

# Housing Benefit & Council Tax Benefit



|               |  |
|---------------|--|
| Document Type |  |
| C/Tax ref no  |  |

## Dependant and non-dependant change of circumstances form

### Only fill in this form if:

- A dependant child has left your property.
- Child Benefit has stopped for a dependant child.
- Another adult (not partner) has left your property.
- An adult (not partner) already living with you has had a change in their circumstances.
- A dependant child has joined your property.
- Child Benefit has started for a dependant child.
- Another adult (not partner) has joined your property.

### Important:

Fill in this form with the information requested and return it immediately. We can then continue to pay the Housing Benefit and Council Tax Benefit you're entitled to.

Provide original documents where requested - if proof is required you'll see this symbol.

**If you cannot return the form immediately, contact us - our details are on the back of this form.**

**Note:** The law says you must tell us if there's any change to the information we've used to decide whether you're entitled to Housing Benefit, Council Tax Benefit or both.

You must tell us straightaway even if you're waiting to hear from us about your claim, and even if you've already told someone else like Jobcentre Plus or your landlord.

If you deliberately fail to tell us about a change in circumstances, you could be liable to be prosecuted.

### Part 1 About you and your partner

|         |          |
|---------|----------|
| Address |          |
|         |          |
|         |          |
|         | Postcode |

|               |
|---------------|
| Phone number  |
|               |
| Email address |
|               |

Do you have a partner who normally lives with you?

Yes  No

| First name   | Last name | Mr/Mrs/<br>Miss/Ms | Date of birth | National insurance<br>number |
|--------------|-----------|--------------------|---------------|------------------------------|
| You          |           |                    | / /           |                              |
| Your partner |           |                    | / /           |                              |

## Part 2 Change in circumstances

Give details of what has changed and the date of change.


My circumstances have changed because:

Date of change    /    /

Continue on separate sheet if necessary

## Part 3 Children who live with you

Only tell us about children who have **joined or left** your property, or children you've **stopped or started** getting Child Benefit for, since your last claim for Housing Benefit and/or Council Tax Benefit.

You must provide proof that the Child Benefit has stopped or started. 

If you need to tell us about more than 3 children continue on a separate sheet.

| First name | Last name | Date of birth | Relationship to you | Date moved in (if applicable)? | Date moved out (if applicable)? | Do/did you get Child Benefit for them? |
|------------|-----------|---------------|---------------------|--------------------------------|---------------------------------|--|
|            |           | / /           |                     | / /                            | / /                             | Yes / No                               |
|            |           | / /           |                     | / /                            | / /                             | Yes / No                               |
|            |           | / /           |                     | / /                            | / /                             | Yes / No                               |

If you wish to claim free school meals (FSM) for any of the children named above who've joined your property, complete below.

To get FSM the parent/guardian must get either: Income Support, income-based Jobseekers Allowance, Employment Support Allowance, Child Tax Credit (exclusions apply), Pension Credit (Guaranteed Part) or receive support under Part VI of the Immigration and Asylum Act 1999.

| Name of child | FSM      | Name of school |
|---------------|----------|----------------|
|               | Yes / No |                |
|               | Yes / No |                |
|               | Yes / No |                |

If FSM were already in payment for any of the children named above who've joined your property, and they've moved schools, complete below.

| Name of child | FSM      | Previous school | New school |
|---------------|----------|-----------------|------------|
|               | Yes / No |                 |            |
|               | Yes / No |                 |            |
|               | Yes / No |                 |            |

## Part 4 Child care costs


Do/did you or your partner pay childcare fees to a registered childminder, nursery or school for any child that has joined or left your property?

Yes

No (go to part 5)

Date you or your partner started or stopped paying childcare costs?

If you or your partner are now paying childminding/childcare fees then we may be able to make an allowance against your income for these fees where childcare is provided by a registered childminder, nursery or in some cases by a school (e.g. after school club).

You **must** provide proof of the fees you pay out. 

Give details of children you pay childcare fees for.

| Childs full name | Age | Name & address of childcare provider | Amount paid | Pay frequency |
|------------------|-----|--------------------------------------|-------------|---------------|
|                  |     |                                      |             |               |
|                  |     |                                      |             |               |
|                  |     |                                      |             |               |

Registration number of carer

## Part 5 Other adults who live with you (Not partner)

Have any other adults moved into or left your property?

By adult we mean people aged 16 or over and nobody gets Child Benefit for them

Yes

No (go to part 6)

Only tell us about other adults who've **joined or left** your property or if their circumstances have changed since your last claim for Housing Benefit and/or Council Tax Benefit.

