

# Change of Address Form for Housing Benefit and/or Council Tax Reduction

**Folkestone**

Hythe & Romney Marsh

Shepway District Council



www.shepway.gov.uk

Claim Ref  Date form issued

## Part 1: About you and your partner

Do you have a partner who normally lives with you? No  Yes

If you have a partner, you must answer all the questions about them as well as yourself.

A partner means a person you are married to or have a civil partnership with, or a person you live with as if you were their husband, wife or civil partner. (A civil partnership is a formal arrangement that gives same-sex partners the same legal status as a married couple.)

	You	Your partner																		
<b>Title</b> (Mr, Mrs, Ms and so on)	<input type="text"/>	<input type="text"/>																		
<b>Last name</b>	<input type="text"/>	<input type="text"/>																		
<b>Other names</b>	<input type="text"/>	<input type="text"/>																		
<b>Any other names you have used</b>	<input type="text"/>	<input type="text"/>																		
<b>Address, including room number if you have one</b> Do not tell us your partner's address if it is the same as yours	<input type="text"/> <input type="text"/> <input type="text"/> Postcode: <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> Postcode: <input type="text"/>																		
<b>Date of Birth</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>																		
<b>National Insurance Number</b> You can find this on payslips or letters from DWP or the tax office. We cannot decide your claim if we do not have your National Insurance number	<table border="1"> <tr> <td>Letters</td> <td>Numbers</td> <td>Letter</td> </tr> <tr> <td><input type="text"/><input type="text"/></td> <td><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">If you do not have a National Insurance number, or cannot find it, tick this box <input type="checkbox"/></td> </tr> </table>	Letters	Numbers	Letter	<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"/>	If you do not have a National Insurance number, or cannot find it, tick this box <input type="checkbox"/>			<table border="1"> <tr> <td>Letters</td> <td>Numbers</td> <td>Letter</td> </tr> <tr> <td><input type="text"/><input type="text"/></td> <td><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="3">If you do not have a National Insurance number, or cannot find it, tick this box <input type="checkbox"/></td> </tr> </table>	Letters	Numbers	Letter	<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"/>	If you do not have a National Insurance number, or cannot find it, tick this box <input type="checkbox"/>		
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If you do not have a National Insurance number, or cannot find it, tick this box <input type="checkbox"/>																				
<b>What date did your tenancy start at the address you are claiming for?</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>																		
<b>What date did you move to the address you are claiming for?</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>																		
If you have not moved in yet, please tell us when you expect to move in, then you will need to tell us when you have actually moved in																				
<b>Your phone number</b>	<input type="text"/>	<input type="text"/>																		
<b>Your email address</b>	<input type="text"/>	<input type="text"/>																		

## Part 2: About rent

### Do you pay rent for your home?

Tick 'Yes' if you would pay rent but you already get Housing Benefit

No  Please go to Part 6

Yes  Answer the next question

### Do you pay rent to the Council?

No  Please answer the questions below

Yes  Please go to Part 3

### What is your landlord's name and business address?

By landlord we mean the person or organisation who owns the property you live in.

Postcode:

### If your landlord has an agent, please tell us their full name and address.

By agent we mean the person or organisation you actually pay your rent to.

Postcode:

### Are you, your partner or any of you or your partner's children related to your landlord or agent, or to your landlord's partner or agent's partner?

Related includes related through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

No

Yes

If yes, what is their relationship and ....

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.... who are they related to in your household?

--

### What sort of tenancy do you have?

For example, shorthold, assured tied rent or something like this.

--

### Are you a Crown Tenant?

No  Yes

### How long is your tenancy for?

/    /	to	/    /
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### Is your rental agreement linked with your employment?

No  Yes

### Do you rent your home on a commercial basis?

No  Yes

## Part 2: About rent – continued

Please tick to show if the property is let as:

Furnished  Partly furnished  Unfurnished

Who is responsible for internal decoration?

You  Your landlord/landlord's agent

How much is the rent for your home?

£  every

For example, every week/fortnight/4 weeks/month

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

No  Yes

If yes, please tell us their names and relationship to you and your partner

How much of the rent do you pay?

