



HOUSING BENEFIT, COUNCIL TAX BENEFIT & LOCAL HOUSING ALLOWANCE CHANGES IN CIRCUMSTANCES

Your entitlement to Housing and/or Council Tax Benefit is based on the information you have given us. These original details may change and affect the amount of benefit you are entitled to.

If you do not report a change, and it results in more benefit, you may lose out. If a change results in less benefit, we will recover any overpayment.

You must tell us of all changes within one month. Do not assume that anyone else will tell us about your changes.

If in doubt just complete the back of this leaflet and return it to: Revenues and Benefits Section, Hart District Council, Civic Offices, Harlington Way, Fleet, Hants GU51 4AE.

Telephone: 01252 774444 E-mail: benefits@hart.gov.uk

For more information about Housing and Council Tax Benefits, you can also visit our website at www.hart.gov.uk

You can also visit the Benefits Reception at the Civic Offices between the hours of:

8.30 am to 4.45 pm Monday to Thursday
8.30 am to 4.15pm Friday

What changes should you tell us about?

- **Accommodation**
- You change address, including moving to another room within the same property.
- Changes to your tenancy or rent.
- Your landlord has changed.

- **Household**
- If anyone joins or leaves your household, including a partner, grown-up children.
- You have a new baby.

- **Income**
- Changes to your, your partners or your grown-up children's wages or hours worked.
- There has been an award of Income Support, Jobseekers Allowance, Incapacity Benefit, Disability Living Allowance/Attendance Allowance or Tax Credits.
- There is any change in the amount of income you receive e.g. Tax Credits, Pension, Incapacity Benefit, or Child Benefit.
- If you have stopped receiving Income Support or Jobseekers Allowance.

- **Capital/Savings**
- If your capital/savings increase and amount to more than £6,000, or more than £16,000.

- **Other**
- If any of your children leave school or college or your grown-up child starts/ceases work.

Remember you must provide proof of the change e.g. wage slips, tenancy agreement etc. ONLY original documents are acceptable.

I understand the following:

- That action may be taken against me if:
 - I lie to you so that I can get benefit
 - I give you false documents so that I can get benefit
 - I claim benefit when I know that I should not.

- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources within the council, and other councils.
- You may use any information I have provided in connection with this and any other claim for Department for Works and Pensions benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.

I understand that if I have made a false representation or if I fail to report a change in my circumstances, I may face criminal prosecution.

I have read the above and declare that the information I have given on this form is correct and complete

Your Signature:	Date:
Your Partner's Signature:	Date:

Hart District Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can ask at:
Civic Offices,
Harlington Way,
Fleet, Hampshire GU51 4AE

Benefits/HB contact BPO/January 2008