

Housing Benefit and Council Tax Benefit

Change of address

Please print and fill in this form if you get Housing Benefit or Council Tax Benefit, or both, and you have moved home.

It must be returned to us as soon as possible. If it is not returned within 1 month of your move you may lose out on benefit.

We need details of who is living in the property, details of the property, the rent charged and landlord details (if applicable). Where shown, please provide proof.

You must read and complete the declaration. This confirms that none of your other circumstances have changed, such as the household income, benefits or capital. If they have changed you must tell us your new circumstances. You must also confirm that you know the importance of reading your notification letters and telling us immediately, in writing, of anything that is different.

Please tell us if your circumstances change. If you do not, and we pay you too much benefit, we may take legal action against you.

Ask us for a free leaflet explaining the sort of changes that you need to tell us about, or see our Website.

ACCEPTABLE EVIDENCE LIST

If we have asked you to provide any proof or evidence to go with your claim, please refer to the following list of acceptable documents. If you are unable to supply the items asked for, please contact the Benefits Service, immediately.

Please supply **ORIGINAL** documents only. **Photocopies and faxes are NOT acceptable.**

IDENTITY

- Passport.
- Certificate of Identity (Home Office).
- Birth Certificate.
- Marriage Certificate.
- Divorce papers.
- Utility bills.
- National Insurance Number Card.
- Full / Provisional Driving Licence.
- EC / EEA Identity Card.
- UK Work Permit.
- Medical Card.

RENT

- **Current** Tenancy Agreement.
- Housing association rent increase letter (up to one year old).
- **Current** landlord / agent's letter.

Proof of rent letters **MUST** include:

- The tenant's name and address (including any room or flat number - if the tenant does not have a room number, give the exact location of the room in the building).
- The landlord's full name and address.
- Where there is an agent, the agent's full name and address, and the landlord's full name.
- The current date.
- The full rent charged, and how often it is due, for example weekly, 4-weekly, monthly, and so on.
- The date the tenancy started and the date the tenant moved in (if they are different).
- Details of all services included in the rental charge, such as heating, lighting, water, meals, and so on.
- The landlord's / agent's signature.

NATIONAL INSURANCE NUMBER

- National Insurance Number Card.
- Department for Work and Pensions (DWP) letters.
- Printed wage slips.
- P45 / P60.
- Tax letters.

CAPITAL

- Last two months **full** bank / building society statements for each account held (mini-statements are **NOT** acceptable).
- Stock and Share Certificates.
- Unit Trust Certificates.
- Premium Bonds.
- National Saving Certificates / Stamps.
- TESSA, PEP, ISA statements.
- Bond Certificates.

INCOME

- **Current** pension payslips / award letters.
- **Current** State benefit / pension payment books containing uncashed orders.
- **Current** State benefit entitlement letters.
- Certificate of earnings / **consecutive printed** payslips (5 weekly, 2 monthly or 3 fortnightly).
- Latest self-employed accounts / self-employed earnings information form with supporting documents, for example your most recent year's tax assessment, business bank account statements, and so on.
- The Council's form for declaration of State benefits completed, stamped and signed by the Department for Work and Pensions (DWP).
- Child Support Agency award letter / letter from the person paying the maintenance.
- Student bursary / grant award notice together with a letter from the college stating the term dates.
- Student loan award notice.

Housing Benefit and Council Tax Benefit change of address form



If you still want to claim help with paying your rent or Council Tax, please fill in this form.

For Benefits advice and information, please visit www.thanet.gov.uk/benefits

IMPORTANT: Please read the notes at the back of this form, then fill in as much of this form as you can, in **BLACK INK** using BLOCK CAPITALS, and return it without delay. If you cannot provide the information we need, you can send it later.

We will work out your benefit using the information in this form, so if any of your details change, you must tell us about them in writing, immediately.

Where you see this sign you **MUST** provide proof.