You **must** provide proof of income for all the other adults. 

|                             | First adult                      | Second adult                     | Third adult                      |
|-----------------------------|----------------------------------|----------------------------------|----------------------------------|
| First name                  | <input type="text"/>             | <input type="text"/>             | <input type="text"/>             |
| Last name                   | <input type="text"/>             | <input type="text"/>             | <input type="text"/>             |
| Date of birth               | <input type="text" value="/ /"/> | <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |
| National Insurance number   | <input type="text"/>             | <input type="text"/>             | <input type="text"/>             |
| Relationship to you         | <input type="text"/>             | <input type="text"/>             | <input type="text"/>             |
| Date moved in/left          | <input type="text" value="/ /"/> | <input type="text" value="/ /"/> | <input type="text" value="/ /"/> |
| Previous/forwarding address | <input type="text"/>             | <input type="text"/>             | <input type="text"/>             |
|                             | <input type="text"/>             | <input type="text"/>             | <input type="text"/>             |
|                             | <input type="text"/>             | <input type="text"/>             | <input type="text"/>             |

## Part 5 Other adults who live with you (Continued)

First adult

Second adult


Third adult

Do they get Income Support, income-based Jobseekers Allowance, Employment Support Allowance (IR) or Pension Credit (Guaranteed Part)?

Yes  No

Yes  No

Yes  No

Do they work? 

Yes  No

Yes  No

Yes  No

Weekly or monthly pay before tax?

£

£

£

Hours worked each week.

Do they get any state benefits?

Yes  No

Yes  No

Yes  No


How much do they get a week?

£

£

£

What benefit do they get?

Do they get any other income? 

Yes  No

Yes  No

Yes  No

How much do they get a week?

£

£

£

What is the other income?

Do they get a training allowance? 


Yes  No

Yes  No

Yes  No

From

To

Do they pay you for board/lodgings? 

Yes  No

Yes  No

Yes  No

How much do they pay a week?

£

£


£

How much is for food and heating?

£

£

£

Are they a full-time student/student nurse? 


Yes  No

Yes  No

Yes  No

From

To

In hospital/prison or other legal custody? 

Yes  No

Yes  No

Yes  No

Date they went in?

Date they expect to come out?

Are any adults living together as a couple? If 'Yes', please give details.

| Name                 | Name                 |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

## Part 6 Additional information

Please use this part to give more information you think may be relevant to your claim or to give us details of any other changes in your circumstances since your last claim

## Your declaration

Please read this declaration carefully before you sign and date it. It's an offence to give false information.

I/we understand the following.

- If I/we give information that's incorrect or incomplete, you may take action against me/us.
- You'll use the information I/we have given to process my/our claim for Housing Benefit, Council Tax Benefit or both. You may check some of the information with other sources within the council, rent offices and other councils.
- You may use any information I/we have given in connection with this and any other claim for social security benefits that I/we have made or may make. You may give some information to other government departments, if the law allows this.

I know I/we must let you know immediately about any changes in my/our circumstances that may affect the claim.

- I/we understand that it's a criminal offence not to tell you about any changes in my/our circumstances.

The information I/we have given on this form is correct and complete.

This is my/our claim for Housing Benefit, Council Tax Benefit, or both.

Your signature

Date

Your signature

Date

## How to contact us

If returning the form by post, the form and supporting evidence should be returned to the council's 'designated office' for Housing Benefit and Council Tax Benefit; at

**Customer and Communities Service, PO Box 490, Rochdale, OL16 9AJ**

You can report your change of circumstances or get more information on Housing Benefit and Council Tax Benefit by calling us on:

**0845 121 2970**, Monday to Friday, 8am to 8pm or Saturday, 9am to 1pm.

Information on Housing Benefit and Council Tax Benefit can be found on our website: **[www.rochdale.gov.uk](http://www.rochdale.gov.uk)**

You can also report a change of circumstances by email to the following address, please remember it's important that you provide details of the change, the date of the change and proof where appropriate.

**[revenues.benefits@rochdale.gov.uk](mailto:revenues.benefits@rochdale.gov.uk)**

If you need other help you can contact the **citizens advice bureau** (check the phone book for details).

## Equal opportunities monitoring

Rochdale Council is committed to promoting equal opportunities and fair treatment for all in providing our services.

**You don't have to provide this information** - but it would help us if you do. It will not affect your application in any way.

We'll use this information only to measure our performance against our equal opportunities standards.

### Gender

Male  Female  Transgender

### Your age

Under 20  21 - 40  41 - 59   
60 - 79  Over 80

### Disability (If you consider that you have a disability, please tick one box)

Hearing disability  Physical disability  Visual disability   
Learning disability  Mental health issue  Other disability

## Ethnic Origin

### White

White British  White Irish  Any other white background

### Asian or Asian British

Pakistani  Bangladeshi  Kashmiri   
British Asian  Any other Asian background

### Black or Black British

Black Caribbean  Black African  Black British  Any other Black background

### Dual or Multiple Heritage

White and Black African  White and Black Caribbean  White and Asian   
Any other dual or multiple heritage

### Chinese or other Ethnic Group

Chinese  Any other Ethnic background