

**Claim for Housing and/or
Council Tax Benefit
Change of Address form**



Claim reference

Date of Issue

(for official use only)

Please could you **complete all sections**, even if the information you gave on your previous claim remains unchanged.

Please confirm the address you have moved to?

What is the address have moved from?

Postcode

Postcode

Please confirm the date you moved in?

 / /

What date did you move out?

 / /

If you have an overlap of tenancies that you are being charged for, you may be able to receive help with this.

If you wish to apply for Housing Benefit on Two Homes for the same period please tick this box.

Claimant

First Name(s)

Surname

Date of Birth

 / /

National Insurance Number

Telephone number

Email Address

Partner

First Name(s)

Surname

Date of Birth

 / /

National Insurance Number

Other people who live with you (if more space is required please use the box on the declaration page).

Name	Relationship to you	Date of Birth

If anyone has moved in or out of your household please tell us their name and they date they moved in/out.

If you have a boarder/lodger do they pay rent, and if so, how much? Please give details below.

Do you or your partner have a carer who lives somewhere else, but provides care overnight in your home?

Do You? (please tick one box)

Live in accommodation that you rent.

If you have ticked this option please go to the next section called **Rent and your Rented Home.**

OR

Own your home or pay a mortgage

Other (please give details)

If you have ticked one of the above boxes please go to the last part of this form called **Declaration.**

Rent and your Rented Home.

Are you a joint tenant? No

Yes

If 'yes', how many tenants are named on your tenancy agreement (including you)

How much of the rent do you pay?

£

What is the name and address of the person who owns your property?

If the owner has an agent, tell us their full name and address.

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

No

Yes

If yes, what is the relationship:

Examples of a relationship are Mother, Father, Husband, Wife, Daughter, Son, Brother, Sister or these relationships as 'In Laws'.

What sort of tenancy do you have? (this should be detailed on your rent agreement)

How long is your tenancy for?

to

How much is the rent for your home?

£

every

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

Who decorates the inside of your home when necessary?

You

Your Landlord

Don't know

What sort of accommodation do you rent?

House Flat Bedsit or room Residential nursing home

Or any of the following:

Hotel Caravan Mobile Home Houseboat

Board and Lodging Hostel Other

If you have ticked 'Other' please specify

(We may need to write to you to ask for further details if you have ticked on of these)

We also need the following details of you household.

How many bedrooms are in the accommodation you rent

How many:

For your own use

Shared with other tenants

Kitchens

Bathrooms

Toilets

Other rooms (suitable for living in)

Rent and Your Rented Home - continued.

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 (RO5).

Do you have any weeks when you do not have to pay rent? **No**
Yes

How many in a year?

Are you behind with your rent? **No**
Yes

By how many weeks?

Have you or your partner previously owned the home you are now living in? **No**
Yes

If you tick yes we will contact you separately about this.

Who receives the Council Tax bills for your home? You or your partner
Your landlord
Someone else

If the Council Tax bill is received by someone else, please tell us who.

Does your rent include money for the following?

Meals **No**

Yes How much each week? £

Which meals are included? Breakfast Lunch Evening Meal

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?

WE MUST SEE PROOF OF YOUR RENT BEFORE WE CAN DECIDE HOW MUCH BENEFIT YOU CAN GET.

Paying your housing benefit.

What type of rented accommodation do you wish to claim for?

Rented from a Housing Association (including Cross Keys)
(please go to the section called **Paying Benefit to your Landlord**)

Rented from a Private Landlord
(please go to the section called **Local Housing Allowance claim**)

Paying benefit to your landlord.

If you want us to pay your Housing Benefit direct to your landlord you must sign this declaration.

If you do not please go to the section called **Paying Benefit to You**

Please pay my Housing Benefit straight to my landlord.

- I must always tell you about any change in my circumstance.
- If I do not tell you about any change in my circumstance and you pay me too much Housing Benefit because of this, I will have to pay it back.
- I am aware that I may be prosecuted if I fail to tell you about a change in my circumstance.

Signature

Date

Local Housing Allowance claim.

Our normal procedure is to pay your Housing Benefit directly to your bank account.

This will give you access to the money we pay quicker than any other method available.

You will still receive a confirmation slip by post to confirm the amount that has been paid and the period it covers.

If you do not have a bank or building society account into which payments can be made, you should make arrangements to open one. We can provide you with a leaflet that gives you general advice on how to set up a bank account.

This leaflet is called 'Opening a bank account'.

If you would like one of these leaflets to be sent to you please tick this box

If you do not have a bank or building society account, and you cannot open one, we may consider paying you by cheque. Please state the reason(s) why here and we will consider this.

This method of payment will mean that you will not have access to the money as quickly as payments made into an account.

How much benefit will I be paid?

The amount of Housing Benefit you will be paid will be based on your personal circumstances and not on the amount of rent you are charged. Local Housing Allowance (LHA) is calculated using the amount, reviewed on a monthly basis, based on your accommodation needs. Your claim will be processed based on these amounts for one year and then amended to the revised level at that time unless you cease to claim Housing Benefit or your accommodation needs changes..

If you would like some further information about the rates set for LHA you can contact us (see details on the back of this form).

Can I have my Housing Benefit paid to someone else?