Full Name and New Address	Previous Address
	Date of Birth / /
	National Insurance Number:
	Claim number:

A Questions about your claim

1 Do you want to claim help with your rent?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2 Do you want to claim help with your Council Tax?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3 What date did you move in?	<input type="text"/> / <input type="text"/> / <input type="text"/>			
4 What is your phone number?	<input type="text"/>			

B Questions about your partner

If you do not have a partner, write 'No' for question 1 and go to section C

We use 'partner' to 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.

1 Do you have a partner who lives with you?	5 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"/> <input type="text"/>
2 Your partner's title (Mr, Mrs, Miss, Ms, other)	6 What date did your partner move in?
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
3 Partner's full name	7 What was your partner's previous address?
<input type="text"/>	<input type="text"/>
4 Date of birth	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

C

Questions about children who live with you

Do you have any children who live with you?

If 'Yes', please give details below:

Full name of child	Date of birth	Boy or girl?	Do you get Child Benefit?	Are they registered blind?	Do they get Disability Living Allowance?
<i>Example: John Smith</i>	<i>04/01/98</i>	<i>Boy</i>	<i>Yes</i>	<i>No</i>	<i>No</i>

D

Questions about other people in your home

1 Does anyone live with you and your partner, even if they don't contribute to the household? For example grown up son or daughter, friend or lodger?

If 'Yes', please give details below:

Their full name	Date of birth	Male or female?	Relationship to you or your partner	If working, put working and how many hours each week, or list what benefits they receive	Date they moved in
<i>Example: Peter Smith</i>	<i>01/09/69</i>	<i>Male</i>	<i>Son</i>	<i>Working 30 hours</i>	<i>01/01/02</i>

Please provide details of all income and capital of anyone listed above (who is not a lodger). If any are working, we must also see their last five weekly, last three fortnightly or last two monthly wage slips. If you do not provide this, it may lead to us paying you less benefit.

If any of these people are married to each other or living together as if they are married; or civil partners or living together as if they are civil partners, please give details in section G.

2 Are any of the above people students?

Yes

No

3 Do any of the above people pay you rent?

4 If 'Yes', give their names and the amount they each pay you

5 Does this include heating?

6 Does this include meals?

- 1 What date did your tenancy start?
- 2 How long is your tenancy for?
- 3 What date did you move in?
- 4 Do you have a tenancy agreement?
- 5 If you have a joint tenancy, list the names of the other tenants.
- 6 What is the full name and address of your landlord or housing association?
If your landlord has an agent we need their full name and address as well.
Please make it clear who the landlord is and who the agent is.
- 7 Do they own the property?
- 8 If 'No', please say who owns the property and give their address
- 9 Have you or your partner ever owned the property you are renting?
- 10 Are you, your partner or your children related to the owner of the property, or their partner?
- 11 If 'Yes', please say how you are related.

If you have a tenancy agreement, please send it in as proof of rent. If you do not have a tenancy agreement or cannot find it, please ask your landlord for a letter confirming your rent.

Questions about your rent

12 How much is the full rent?

£

13 How often is the rent charged?
For example, every week, every four weeks or every month?

14 Are you behind with your rent?

How much do you owe?

£

15 Do you have any rent-free weeks?

If 'Yes', how many?

16 Does your rent include money for the following: (Please write 'Yes' or 'No' in each box.)

Garage



Do you have a choice to rent the garage?

Water rates

Cleaning of shared areas

Council Tax

Personal care or support

Heating

Heating or lighting of shared areas

Hot water

Cleaning and laundry

Lighting

Breakfast

Fuel for cooking

Lunch

Evening meal

17 Are there any other services included?

If 'Yes', please say which

18 If you are under 22 years old, are you, or have you been, under a care order or looked after under the Children Act?

If 'Yes', you may be entitled to more Housing Benefit, so you must provide proof of your care order, or the section of the Children Act under which you were looked after (or both).

