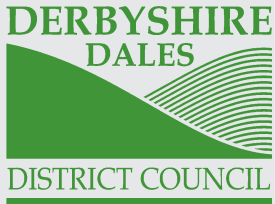


Housing Benefit and Council Tax Support Review Form

We need to check whether your circumstances have altered



Derbyshire Dales District Council

Town Hall,
Matlock,
Derbyshire
DE4 3NN

Phone: 01629 761188

Website: www.derbyshiredales.gov.uk

E-mail: benefits@derbyshiredales.gov.uk

This form helps us to check that you are getting the right amount of benefit/support from us. Please contact us if you need any help in correctly completing this form. In some cases we may be able to visit you in your home to help you fill the form in. Please let us know if this is the case.

You must report all changes in your circumstances to us in writing immediately

For example:-

- If your income changes, you start work or have pay increase or start to receive tax credits.
- If someone moves in or leaves your home.
- **If you are in any doubt about what you need to tell us please contact us using the details below. We are always happy to help.**

Please read the following before you fill in this form

- Fill in all the sections even if the information you gave on an earlier form has not changed.
- You should only provide original proof for any changes that have happened since the last time you filled in one of our forms.
- Remember to read the declaration at the end of the form before signing and returning this form. Any delay may result in your benefit/support being suspended.

Benefit fraud is a criminal offence that costs the average family £80 a year in unnecessary taxes. You can make a difference. Please ring the hotline on 01629 761330 to make an allegation or to report your suspicions

You do not have to give your name.

Section 1 -- Personal details

You

First names

Surname

National Insurance number

Date of birth / /

Landline No.:

Email:

Your partner

First names

Surname

National Insurance number

Date of birth / /

Mobile:

Section 2 – Please answer all the questions

Please tick the appropriate box below. Do you:

own your home or pay a mortgage? pay rent to Dales Housing Ltd?

pay rent to a housing association? pay rent to a private landlord?

live in board and lodgings?

Please tell us if your rent has changed and provide us with the rent increase letter.

Section 3 – Other people that live in your home

Please list the names of the people who normally live with you. If no-one lives in your home, please write 'No-one'.

Name	Relationship to you	Date of birth	Income	Date it last changed
		/ /		/ /
		/ /		/ /
		/ /		/ /
		/ /		/ /
		/ /		/ /

If anyone has moved in since you last claimed, please tell us their name and the date they moved.

If anyone has moved out, please confirm his or her new address and the date that they moved.

Section 4 – Your and your partner's benefit, pensions and allowances

Please give details of all the benefits, pensions and allowances you and your partner receive, for example, tax credits, Disability Living Allowance and Attendance Allowance and how often (for example every week, four weeks, month and so on). If you do not receive any, write 'None'.

Type	Amount	How often	Reference numbers
	£		
	£		
	£		
	£		
	£		

If your benefit, pensions or allowances have changed, please confirm the date of the change.

Section 5 – Your and your partner’s earnings

Are you working? Yes No Is your partner working? Yes No

Please give details of all the earnings received and how often they are received (for example week, four weeks, month and so on). If you do not have any earnings, write 'None'.

Name and address of employer	Amount	How often
	£	
	£	
	£	
	£	

If you have recently started work or your earnings have changed, please tell us the date the change happened.

 / /

If you have started working for yourself, please tell us the date you started work. We will contact you about this separately.

 / /

Section 6 – Your and your partner’s other income

Please give details of all the income received and how often they are received (for example every week, four weeks, month and so on). Income includes things like maintenance, student grants and so on. If you do not have any other income, write 'None'.

Type of income	Amount	How often
	£	
	£	
	£	
	£	

If any income has recently changed, please tell us the date of the change.

 / /

Section 7 – Your or your partner’s savings and investments

Please give details of all savings, investments, shares, property, land and so on. If you do not have any, write 'None'.

Type	Details of accounts, or the address of the property or land	Amount
		£
		£
		£
		£

If your savings or investments have changed, please tell us the date of the change.

 / /

Section 8 – About your rent

This section is for tenants who pay their rent to a private landlord or a Housing Association.

Landlord's name and address

How much is the rent?

How often do you pay it?

Does the rent include any service charges, for example, water or fuel?

Is anyone in your home related to your landlord or the agent?

Yes

No

If 'Yes', please provide details.

Section 9 – Any other changes

Please tell us about any other changes that have happened since your last claim.

Section 10 – We are interested in hearing about your opinion

We are keen to provide you with the best possible service every time that you contact us. For this reason please tell us anything that you think would improve the standard of the service we give you. We are also interested to know if you are happy with the service that you have received. (Please continue on a separate sheet if required)

Section 11 – Declaration

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 Housing Benefit or Council Tax Support, or both. You may check some of the information with other sources within the council, other councils and government departments.
- You may use any information I have provided in connection with this and any other claim for Social Security benefits or discretionary housing payments that I have made or may make. You may give some information to other government organisations, if the law allows this.
- You may also use any information that 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 changes in my circumstances which might affect my claim.

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

**Your signature
or your partner's signature**

Date