

BOROUGH OF HYNDBURN

HOME OF THE ACCRINGTON PALS

BENEFITS, REVENUES

AND CUSTOMER CONTACT

Accrington Town Hall

Broadway Offices

Accrington BB5 1EZ



Changes to your household

Section 1: About you

1. Your Housing Benefit/Council Tax Support Reference	
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2. Please provide details for you and your partner if you have one:	You	Your partner
Name		
Date of birth		
National Insurance Number		

3. Please provide your address	
Address	
Postcode	
Telephone Number	

Section 2: People moving out of your house

4. If someone has moved out of your property, please provide their details below.

If more than 3 people have moved out, please use a separate sheet of paper to tell us all the information we have asked for.

	Person One	Person Two	Person Three
Surname			
First name			
Date they moved out			
Forwarding address			

Section 3: children

5. If a child has moved in to your household or you have had a new child, please provide their details below. We need to know about any children who are:

- Under 16
- Aged 16 or 17 and registered for work or youth training, or
- Aged 16, 17 or 18 and in education doing a course not higher than GCE A-Level, SCE Higher Level or GNVQ

You do not have to tell us about any children that you told us about in your original claim.

If there are more than three NEW children in your household please use a separate sheet.

	First child	Second Child	Third child
Surname			
First name			
Date of birth			
Date the child moved in			
What is the child's sex?			
The child's relationship to you			
The child's relationship to your partner			
Usual address, if different from yours			
Child benefit number			
Who gets child benefit for them? **			
Does the child have any savings? Y/N?			
If yes, how much are their savings?			
Is the child registered blind? If yes, we will need to see proof of this.			
Does the child get disability living allowance? Y/N? **			
If yes, how much care allowance?			
Do you or your partner pay any child minding costs for this child to a registered child minder, a nursery or an after school club?			
If yes, what is the name and registration number of the childminder?			
How much do you pay each week? **			

** We will need to see proof of this.

Section 4: Other people in your household

6. If details of the people living with you have changed or someone has moved into your household, please tell us about those changes in this section.

If there have not been any changes, please leave this section blank.

Please use another sheet of paper if you need more space.

	First person	Second person	Third person
Surname			
First name			
Date of birth			
Date they moved in to your property			
National Insurance Number			
Their relationship to you or your partner			
Their previous address			
Do they get Income Support, income based Job Seeker's Allowance or Pension Credit? Y/N			
Do they get Disability Living Allowance, Personal Independence Payments or Attendance Allowance?			
Are they registered blind?			
Are they a full time student, a student nurse, a care worker, an apprentice or on youth training?			
If yes, please tell us which.			
Do they pay rent or money for board and lodgings to you or your partner?			
If so, how much?			
Does this include money for food?			
Does this include money for heating?			

Do they have a learning disability, mental illness or form of dementia?			
Are they in legal custody at the moment?			
If so, when are they expected to come out?			
Are they in hospital at the moment?			
If so, when did they go in?			
When are they due to come out (if you know)?			
Do they normally work for 16 hours or more a week?			
Do they have any other income at all?			
<u>Income 1</u> : where does this income come from?			
<u>Income 1</u> : How much is it before deductions?			
<u>Income 2</u> : where does this income come from?			
<u>Income 2</u> : How much is it before deductions?			
<u>Income 3</u> : where does this income come from?			
<u>Income 3</u> : How much is it before deductions?			

7. Do any of the people living with you have any other income at all? Make sure you tell us about all other income they have.

This includes any benefits or allowances you have not told us about in this form and interest from any savings and investments.

8. Are any of the people who normally live with you married to each other, civil partners, or living together as if they are married or civil partners? We call these people *partners*.

	Is the partner of	
	Is the partner of	

Section 5: Other changes

9. Please use this space to tell us about any other changes you have had and have not been included in any of the other questions on this form.

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Section 6: Declaration

Even if someone else has filled this form in form you, you must sign this declaration if you can.

