

Claim reference number

Date form issued

Folkestone

Hythe & Romney Marsh

Shepway District Council



Housing Benefit and/or Council Tax Reduction Reporting changes to your circumstances

If your circumstances change you must tell us straight away. We can then adjust your claim and make sure you are getting all the benefit and/or reduction that you are entitled to. Please fill in the details below and send the form back to us at the address shown on the back of the form.

Section 1: About you

Title (Mr, Mrs, Ms and so on)

Last name

First names

National Insurance Number

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Date of Birth

Your address, including room number if you have one

Your daytime telephone number

Your email address

Section 2: About your change(s) to your circumstances

Please give full details and provide proof of all changes. You must send us original documents as we are unable to accept photocopies. (Please note if any further information/documentary evidence is needed we will write to you separately with details of our requirements).

Please give the date that your circumstances changed

Please continue over the page

Section 3: Declaration

WARNING

It is an offence for anyone to make a statement or produce information that they know to be false, in order to obtain Housing Benefit or Council Tax Reduction. A person, if convicted, can be fined, sent to prison, or both.

DECLARATION

I have filled in this form and declare that the information given within it is true and complete to the best of my knowledge.

I will immediately tell the Council's Revenues & Benefits Service, in writing, if my income or circumstances change.

I agree to the Council making any necessary enquiries to confirm the information given on this form.

Signature: _____ Date: _____

Name (in BLOCK CAPITALS): _____

We will use the information you have given us to process your Housing Benefit and/or Council Tax Reduction change of circumstances and to calculate your Council Tax liability. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to. Shepway 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 that information, you can ask.

Returning this form:

Please fill in and send this form to:

Customer Contact, Shepway District Council, Castle Hill Avenue, Folkestone, Kent, CT20 2QY

Telephone: (01303) 853555

Email: revenues.benefits@shepway.gov.uk



The Government Standard