

Name
Address
Postcode

Reference number
Date issued

Change of address form for Housing Benefit and Council Tax Support

Important - please take the time to read these notes below before you fill in this form.

Why we need you to fill in this form

We need to know more about where you are living now and to check if the details we have about you and anyone who lives with you are correct, or if they have changed. This is because we need to make sure that we give you the right amount of benefit.

How to fill in this form

We need you to fill in **all** parts of the form, even if some of the details that you told us about before are still the same. You must answer all the questions by ticking either Yes or No and writing details in where we ask for them. If you do not answer all the questions, we will have to write to you for the information, and we may have to stop your benefit in the meantime.

If there is not enough room on the form for you to write everything that you need to, please use the space in section 8. It will help us if you make it clear which part of the form it is that your information is about.

If you need any advice or have any problems filling in the form or providing proof, please ring us on the above phone number.

Use **black ink** to fill in this form and send it back to us as soon as you can.

Even if you do not have the proof we need at the moment, send this form back straight away. You can send us the proof or information later but please make sure you send **original documents** and put your name and address on everything you send.

What proof must I give?

As you go through the form it will tell you what proof you will need to send us. Remember that we need to see **original documents as we cannot accept photocopies**. We will aim to return your documents to you within two working days of having them. If you'd like to talk to us face-to-face:- Please note the following opening times at Matlock Town Hall Monday, Tuesday, Wednesday, Friday 9.00am to 4pm (Lunch time 12.00pm to 1pm). Thursday 9.00am to 12 noon. Appointments can be offered should your personal circumstances make it difficult to use the drop in service. Note however, we are not open at weekends. For further advice, please ring 01629 761188.

Guidance about entitlement is on our website: www.derbyshiredales.gov.uk and you may email us at: benefits@derbyshiredales.gov.uk

You have a duty to report all changes in your circumstance. Failure to do so may result in overpaid benefit being recovered from you. Please return this form immediately – proofs that are not available can be provided to the Council later. Please note however that the quicker the Council receives your information the quicker

Section 1

About you

Where we ask you about a partner, we mean someone that you are married to or live with as if you are married, or a civil partner or someone you live with as if you are civil partners.

Remember that you still need to fill this part in, even if your details are the same as before.

	You	Your partner
Title (Mr, Mrs, Ms, Miss etc)	<input type="text"/>	<input type="text"/>
First names	<input type="text"/>	<input type="text"/>
Last name	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> Age <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/> Age <input type="text"/>
National Insurance number	<input type="text"/>	<input type="text"/>
Daytime phone number	<input type="text"/>	This will help if we need to get in touch.
Mobile number	<input type="text"/>	

Section 2

About your last address

	You	Your partner
Please provide your last two addresses	<input type="text"/>	<input type="text"/>
When did you leave your previous address?	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Have you claimed before with Derbyshire Dales District Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes please tell me this address	<input type="text"/>	<input type="text"/>

Section 3

About your children

Please tell us here about any children who live with you and for whom you or your partner get Child Benefit. Where we ask you about any changes, you need to tell us about things like any of your children who have left school or no longer live with you.

Have you or your partner applied for, or are getting, Child Benefit?

No **Go to section 4.**

Yes Please tell us about this here.

First names	Last name	Date of birth	Male or female	Date Child Benefit is due to end
		/ /		/ /
		/ /		/ /
		/ /		/ /
		/ /		/ /

Have the details about the children you get Child Benefit for changed since you claimed at your last address?

No **Go to section 4.**

Yes Please tell us about this here.

Please write about any changes here and remember to tell us **when** they happened

Remember that if your Child Benefit has changed, you will need to send us proof of the new amount.

Section 4

Non-dependant's circumstances

Other than those named in sections 1 and 3, No Go to section 5.
does anyone else live in your home?

Yes Please tell us about them here.

Please fill in Part A for members of your family, children that you do not get child benefit for, or someone who lives with you for whom you do not charge rent (we call these non-dependants).