Please read this declaration carefully before you sign it:

- I understand that this claim form is made to you, my local council.
- I confirm that as far as I know, this information I have provided on this form is correct and complete
- I understand that if I have given information that is incomplete or incorrect that you may take legal action against me
- I agree that you will use the information provided to process my claim for Housing Benefit and/or Council Tax Support, you may check some of the information with other sources as the law allows.
- I know that I must let you know in writing straight away about any change in my circumstance that could affect my claim.
- The council will use your information in line with the Data Protection Act 1998. We have a duty to protect public funds and we may use the information you have given us or share it with other organisations to prevent and detect fraud.
- The council will also share your information if we have a legal duty to do so, or where we believe that by doing so we can provide you with a better standard or service.
- I understand and agree that the information help by you for the purposes of me claim may be shared with the Local Education Authority for the purpose of determining a child's eligibility for free school meals or any other benefit, and with Lancashire County Council on One Connect for the purpose of determining my entitlement to a Social Fund Loan or other similar benefit.

Signature of the person claiming	
Please print your name here	
Date	

If this form has been completed by someone other than the claimant or claimant's partner, please tell us why you are filling this form in on behalf of the claimant.

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Your name if you have completed this form for the claimant	
Your signature	
Your relationship to the claimant	
Date	

Sharing information with your Landlord.

Sharing information with your landlord could help us to deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed. If you give us permission, we would be able to tell your landlord whether:

- You have claimed Housing Benefits (but not Council Tax Support)
- We have made a decision on your claim, or
- We need more information to make a decision on your claim.

We will not give your landlord any information about:

- Your personal household circumstances, or
- Your financial circumstances

It will not affect your claim if you do not give us permission to discuss your claim with your landlord. If you want to give us permission to discuss your claim with your landlord, please sign below.

Signature	
Full name (please print)	
Date	

Sharing information with someone else.

If you would like to give anyone else permission to discuss your claim with us, you can do so by telling us about them here.

Their name	
Their relationship to you	
Your signature	
Date	

Section 7: What to do next

In order to prevent an overpayment of your benefit, your claim may be suspended until we have received the information we need as well as any supporting documents.

If we do not receive this form within 1 calendar month of the date you told us about these changes, we will assume that you no longer wish to claim benefit and your claim will be cancelled.

Supporting Documents

To support your claim, you may need to provide supporting evidence or documents. We will only accept original documents, not photo copies. We will return all original documents to you.

Please use this box to list the information the information or documents you have provided to support your change of circumstances, such as proof of income for the new member of your household..

If you are not able to provide all documents, please tell us here. You have one calendar month from submitting this form to provide this information. If you do not provide this information, your claim will be cancelled

Where to send your documents

You have several options for returning this information:

You can drop it in our post box: Our post box is on the right hand side of the automatic doors at the Broadway entrance to our offices. This sign-posted steel post box is secure and can be used 24 hours a day.

Post your documents to us at the following address:

Hyndburn Borough Council
Housing and Council Tax Benefits
Accrington Town Hall
Broadway
Accrington
BB5 1EZ

Contact us

For help with your application, for any other enquiries or to book an appointment to see us in person, please contact us using the following details:

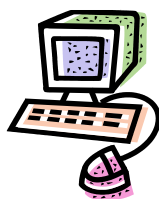
- Use our e-services online at www.hyndburnbc.gov.uk/benefits
- By email – enquiries@hyndburnbc.gov.uk
- By telephone – 01254 388 111

Please call or email our Customer Contact Centre, we are open:

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 17:00	09:00 – 17:00	10:00 – 17:00	09:00 – 17:00	09:00 - 17:00

Please send or bring ORIGINAL DOCUMENTS ONLY – we cannot accept photocopies.

BENEFITS ONLINE



Check your Benefits, Council Tax and Business Rates on-line.

Register at:

www.hyndburnbc.gov.uk