Change of Circumstances

It is your responsibility to keep the Council informed of any changes in your personal circumstances, and the circumstances of the members in your household. If you get too much benefit because you do not tell us about any such change you will have to pay it back.

What type of changes must you tell us about?

Household changes
- Your partner moves out
  (A new application form is required if your partner moves in)
- You get married/separate/divorce from your partner
- Someone moves in/out of your home
- Anyone in your home has a change to their income or capital
- Bereavement
- You or your partner have a baby

Income changes
- You or your partner start / stop receiving Income Support, Jobseeker’s Allowance (income based), Pension Credit, ESA
- Changes to other Benefits
- The amount you pay for childcare changes
- You or your partner start or stop work
- You or your partner’s pay increases or decreases
- You or your partner’s savings / investments increase or decrease

This list is not exhaustive
For Housing Benefit only you must also tell us if the rent changes or the services included in your tenancy change.

If you need further advice or help with the form please contact the Benefits Section on 01424 787740.

Please tell us about any change in your circumstances here. Give as much information as you can and provide proof if appropriate.

Date of changes
Please remember to include documentary evidence to support your changes, for example, Benefit award letter, Birth/Marriage/Death Certificate, wage slips, proof of capital, child care costs.

Please now sign the declaration on the back page.
Please read the declaration very carefully before you sign and date it. If you do not sign it we will have to send
the form back to you and this will delay your claim. Where the declaration says “I” or “me” or “my” this means
both you and your partner.

The Council can prosecute you if you give false information, or if you provide false or altered documents
with your claim, or if you do not give us information that affects your claim (including a change in your
circumstances).

● 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 be court action.

● I agree that you will use the information I have provided to work out my claim for Housing Benefit
or Council Tax Benefit or both. You may check some of the information with other sources if the
law allows it.

● I understand that you may use any information I have provided for 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 lend me money, if the law allows this.

● I know that I must let the Council know immediately, in writing, about any changes in my
circumstances which might affect my claim.

Signature of person claiming        Date

Warning: It is an offence under Social Security law for anyone to make a statement or produce
information which they know to be false to claim Housing Benefit or Council Tax Benefit for
themselves or another person. It is also an offence to fail to tell the Benefits Service of the Council
about a change in circumstances which would affect their Housing Benefit or Council Tax Benefit.
(Social Security Administration Act 1992, Sections 2 111 and 112.)

This information can be made available in large print, braille, audio/CD
or in another language upon request.

Please telephone: 01424 787000

Email: customerservices@rother.gov.uk