Part A Non-dependants

Name	Date of birth	National Insurance Number	Income
	/ /		£
	/ /		£
	/ /		£
	/ /		£

If the non-dependant is working then we will need to see 5 recent weekly wage slips or 2 consecutive monthly wage slips.

PLEASE TELL US ABOUT ALL CHANGES IN YOUR NON-DEPENDANT CIRCUMSTANCES.

Part B Boarders, lodgers or tenants

Fill in this part if you pay rent.

Full name	Date of birth	How much are they charged?	How often?
	/ /	£	
	/ /	£	

Do you give them meals? No Yes

Do you charge for heating? No Yes

Have the details about any non-dependants, boarders or lodgers changed since you claimed at your last address? No Go to section 5.

Yes Please tell us about this here.

Please write about any changes here and remember to tell us **when** they happened. You only need to send us proof of any of the non-dependant's details that have changed.

Section 5

About your home

Do you own your home or pay a mortgage? No **Go to section 6**
Yes Please tell us about it here.

When did you move to your new address?

 / /

Please write here the name of anyone who jointly owns your home with you or your partner. **If no-one jointly owns your home with you or your partner then go straight to section 7.**

Section 6

About your rent

We will need to see **original proof** of the rent you have to pay. This could be your rent book, tenancy agreement or a letter from the person acting as your landlord or their agent. If you know that your rent is registered with the Rent Officer Service we will also need to see current registration document.

What is your landlord's full name?

What is your landlord's address?

If your landlord has an agent, what is their name?

What is the agent's address?

When did you start renting your home?
(start of your tenancy)

 / /

When did you move to this address?

 / /

If you have not moved in yet, you need to tell us now when you expect to move in. This means that when you do move in you will still need to write and tell us the actual date. If we do not hear from you we will have to write and ask you for the date, which might delay your benefit.

When do you expect to move in?

 / /

Has your rent been registered as a fair rent
by the Rent Officer Service?

No Yes

Do you have a shorthold tenancy?

No Yes

How long is your tenancy for?

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

No Yes

What is their share?

Please tell us their names.

How much is your rent?

 £

Section 6

About your rent - continued

How often is your rent due? weekly fortnightly monthly four weekly other

Do you have any rent-free weeks? No Yes How many?

Is any part of your home used for business purposes? No Yes

Is your home a shared ownership (called part-rent part-buy)? No Yes

Is your home a co-ownership (a financial arrangement with a housing association)? No Yes

Is your home:

a house? a bed-sit? a room or rooms?

a bungalow? a flat? sheltered or supported?

If it is none of these please say what it is.

If you rent a room, flat or bed-sit **you must complete this section, or your claim could be delayed.**
If not, go to the top of the next page.

Which floor is your home on?

Basement Ground floor First floor Second floor Third floor

What is your room or bed-sit number?

How much furniture is provided by your landlord? Is your home:

fully furnished? partly furnished? barely furnished? unfurnished?

Is your landlord responsible for decorating inside your home? No Yes

Does your home have central heating? No Yes

Do you have a garage? No Yes

Can you choose whether to rent the garage? No Yes

Please tell us the number of rooms in the property.

	Living rooms	Bedrooms	Bed-sits	Kitchens	Bathrooms	Toilets	Other rooms
How many of these rooms are there in the building?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
How many are only used by you and your family?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
How many of these rooms do you share with other people?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have a bedroom which is used overnight by someone who cares for you or your partner but has their home elsewhere? No Yes

Do you have a disabled child who requires a separate bedroom apart from the other children who live in your home? No Yes

Section 6

About your rent - continued

Please tell us if any of the following services are included in your rent.

Water rates	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Council Tax	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Heating	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Lighting	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Hot water	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Fuel for cooking	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Window cleaning	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Cleaning inside the room or flat	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Cleaning, lighting or heating shared areas	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Emergency alarm system	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Counselling and support	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Nursing and personal care	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Other service (please say what it is)	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>

We may write to you to get more information about these.