Questions about your home

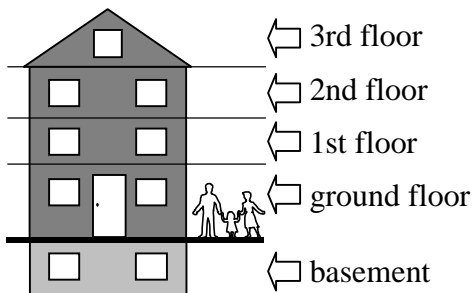
19 What type of accommodation do you rent? Please tick :

Bedsit	<input type="checkbox"/>	Semi-detached	<input type="checkbox"/>	Caravan	<input type="checkbox"/>
Room	<input type="checkbox"/>	Detached	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Flat	<input type="checkbox"/>	Bungalow	<input type="checkbox"/>	Hostel	<input type="checkbox"/>
House	<input type="checkbox"/>	Maisonette	<input type="checkbox"/>	Residential Care Home	<input type="checkbox"/>
Terraced	<input type="checkbox"/>	Other (Please give details)	<input type="text"/>		

20 If you rent a room, please tick a box to show where in the property it is. (For this question, assume you are standing outside looking at the front of the building.)

Front	<input type="checkbox"/>	Centre	<input type="checkbox"/>	Back	<input type="checkbox"/>
Front left	<input type="checkbox"/>	Front right	<input type="checkbox"/>	Centre left	<input type="checkbox"/>
Back left	<input type="checkbox"/>	Back right	<input type="checkbox"/>	Centre right	<input type="checkbox"/>

21 Using the diagram below as a guide, on which floor is your home?



22 What is your room or flat number?

23 How many floors are there in the property?

24 Does the accommodation have central heating?

25 Do you have a car space?

26 Is the accommodation rented:

Fully furnished?

Partly furnished?

With hardly any furniture?

Unfurnished?

27 Who is responsible for decoration inside, for example, landlord, tenant or do not know?

Questions about your home

28 Please tell us below the number of rooms in the property, the number of rooms you use and the number of rooms you share.

Type of room	Number of rooms in property	Number of rooms used just by you and your household	Number of rooms you share with other people
<i>Living rooms</i>			
<i>Bedrooms</i>			
<i>Bedsitting rooms</i>			
<i>Kitchens</i>			
<i>Bathrooms with toilet</i>			
<i>Bathrooms without toilet</i>			
<i>Separate toilets</i>			
<i>Dining rooms</i>			
<i>Other rooms - Please tell us about these in Section G</i>			
<i>Total number</i>			

29 If you have a bedsitting room, where are the cooking facilities are and what do they include, such as a cooker, microwave and so on?

F Further changes of circumstances

Have any other circumstances changed?

Yes

No

If 'Yes', what has changed and when?

If you are the tenant of a private landlord, we will normally pay Housing Benefit direct to you – not to your landlord.

However, every council has Safeguard guidelines to protect vulnerable tenants. Each case is looked at individually.

We may pay your landlord direct if:

- We think that you are likely to have difficulty in managing your affairs
- We think that it is likely that you won't pay your rent
- You are in arrears by eight weeks or more, or are having deductions made from your Income Support, Job Seeker's Allowance, Employment and Support Allowance, or Pension Credit, to pay off rent arrears. But we will only pay your landlord direct if it is in your best interest.

Examples of where the Safeguard guidelines may apply:

If you

- have learning disabilities
- have medical conditions
- cannot read and write, or speak English
- are addicted to drugs, alcohol, and gambling
- have mental illnesses that seriously impair your ability to manage on a day-to-day basis
- are fleeing domestic violence
- have left care recently
- have just left prison following a long sentence
- have severe debt problems
- have had recent county court judgements
- have a proven, and substantial, history of rent arrears
- are an undischarged bankrupt
- have previously left a property, leaving substantial rent arrears
- receive help from a homeless charity

This is not a full list, and we will look at other circumstances in which you may have difficulty managing your money.

For further information please ask us for a leaflet, or contact the Benefits Service on 01843 577552

If you want to give us permission to share information with your landlord or their agent, please read the following information.

Sometimes sharing information with your landlord or their agent helps us to deal with your claim quickly. This reduces the risk of you falling behind with your rent because of your claim being delayed. We would only share information with your landlord or their agent if you:

- are a Thanet District Council tenant; or
- have agreed that your Housing Benefit can be paid directly to your landlord or their agent.