We will consider all requests to pay housing Benefit to someone else on a case by case basis. We will take into account your circumstances and the effects this may have on your ability to pay rent.

You will be notified in writing as to whether it has been agreed to pay your Housing Benefit to someone else and if it is agreed you may also be informed of a date when this decision will be reviewed. This is because in some cases circumstances may change which may affect the ability for you to accept payment of Housing Benefit yourself.

If you want us to pay your Housing Benefit to some one else (e.g. you have a member of your family or close friend who deals with your affairs) you must complete this section.

Local Housing Allowance claim - continued.

In order for this to be considered you will need to give details below why you are unable to accept payment of Housing Benefit directly to you.

It may be necessary to supply with this form proof to support your statement (e.g. hospital appointment letter confirming the treatment for an illness or proof of any financial problems you may have).

I am requesting that payment for Housing Benefit be paid to:-

Who is :-

My Landlord

My Landlord's Agent

A third party

Please write here the reason(s) why you wish payment of your Housing Benefit should be paid someone else.

I do not wish that Housing Benefit payments are made directly to me because

(Continue on a separate piece of paper if necessary)

We may need to interview you to discuss this in detail at a later date.

Now ask the person you wish to receive payments to sign this agreement.

Name of person to be paid

Address

Telephone number

I agree to accept Housing Benefit payments for the tenant named on this form.

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances;
- You can stop paying benefit to me if I do not tell you about a change of circumstances;
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to

Signature

Date

Paying benefit to you.

If you want us to pay your Housing Benefit directly to you please confirm how often you want your Housing Benefit to be paid.

I want my benefit paid to myself into my bank or building society account.

Every 4 weeks

Every 2 weeks

(Please tick one of these options)

Tell us the following details:-

The name of your bank or Building society.

The address of the branch you use

 Postcode

Whose name is the Account in?

The account number

The sort code

 ---- ----

If your account is a building society account with a passbook that has a 'roll number' please quote that here

Authority to discuss your claim with your landlord.

Sometimes, sharing information with your landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed. We would only share information with your landlord if you have agreed that your Housing Benefit can be paid directly to your landlord.

Under the Data Protection Act we need your permission to share information. If you give us that permission we can then tell your landlord the following:

- Whether or not you have made a claim for Housing Benefit and if we have made a decision on it.
- If we need further information to make a decision on your claim and, if so, what information this is.

There may be other information about your claim that we need to check with your landlord, such as the date your tenancy started, before we can make a decision on your claim. If this is the case, we have to ask your landlord even if you have not given us permission to discuss your claim with them, but, unless you have given us permission by signing below, we will not discuss anything else with your landlord.

We will not give your landlord any information about:

- Your personal or household circumstances, or
- your financial circumstances

If you do not give us permission to discuss your claim with your landlord, it will not affect your claim.

If you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know.

If you do want to give us permission to discuss your claim with your landlord, please sign below.

I give you, Peterborough City Council, permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Signature

Date

Declaration.

Please tell us about any other changes; apart from your change of address that has happened since the date of your last claim (Examples include a change in work, income, capital, benefits or household composition).

If you are not sure please declare ALL changes.

If you do not add anything here this will mean that you are confirming that there are NO other changes.

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

I understand the following:

- That I am responsible for the information supplied on this form.
- If the information supplied within this form and evidence given in support of it is false, misleading, incorrect or incomplete, the council may take action against me, which could result in me being prosecuted in court.
- That I may be asked to repay any overpaid benefit as a result of false, misleading, incorrect or incomplete information supplied on this form OR as a result of not declaring a change in circumstances that might affect my entitlement to benefit, without prejudice.
- You will use the information I have provided to process my claim for Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources within the council 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.

I know I must let the council 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.

Signature of
Person claiming

Date

/ /

Signature of
Partner

Date

/ /

Has someone else filled in this form for you?

Please tell us why you are filling in this form for the claimant.

Your Name

Your Signature

Address
(optional)

Phone number
(optional)

Relationship to the person claiming

ARE YOU HAVING TROUBLE FILLING IN THIS FORM?

We can arrange an interpreter for you if you want to speak to our Customer Services Team and English is not your first language.

We can also send a member of our staff to visit you at your home if you need help filing in this form and are housebound, or temporarily unable to reach one of our offices.

If you need either of these services please contact us as detailed below.

When this form has been completed you can return it by

Posting the form to the:

Benefit Service
Town Hall
Bridge Street
Peterborough
PE1 1BF

Handing the form to our:

Customer Service Centre
Bayard Place (opposite the Central Library).
Our opening hours are:-
9.00am to 5.00pm (Mon's, Tue's, Thur's and Fri's)
and 11.00am to 5.00pm (Wed's)

You can telephone our office on 01733 452241

Our telephone line is available from 8.00am to 6.00pm (Monday to Friday)

You can get general information from our website at

www.peterborough.gov.uk/housingbenefit

You can email your comments or queries to our e-mail address at

Benefits@peterborough.gov.uk

FRAUD HOTLINE

If you have any information on suspected Housing Benefit or Council Tax Benefit fraud
ring : **01733 452250 or 0800 3286340**

All information will be dealt with in the strictest confidence.

You can also log on to our web site –

http://www.peterborough.gov.uk/community_information/benefits/benefit_fraud.aspx
and complete our on line form.