£  every

For example, every week/fortnight/4 weeks/month

Has your rent changed in the last 12 months?

No  Yes  Please send us evidence of the date it changed and by how much.

When is the next rent increase due?

Has your rent been registered as a fair rent by a rent officer

No  Yes  Please send us the notice of registration (R05)

Do you have any weeks when you do not have to pay rent?

No  Yes  How many in a year?

Are you behind on your rent?

No  Yes  By how many weeks?

Who should receive the Council Tax bill for your home?

You or your partner  Your landlord  Someone else

Please tell us who receives the Council Tax bill

### Remember

We must see proof of your rent and tenancy before we can decide how much benefit and/or reduction you can get. If you have a current tenancy agreement we need to see it. If not you can get your landlord/landlord's agent to complete and sign a Proof of Rent form which is available from our website or from our offices.

**Part 2: About rent – continued**

**Does your rent include money for the following?**

Meals No  Yes  How much each week? £

Which meals are included?

Water authority charges No  Yes  How much each week? £

Heating No  Yes  How much each week? £

Lighting No  Yes  How much each week? £

Hot Water No  Yes  How much each week? £

Fuel for cooking No  Yes  How much each week? £

Laundry No  Yes  How much each week? £

Cleaning rooms or windows No  Yes  How much each week? £

Gardening No  Yes  How much each week? £

Garage or parking space No  Yes  How much each week? £

Do you have to rent the garage as part of your agreement? No  Yes

Personal care and support No  Yes  How much each week? £

**Do you pay any service charges separate from your rent?** No  Yes  How much each week? £

For example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance

What for?

**If any of the required proof is not available DON'T DELAY MAKING YOUR CLAIM**

## Part 2: About rent – continued

Are you living away from home at the moment?

No  Yes

If yes, please tell us why you are not living at home:

When did you last live at home?

When do you expect to go back home?

Tell us the address of where you are living at the moment:

Postcode:

If your home has been sublet, tell us who lives there now:

## Part 3: About where you live

What sort of building do you live in? Tick one box only

Detached house	<input type="checkbox"/>	Flat in a house	<input type="checkbox"/>	Hotel	<input type="checkbox"/>
Semi-detached house	<input type="checkbox"/>	Flat in a block	<input type="checkbox"/>	Board and lodgings	<input type="checkbox"/>
Terraced house	<input type="checkbox"/>	Flat over a shop	<input type="checkbox"/>	Caravan, mobile home or houseboat	<input type="checkbox"/>
Maisonette	<input type="checkbox"/>	Bedsit or rooms	<input type="checkbox"/>	Residential nursing home	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Hostel	<input type="checkbox"/>	Residential care home	<input type="checkbox"/>
Other (please specify)	<input type="text"/>				

Does your home have central heating?

No  Yes

Does your home have a garden?

No  Yes

Does your home have a garage or parking space?

No  Yes

Has your home been built or adapted for people with disabilities?

No  Yes

### Part 3: About where you live – continued

How many floors are there in the building where you live?

Which floor(s) do you live on?

Do you and your household occupy only part of the building that you have ticked? No  Yes

Where in the building do you live?  
At the front  In the middle  At the back

If a room/bedsit/flat what is the room or flat number?

How many rooms are there in the building?	In the whole house/flat/maisonette	Rooms used only by yourself and members of your household	Rooms that you share with others who are not part of your household
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsitting rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms or shower rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Separate toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have ticked 'Other rooms', what are they used for?

Do you use your home for business? No  Yes

Do you have a main home somewhere else? No  Yes

If your main home is somewhere else in the UK or abroad, tick 'Yes', even if you do not pay rent for it

If yes, what is the address?  
  
  
  
Postcode:

How much do you pay for this home? £

## Part 4: How you will be paid and the choices you have

If you are a Council Tenant your Housing Benefit will be paid direct to your Housing Account please go to **Part 6**.