Meals for you and your family

Breakfast	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Lunch	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>
Evening meal	No <input type="checkbox"/>	Yes <input type="checkbox"/>	£ <input type="text"/>

We will pay your Housing Benefit every four weeks in arrears (if paid to a landlord) or fortnightly if you have asked to get the benefit sent to you. We can pay straight into an account by the Bank Automated Clearance System (BACS). If you want us to pay your landlord or agent, we may send you a form for both of you to fill in.

Do you want payments made to:

you? <input type="checkbox"/>	your landlord? <input type="checkbox"/>
your partner? <input type="checkbox"/>	your landlord's agent? <input type="checkbox"/>

Do you or your landlord want payment by BACS? No Yes We will send you a form about this.

Can we give information about your benefit payments to your landlord or agent? No Yes

Can we give personal information about you or your family to your landlord or agent? No Yes

If 'Yes' please sign here

Signature:

You have the right to change your mind at any time.

please turn over

Section 7

Who are you renting from?

Are you renting your home from a Housing Association?

Yes **Go to section 7**

No Please answer the following

Are you or your partner related to your landlord, or your landlord's partner or your agent or your agent's partner?

No Yes

If 'Yes', please say how you are related (such as ex-partner, parent, brother, brother-in-law, stepbrother and so on).

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

No Yes

If 'Yes', say who?

What is their relationship?

Has your landlord ever lived in the property you are renting now?

No Yes

If your landlord is a company are you or your partner a director of, or employed by that company?

No Yes

If your landlord is a company is your ex-partner or your partner's ex-partner a director of, or employed by, the company which is your landlord?

No Yes

Do you pay rent to a trust where either you or your partner are trustees or where either your ex-partner or your partner's ex-partner is a trustee?

No Yes

Do you pay rent to a trust where any member of your household is a trustee?

No Yes

Have you or your partner ever owned or part-owned the property you rent now?

No Yes

Do you have to rent your home as a condition of your employment?

No Yes

Are you living in accommodation that is maintained by a religious order?

No Yes

If you answered 'Yes' to any of the above questions, please give us further details in section 7.

Section 8

Checklist

Please check that you have answered all the questions that apply to you and remember to sign the form at section 9. If you do not have the proof we need at the moment, still send the form back now.

- Have you answered all the questions you need to and signed the form? Yes

Remember if you do not give us all the information we ask for, we might not be able to pay you any benefit. Please ring us if you need help with the form or want to know what proof you need to send.

Please use the space below if there was not enough room on a part of the form for you to tell us what you needed to. Remember to make it clear which part of the form your information is about. You can also use this space to tell us about any other changes that you think we should know about. This could include things like changes in your or your partner's income or savings. It will help if you tell us when these changes happened. If we need to know more about these changes then we will write to you.

Forms filled in by someone other than the person claiming.

Please tell us why you are filling in this form for someone else.

I confirm that I have read each question to the person claiming benefit and I have accurately recorded the answers given.

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

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.
- 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 Derbyshire Dales District Council, rent offices, and other councils.
- 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 government organisations, if the law allows this.

Apart from changing address I realise that I must tell the District Council about all of the changes to my circumstances

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

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

Your signature

Date

Your partner's signature

Date

Fair Obtaining Notice

Derbyshire Dales District Council working in partnership with Arvato CRM solutions will process your personal data for the administration of Benefits. Your personal data may also be shared with other organisations as detailed on this form where there is a legal basis to do so. The Council and its partners will ensure that your data is handled securely in line with the data protection law. For more information on how we handle personal data including the lawful basis for processing, our retention periods and your rights as a data subject, please visit www.derbyshiredales.gov.uk

How we collect and use information

The information collected by Derbyshire Dales District Council, on this form and from supporting evidence, will be used to process your Housing Benefit and Council Tax Support claims. The information may be passed to the Department for Work & Pensions, Job Centre Plus and Her Majesty's Revenues & Customs as allowed by law.

We may check information you or anyone else has provided with other information we hold. We may also get information from certain other organisations, or give information to them, to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as allowed by law. These other organisations include government departments and local authorities.

We will not reveal information about you to anyone outside Derbyshire Dales District Council or use information about you for any other purposes unless the law allows us to.

Derbyshire Dales 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 your information, you can ask at the Town Hall.