



Housing Benefit & Council Tax Benefit Change of Address Form

Part 1 - About you and your household

	You	Your partner
First name	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Full Postal address	<input type="text"/>	<input type="text"/>
	Postcode	Postcode
Tel. No.	<input type="text"/>	<input type="text"/>
National Insurance Number	<input type="text"/>	<input type="text"/>
Are you:	<ul style="list-style-type: none"> • an owner occupier? <input type="checkbox"/> • a council tenant? <input type="checkbox"/> 	<ul style="list-style-type: none"> • a private tenant? <input type="checkbox"/> • a Gedling Homes Tenant <input type="checkbox"/>
When did you move to this address?	<input type="text" value="/ /"/>	
Where have you moved from?	<input type="text"/>	

Please provide evidence of residency. Please note if you receive Job Seekers Allowance or Income Support you must inform the Department of Work and Pensions of your change of address.

Part 2 - Household Composition

Please list the names of everyone who lives with you. If no one else is living in the property, write 'none' below.

Name	Relationship to you	Date of Birth	Income received	Child Benefit paid to you?
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>
		/ /	£	No <input type="checkbox"/> Yes <input type="checkbox"/>

Part 3 - Changes to income or capital

Has the income of anyone in your household changed?

No Yes

If Yes, tell us about any changes and the date they changed.

Have the savings or investments in your household changed?

No Yes

For example, the sale of a property.

If Yes, tell us about any changes and the date they changed. We will need to see evidence of these.

Do you pay rent?

No Yes Answer the questions in **part 4**

Part 4 About rent and your tenancy

About your tenancy

What sort of tenancy do you have (assured, assured shorthold and so on)?

Does your landlord live at this address?

No Yes

Has The Rent Service set a fair rent for the property?

No Yes

If 'Yes', send us the notice of registration form (RO5).

Does anyone else share the rent with you and your partner?

No Yes

Names of the people who share the rent

Your landlord's name and address (By 'landlord' we mean the person or organisation who owns the property you live in.)

Your landlord's telephone number

Your landlord's email address

If your landlord has an agent, tell us their name and address. (By 'agent' we mean the person or organisation you actually pay rent to.)

Are you, your partner or your children related to your landlord or agent, or to your landlord's partner or the agent's partner? (Related includes related through marriage, even if the marriage has ended.)

No Yes

What is the relationship?

Have you or your partner ever owned or part-owned this property?

No Yes

Do you live in your property as a condition of your employment?

No Yes

Have you, or anyone in your household, ever been employed by your landlord or agent?

No Yes

If you are under 22, have you had a care order or been in the care of Social Services?

No Yes

About where you live

What sort of building do you live in?

Detached house

Semi-detached house

Terraced house

Detached bungalow

Semi-detached bungalow

Terraced bungalow

Flat in a block

Flat in a house

Flat over a shop

Maisonette

Hotel or hostel

Caravan or mobile home

Bedsit or room

Other Please say what.

Part 4 About rent and your tenancy (continued)

Are you responsible for decorating inside your home? No Yes

Do you use your home for business purposes? No Yes

Do you rent your home:

fully furnished? partly furnished? barely furnished (carpets and curtains only)? unfurnished?

Do you and your household live in only part of the building? No Yes

How many floors are there in the whole building?

Which floor or floors do you live on?

Where in the building is your home? At the front In the middle At the back

Looking at the front of the building, is your home: on the right of the building? on the left of the building?

Fill in the boxes below to tell us how many different rooms there are in the building.

	In the whole building	Just for you and your household	That you share with other people
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have a garden? No Yes

About your rent

How much is the rent for your home? £ every

Do you get any weeks during the year when you don't have to pay rent? No Yes How many?

Has your rent changed in the last 12 months? No Yes Send us proof of the date it changed, and how much by.

When is the next rent increase due? / /

Are you behind with your rent? No Yes By how many weeks?

Do you pay water charges direct to a water authority? No Yes

Who pays the Council Tax for your home? You and your partner Your landlord

Part 4 About rent and your tenancy (continued)

Does your rent include money for any of the following?

Heating	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Lighting	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Hot water	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Fuel for cooking	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Laundry	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Gardening	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Having your room or rooms cleaned	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Other services	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Council Tax	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Water rates	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Garage or parking space	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

How much and how often?

£	every
£	every
£	every
£	every
£	every
£	every
£	every
£	every
£	every
£	every

Do you have a choice to rent it? No Yes

Does your rent cover any meals?

No Yes Which meals?
 Breakfast Lunch Evening meal

Do you have central heating?

No Yes

We must see original proof of your rent and tenancy before we can decide how much benefit you can get. This should be your original tenancy agreement or letters from your landlord or agent. We also need to see original proof that you have been paying your rent, such as a rent book or receipts.

Sharing information with your landlord

Allowing us to discuss your claim with your landlord may help us to deal with your claim quickly and reduce the risk of you falling behind with your rent because of your claim being delayed. However, we will not give your landlord any information about your personal, household or financial circumstances.