But in either case, under the Data Protection Act we need your permission to share information.

If you give us permission, we would be able to tell your landlord or their agent:

- whether or not you had claimed or renewed your claim for Housing Benefit and, if so, whether we have made a decision on your claim or not; and
- if we need further information to make a decision on your claim and, if so, what that information is.

There may be other information about your claim that we need to check with your landlord or their agent, such as the date your tenancy started, before we can make a decision on your claim. We have to ask them even if you have not given us permission to discuss your claim with them. Unless you have given us your permission by signing this form, we will not discuss anything else with your landlord or their agent.

If you do not give us permission to discuss your claim with your landlord or their agent, it will not affect your claim. If you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know.

If you want to give us permission to discuss your claim with your landlord or their agent, please fill in the following information and sign below:

Note:

If you are affected by Local Housing Allowance, and you want us to share information with your landlord, you must sign this declaration.

I give permission to share my information about the progress of my Housing Benefit claim with my landlord or their agent.

Your name

Your address

Your signature

Date

Please read this declaration carefully.

- This is my claim for Housing Benefit and Council Tax Benefit.
- I declare that the information I have given is correct.
- I authorise you to make any necessary enquiries to check the information on this form. This includes contacting my bank, building society, employer, pension provider, HM Revenue & Customs, Department for Work and Pensions (DWP) and other local authorities.
- I authorise you to check the information I have given with other sections within the Council and the Rent Officer.
- I understand that if I give information that is false, I may be prosecuted.
- I understand that if I supply, or allow to be supplied, any documents that I know to be false, I may be prosecuted.
- I live at the address given on the form, and have no income other than that I have declared.
- I am not claiming Housing Benefit or Council Tax Benefit elsewhere.
- I must tell the Benefits Service quickly in writing about any changes, even if I have already told the Jobcentre Plus or DWP.
- You or your partner comes off Income Support, Jobseeker's Allowance, Employment and Support Allowance, or Pension Credit.
- The amount of childcare you pay goes up or down.

Remember, if you change address, you must fill in a new form.

I understand that if I knowingly continue to get benefit that I am not entitled to I may be prosecuted.

We will pass the information you give on this form to our Anti-Fraud Team as part of our commitment to reduce crime. We use the information to detect and prevent crime only, by checking it against other local and national government services. These include the DWP Housing Benefits Matching Service and the Audit Commission National Anti-Fraud Initiative.

We may use this information to tell you about changes to the service.

The information in this form is personal and will be held by Thanet District Council. As a result, it is covered by the Data Protection Act 1984, amended by the Data Protection Act 1998.

Data Protection declaration

There are now government rules that affect people who are from a country other than the United Kingdom and are claiming Housing Benefit or Council Tax Benefit.

Because of these changes, we have now registered the Housing Benefit and Council Tax Benefit database for access by the Home Office.

Examples of changes include if:

- Your rent changes
- Tax Credit changes
- Pension Credit changes
- You or your partner start working or change employer
- You or your partner has a baby
- You or your partner goes into hospital
- Anyone leaves or joins the household
- The income of anyone in your household goes up or down
- A child leaves school or Child Benefit stops
- You or your partner's income goes up or down
- You or your partner's investments or savings go up or down

I have read and understand the declaration in section K.

Your signature

Date

Your partner's signature

Date

**The section below must be filled in if someone has filled in the claim form for you.
This includes an agent, appointee, relative or friend.**

I have filled in this form on behalf of

As they cannot fill in the form because

I am (name in BLOCK CAPITALS)

Relationship to person claiming

**I have read each question and recorded the answers given.
As far as I know they are true and complete.**

Your signature

Date

**Remember, unless you are the appointee or have Power of Attorney,
the person claiming must also sign the form.**

STOP BENEFIT FRAUD!

HELP US TO HELP YOU!

Phone 01843 577369

E-mail: fraudbusters@thanet.gov.uk

Online at: www.thanet.gov.uk

All information is treated in confidence