Tenants getting Local Housing Allowance (LHA)	Housing Association and Tenants exempt from LHA
<p>Your benefit will be paid directly to your bank/building society account via BACS. If you are a private tenant in receipt of LHA you cannot choose to have payment to your landlord. If there is a reason why you <b>cannot</b> manage your own rent payments you should contact us for an 'Application for Direct Payment to Landlord' form.</p>	<p>You can choose to have payments made directly to your bank/building society account via BACS or to your landlord or landlord's agent.</p> <p>I want my benefit to go to myself <input type="checkbox"/></p> <p>Straight to my landlord <input type="checkbox"/></p> <p>Straight to my landlord's agent <input type="checkbox"/></p> <p style="text-align: right;"><b>We may contact them about this</b></p>
<p>If benefit is to be paid to your bank account please give your account details below. You must fill in all the boxes. You can find the account details on your cheque book, pass book or statements. If you are not sure about the details, ask your bank, building society or other account provider. Please make sure that the account you wish to have your benefit paid into can accept BACS payments.</p> <p>Name of Bank or Building Society <input style="width: 100%;" type="text"/></p> <p>Branch <input style="width: 200px;" type="text"/> Sort code <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/></p> <p>Name of account holder <input style="width: 100%;" type="text"/></p> <p>Account Number <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/></p>	

## Part 5: Sharing information with your Landlord

Sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

The law requires that we inform your landlord of certain decisions we make on your claim, for example, when a decision is made to pay benefit to your landlord.

Under the Data Protection Act 1998 we need your permission to discuss anything else.

If you decide that you are happy for us to discuss the details of your claim with your landlord you can give us permission by signing the box below. If you give us permission, we would be able to tell your landlord whether:

- you have claimed Housing Benefit, or
- we have made a decision on your claim, or
- we need more information to make a decision on your claim, and what that information might be

We will also be able to tell your landlord about:

- any personal or household circumstances that affect your claim
- any financial circumstances that affect your claim

We will not give your landlord any information about:

- your forwarding address if you leave their property, unless you give us permission to do so.

You can withdraw your permission at any time. **It will not affect your claim if you do not give us permission to discuss your claim with your landlord.** If you want to give us permission to discuss your claim with your landlord please sign below.

**I give Shepway District Council permission to share information about my Housing Benefit claim with my landlord or their representative.**

Signature

Date



## 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 must sign this declaration as well. If you are completing this form on behalf of someone else because you hold power of attorney for them please sign this form, on their behalf, in the box provided for the signature. You will need to provide documentary evidence of the power of attorney.

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

- **I declare** that the information I have given on this form is correct and complete.
- **I understand** that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- **I agree** that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Reduction, or both. You may check some of the information with other sources as allowed by the law.
- **I understand** that 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 organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me money, if the law allows this.
- **I know** that I must let you know in writing about any change in my circumstances which might affect my claim.

**See the list below for examples of the sorts of changes you must tell us about:**

- Any of your children leave school or leave home.
- Anyone moves in or out of your home (including lodgers and sub-tenants).
- Your income or the income of anyone living with you (including benefits) changes.
- Your capital or savings change.
- Your rent changes (unless you pay rent to Shepway District Council).
- You move.
- You are going to be away from the home for a month or more.
- Anyone living with you goes into hospital as an in-patient.
- Anything else you have told us about changes.

**You must tell us about these changes in writing – a telephone call is not enough.** Don't rely on other people, other Council services such as our Housing Department or other agencies such as the Department for Work and Pensions to tell us.

**If there are any other changes other than the change of address you have told us about above, please use the box below to provide details.**

## Part 6: Declaration – continued

I declare the information I have given on this form is correct and complete and can be used to process my change of address for Housing Benefit and/or Council Tax Reduction.

**Signature of person claiming**

**Date**

**Partner's signature**

**Date**

**Warning: Any person making a false statement or withholding information may be prosecuted**

**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.

**Name of the person who filled in the form**

**Signature of the person**

**Relationship to the person claiming**

**Date**

We will use the information you have given us to process your Housing Benefit/Council Tax Reduction change of address 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](mailto:revenues.benefits@shepway.gov.uk)**

