

Housing Benefit and Council Tax Support
change of address form

HBCOA

For office use only

Date form sent

Read all the questions carefully and complete each section using block capitals and black ink.
If you do not complete the questions as instructed we will have to return the form to you.

Your name and new address

email

**Please return this form immediately
so that you do not lose benefit**

Housing Benefit reference:

National Ins. No:

Date of birth:

Tick the correct boxes and give exact details. Use this form and tick the box if:

☐ You pay rent to a private landlord

☐ You are a home owner

☐ You live in bed and breakfast accommodation

☐ You are a council tenant

☐ You pay rent to a Housing Association

☐ Other – please specify

☐ You are a joint tenant/owner

I want to claim:

☐ Housing Benefit

☐ Council Tax Support

☐ Both

1. About the place where you live

When did your tenancy begin?

Date:

When did you move in?

Date:

When did you move out of your last address?

Date:

Until what date are you being charged rent at your last address?

Date:

What is your telephone number?

What is the full name and address of your landlord or housing association?

Name:

Address:

Postcode:

Telephone:

email:

What is the full name and address of your letting/ managing agent?

Name:

Address:

Postcode:

Telephone:

email:

Do you share any part of your home with your landlord? ☐ Yes ☐ No

If 'Yes', which rooms:

Are you, your partner or any of your children related to your landlord? ☐ Yes ☐ No

If 'Yes', please say what relation your landlord is:

Are you a joint tenant or flat sharer? ☐ Yes ☐ No

If 'Yes', please give names of other tenants:

Do you or your partner have a need for overnight care and have a bedroom that is used by a carer for overnight stays? ☐ Yes ☐ No

Details of the type of property you occupy

Please complete the table below - Mark 'S' if shared

If property is a self-contained purpose built flat, then "whole property" means just the flat.

	Living rooms	Dining rooms	Bedrooms	Kitchens	Bathrooms	WCs	Bedsits
Total number of rooms in the whole property							
Number of rooms occupied by you							
Number of rooms you share with other households							

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

Which floor or floors do you live on?

☐ Basement ☐ Ground ☐ 1 ☐ 2 ☐ 3 ☐ Other

If "Other" (please specify)

Please tick the type of accommodation you live in

☐ Detached house
 ☐ Semi-detached house
 ☐ Terraced house
 ☐ Detached bungalow
 ☐ Terraced/semi-detached bungalow
 ☐ Maisonette

☐ Flat in a house
 ☐ Flat in a block of flats
 ☐ Flat over a shop
 ☐ self-contained bedsit/studio flat
 ☐ Bedsit with shared facilities
 ☐ Room in part of a house

Important! If you occupy a room, rooms or a flat in part of a house please state whether located at:

☐ Front ☐ Centre ☐ Rear ☐ Other (please specify)

How much furniture is provided by the landlord?

☐ Fully furnished ☐ Partly furnished ☐ Very little ☐ None

Does your accommodation have: Central heating? ☐ Yes ☐ No

An allocated car space? ☐ Yes ☐ No A garage? ☐ Yes ☐ No

2. Changes

There are no changes to the people or income of the people in my household since my last claim ☐ Yes ☐ No

If there have been changes either to the people or income of people in my household.

Please write in **Part 6** what has changed and send us original proof.

The rent you pay

How much is your rent?	<input type="text"/>			
How often do you pay your rent?	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> 4 Weekly	<input type="checkbox"/> Monthly
If other please state frequency	<input type="text"/>			
On what day of the month is your rent due?	<input type="text"/>			
Does your rent include an amount for any of the following service charges?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If 'Yes', please give details below				
	Yes	No	Amount	
Heating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Hot water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Fuel for cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Water Rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Council Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Garage/Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
	Yes	No	Amount	
Cleaning Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Counselling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Nursing/Personal Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Evening meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Are there any other service charges included in your rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please tell us what other service charges are included in your rent	<input type="text"/>			
Is there a fair rent registered? If 'Yes', please send in Rent Registration Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	
Were you placed in your accommodation by a Local Authority Homeless Persons Unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If 'Yes', which one?	<input type="text"/>			

3. Payment of housing benefit

Please supply a bank statement from the account into which you want the money paid.