Can we discuss the progress of your claim with your landlord? No Yes

If you want to allow us to discuss your claim with your landlord you must sign below.

Signature:

Date: / /

Part 5 About paying your benefit

Council Tax Benefit

We will take your Council Tax Benefit off your Council Tax bill. We will send you a new bill once we have worked out your benefit.

Part 5 About paying your benefit – (continued)

Help with your rent if:

- you are a housing association tenant;
- you live in a caravan, houseboat or mobile home;
- your tenancy started before 15 January 1989;
- you were receiving Housing Benefit at this address before 7 April 2008 and there has not been a break in that claim; or
- your rent includes an amount for support services or board and lodging.

If you are entitled to help with your rent you will get Housing Benefit. We can pay this into your or your landlord's bank or building society account.

If this applies to you, how would you like us to pay your Housing Benefit?

Direct to my landlord We will contact your landlord for their account details.

To my bank or building society account Fill in your account details below.

Help with your rent if you are a private tenant who is not in any of the categories above

If you are entitled to help with your rent you will get Local Housing Allowance. By law we must pay this to you unless you would not be able to manage your rent payments (for example, because you have a learning disability, have language problems, are ill, are in a lot of debt or are addicted to drugs, alcohol or gambling).

If you think you would not be able to manage you rent payments, tick this box.

If you can manage your rent payments we will pay your Local Housing Allowance direct to your bank or building society account.

If you do not have a bank or building society account, tick this box. We will send you information about opening a basic account.

If you already have a bank or building society account, give your account details below.

Bank or Building Society account details.

Name of bank or building society

Account number:

Sort code

Roll number

(building society account)

Whose name is the account in?

Part 6 Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they should sign this declaration as well.

Please read this declaration carefully before you sign and date it.

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my claim for benefit. You may check some of the information with other council departments, rent offices, other councils and government organisations.
- You may use any information I have provided in connection with this and any other claim I have made or may make for state benefits or Discretionary Housing Payments. You may give some information to other government organisations, if the law allows this.
- You may also use any information I have provided to keep my, or my partner's, Council Tax account up to date, and to award or remove any relevant discounts.

I **know** I must let you know about any change in my circumstances (or the circumstances of anyone in my household) which might affect my claim. I **know** I must let you know about any change as soon as I know about it.

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

Signature of person claiming:

Date:

Partner's signature:

Date:

Under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, we may have to release the information in this form if we are asked to do so.

However, under the Data Protection Act 1998, your personal information will not be released without your permission, except where the law allows.

By law, we may pass your personal information to other local authorities and government departments and agencies to prevent and detect fraud, corruption, money laundering and other crimes and to manage your affairs.

Warning – if you give false information you may be prosecuted under the Theft Act 1968 or the Social Security Administration Act 1997.

If this form has been filled in by someone other than the person claiming

Please tell us why you are filling in this form for the person claiming and confirm whether you are acting on their behalf during this benefit claim.

Name of the person who filled in this form

Signature of the person

Relationship to the person claiming

Date

Part 7 About returning the form

Please make sure you have answered all the questions on this form and have provided the proof we need. We will not be able to work out your benefit until we receive this proof. We will usually pay benefit from the Monday after we receive your form.

Please send or take your form to one of the following.

The Housing Benefit Section
Civic Centre
Arnot Hill Park
Arnold
Nottingham
NG5 6LU

Carlton Enquiry Office
Cemetery Lodge
Cavendish Road
Carlton
Nottingham
NG4 3EF

Help with the form

If you need any help when filling in the application form, please phone us on 0115 9013970 or visit Gedling 1 Stop at the Council offices in Arnold.

The **GEDLING 1 STOP** is open from 8.00am to 5.15pm Monday to Thursday, and from 8.00am to 4.45pm on Fridays.

Part 8 Changes you must tell us about

You must tell us straight away, in writing, if any information in this form changes. If you are not sure whether the change will affect your benefit, tell us anyway. Tell us yourself, do not rely on someone else (for example, another council department, HM Revenue & Customs, the DWP or other people).

If you do not tell us about changes in your circumstances you may lose benefit you are entitled to, or you may receive too much benefit which you will have to pay back. We may also take action against you, including court action.

Example of changes are if:

- you or your partner start or stop getting Income Support, Jobseeker's Allowance or any other state benefit;
- any of your children leave school or their Child Benefit stops;
- anyone (including children, lodgers and subtenants) moves into or out of your home;
- your or your partner's income changes;
- your rent changes; or
- you move (including moving room at the same property).

This is not a complete list.

Fraud

If you know, or suspect that someone is claiming Housing Benefit, Local Housing Allowance or Council Tax Benefit they are not entitled to, phone us on 0115 9013996.

If you know about anyone claiming any other benefit they are not entitled to, ring the National Benefit Fraud Line on 0800 854440.