook with the latest entry within the last four weeks
- Proof of Rent
- Current Tenancy agreement
- Rent book
- Letter from landlord on headed paper
- Tenancy agreement out of date with supporting evidence of payment, e.g. bank statement showing standing order

Please return along with any necessary proofs to:

Email: [benefits@sholland.gov.uk](mailto:benefits@sholland.gov.uk)

Post: Benefits Services, South Holland District Council. PO BOX 8, Spalding,  
Lincolnshire, PE11 2XQ

For enquiries:

Tel: 01775 761161

Web: [www.sholland.gov.uk](http://www.sholland.gov.uk)

If you suspect anyone of fraud, please telephone  
our 24 HOUR FREEPHONE hotline: 0800 002 008