Housing Association tenants: If you are renting your home from a Housing Association you can have the benefit sent to yourself or your landlord. ☐ Yes ☐ No

Do you want your benefit sent direct to your landlord at the address given?

All other tenants: If you are awarded Housing Benefit the payments will be made to yourself. We can only make payments to your landlord in special circumstances. If this applies to you please contact us on 020 8359 2111. We will send you a form to complete and you will be asked to provide evidence of your circumstances.

Payment to yourself: Please complete the details below for the account into which you would like your Local Housing Allowance paid (Payments will be made by bank credit).

Name of bank/building society:	<input type="text"/>
Type of account:	<input type="text"/>
Name as it appears on the account:	<input type="text"/>
Sort code:	<input type="text"/>
Account number:	<input type="text"/>
Please issue my payments at:	<input type="checkbox"/> Four weekly intervals <input type="checkbox"/> Two weekly intervals

Not all Bank/Building Society accounts can accept payments. Borders on Income Support will automatically be paid weekly. Landlords will automatically be paid four weekly.

4. Discussing your claim with your landlord

If you are renting your accommodation, your landlord may contact us to ask questions about your claim.

Do you give us permission to talk to your landlord about the following:	
That you have made a claim?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Whether or not it has been paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, how much?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are receiving Local Housing Allowance, do you give us permission to notify your landlord when you receive payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your signature:	Date (DD/MM/YYYY):
<input type="text"/>	<input type="text"/>

(Please note that no information about your personal details will be given unless you specifically ask us to)

Important If you do not report a change in circumstances that affects your benefit, you can be prosecuted.

5. Telling us about any changes

Please tell us right away if anything changes for you, or the people who live with you. You must inform us in writing and enclose original proof, if available, confirming the change. If your change of circumstances results in your benefit going up, such as a rent increase, and the change is not reported to us within a month, you may lose benefit. If your change in circumstances results in your benefit stopping or going down, an overpayment will be worked out from the date of change that you will have to pay back to us.

Here are some of the things you must tell us about:

- if you stop or start getting Income Support, or Job Seekers Allowance or any other benefits
- if your rent goes up or down (for private tenants only)
- If you or your partner's, wages or any other income goes up or down
e.g. if you work regular overtime
- if your savings or your family's savings change
- if anyone who lives with you has a change in their situation, such as starting work
- if anyone who lives with you moves out or if anyone moves in to live with you
- if you change your address
- if you are going away for 13 weeks or more
- if you are refused Asylum by the Home Office.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We have a duty to protect the public funds we administer and may use the information you have provided for the prevention and detection of crime. We may also share information with other council departments or external organisations in order to undertake our functions as a local authority. We will always comply with the requirements of the Data Protection Act 1998 and never give information about you to anyone else, or use information for another purpose unless the law allows us. If you want to know more about how your information is used visit: www.barnet.gov.uk/privacy

6. Changes in circumstances

You must tell us about any changes. Do not rely on anyone else to tell us. If you do tell us about any changes, or you delay telling us, you may lose money you are entitled to or you may get too much benefit and have to pay it back.

It is an offence not to tell us about any changes that may affect your benefit.

We may take action against you if you do not tell us.

Have you had any other changes in circumstances which may affect your entitlement to Housing Benefit or Council Tax Support (or both)? ☐ Yes ☐ No

If yes, please tick the box below to show what change or changes you are reporting and the date they apply from

A change to my income	<input type="checkbox"/>	from	<input type="text" value="DD/MM/YYYY"/>	A change to my household income	<input type="checkbox"/>	from	<input type="text" value="DD/MM/YYYY"/>
A change to my household	<input type="checkbox"/>	from	<input type="text" value="DD/MM/YYYY"/>	Another change	<input type="checkbox"/>	from	<input type="text" value="DD/MM/YYYY"/>

Please give details of the change or changes. Please continue on a separate sheet if you need to, and attached it to this form. Please sign and date all the sheets you use.

Please note that items of value should not be sent through the post. You can either bring them to our enquiry counter at: Burnt Oak Library, Barnet House, or to one of the First Contact points.

7. Declaration

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

I understand that:

- if I give information that is incorrect or incomplete, you may take action against me
- you will use the information I have provided to process my claim for Housing Benefit or Council Tax Support, or both. You may check some of the information with other sources within the council, rent offices, and other councils
- you may use the 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 government organisations, if law allows this
- the Local Authority may approach the Home Office to check information I have given on this form and to obtain further information
- I must let the Benefit Service know about any changes in my circumstances, which may affect my claim.

I declare the information I have given on this form is correct and complete.

Signature of person claiming:

Date (DD/MM/YYYY):

Signature of partner:

Date (DD/MM/YYYY):

Please send your form to: London Borough of Barnet, Benefits, PO Box 2015, Pershore WR10 9BG
or bring your form to: Burnt Oak Library, Watling Avenue, Edgware HA8 0UB or
Barnet House, 1255 High Road, London N20 0EJ

Translations

This form is for you to claim Housing Benefit and Council Tax Support. You must fill in all your details and return it immediately or you could lose benefit.

આ પત્રક તમારા હાઉસિંગ બેનિફિટ અને કાઉન્સિલ ટેક્સ બેનિફિટ (Housing Benefit and Council Tax Support) મેળવવાના હક માટે છે. એમાં અવશ્ય તમારી વિગતો ભરીને એને તાકીદે પાછું મોકલવાનું જ છે. આમ નહીં કરાય તો તમે તમારું બેનિફિટ ગુમાવો એવી શક્યતા છે.

這個表格是供你申請房屋和市政稅補助 (Housing Benefit and Council Tax Support) 使用的。你必須填寫好自己的全部情況，立即交還，否則你可能會失去補助。

آپ کیلئے یہ فارم ہاؤسنگ بینیفٹ (Housing Benefit) اور کونسل ٹیکس بینیفٹ (Council Tax Support) کلیم کرنے کیلئے ہے۔ اس فارم میں آپ اپنی تمام تفصیلات درج کریں اور (دفتر کو) ارسال کر دیں۔ یاد رکھیں کہ دیر ہونے کی صورت میں شاید آپ کو بینیفٹس نہ مل سکیں گے۔

Bu form konut yardımı (Housing Benefit) ve Belediye vergisi yardımı (Council Tax Support) almak içindir. Durumunuzla ilgili ayrıntılı bilgiler vermek yoluyla doldurup derhal vermeniz gerekir, aksi takdirde yardım alamayabilirsiniz.

Foomkani waa ka aad u baahan tahay marka aad doonayso in lagaa bixiyo lacagta kira-da iyo cashuurta konsulka (Housing Benefit and Council Tax Support) Waa inaad buuxisaa si dhakhso ahna u soo celisaa haddii kale waxa laga yaabaa inaad waydo lacagtan kaalmada ah ee aad hesho.

Αυτή η φόρμα είναι για να κάνετε αίτηση για Στεγαστικό Επίδομα (Housing Benefit) και Επίδομα Δημοτικού Φόρου (Council Tax Support) Πρέπει να συμπληρώσετε όλα τα στοιχεία σας και να την επιστρέψετε αμέσως, διαφορετικά θα χάσετε το επίδομα.

এই ফর্মটি পূরণ করে ‘হাউজিং বেনিফিট’ (Housing Benefit) এবং ‘কাউন্সিল ট্যাক্স বেনিফিট’ (Council Tax Support) দাবী করতে হয়। আপনাকেও বাধ্যতামূলকভাবে এই ফর্মটি পূরণ করতে হবে। আপনার সম্পর্কে সকল বিবরণ দিয়ে ফর্মটি পূরণ করে খুব তাড়াতাড়ি আমাদের কাছে ফেরৎ পাঠাতে হবে। যদি তা না করেন, তাহলে বেনিফিট হারাতেও পারেন।

این فرم برای تقاضای دریافت کمک هزینه مسکن (هاوزینگ بنفیت Housing Benefit) و کمک به ملیات مسکن (کونسل تکس بنفیت Council Tax Support) است. شما میبایستی این فرم را بدقت و کامل پر کنید و هرچه زودتر آنرا پمار برگردانید. در غیر اینصورت شما از دریافت این کمک هزینه ها محروم میشوید.