

Change of circumstances form



RING IN THE CHANGES - you can now report changes over the telephone, and some of these changes can be processed during your call. To take advantage of this service please telephone (0115) 981 9911 and select option 1 then option 1 again to speak to one of our benefits staff.

Rushcliffe
Borough Council

Please complete and post this form to:

Rushcliffe Borough Council, Revenues Services, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG

Visitors to the Council should go to:

Rushcliffe Community Contact Centre, Rectory Road, West Bridgford, Nottingham, NG2 6BU. Telephone 0115 9819911 and ask for Customer Services.

Name

Date received

Address

Postcode

Telephone number

I wish to notify you of the following change(s) in circumstances.

Please give details of the change(s) below.

This change took place on

I enclose the necessary original documents as evidence of this change. I declare that the information given on this form is correct and complete to the best of my knowledge. I agree that the Council may make enquiries in order to check the information given.

Signature

Date

Further copies of this form can be downloaded from our website: www.rushcliffe.gov.uk

Change of circumstances

Please keep this form - you may use it to tell us about changes in your circumstances.

It is your responsibility to promptly report all change of circumstances that affect your Housing Benefit and/or Council Tax Reduction. If you have a change in circumstances that affects Housing and/or Council Tax Reduction, you must report the change to Borough Council's Benefit Section. This may be in writing or by telephoning us on 0115 9819911 and choosing option 1 then option 1 again (some changes can be processed during the call). If you are not sure whether the change will affect Housing and/or Council Tax Reduction, tell us about it anyway. Tell us about the change yourself, don't rely on someone else e.g. another Council Department, other agency (such as the Inland Revenue and the Department for Work and Pensions) or other person(s) to tell us. We may require original documentary proof of the change but do not delay in telling us about it because supporting documents are not available, send them later.

If you do not tell us about changes in your circumstances you may lose benefit you are entitled to or you may get too much benefit which you will have to pay back. If you fail to promptly notify Rushcliffe Borough Council about a change in circumstances, the Council may take action against you, this includes Court action.

Examples of changes of circumstances are if:

- You or your partner's Income Support or Job Seekers Allowance stops
- Any of your children leave school or child benefit stops
- Anyone, including children, lodgers and subtenants, moves into or out of your home
- You or your partner's income changes, this includes changes to benefits and tax credits
- You or anyone else living with you takes an additional job
- Your rent changes
- You move (including moving rooms within the same address)
- You, or your partner are going to be away from home for more than a month
- The income of someone who is living with you changes; this includes changes to benefits and tax credits
- Anyone living with you becomes a student, goes into hospital or a nursing home or goes into prison
- You receive any decision from the Home Office concerning your Immigration status
- You or anyone living with you gets a job, changes their job or becomes unemployed
- You become a student, go on a training scheme, go into hospital or a nursing home, go into prison
- You or your partner's capital or savings change
- You or your partner has a baby
- Your child starts to be cared for, or stops being cared for by a registered child minder, day nursery or playgroup
- You or your partner returns to work after a period of illness where you have been receiving benefit
- Anything you told us about when you made your last claim changes.

This is not a complete list - if you are not sure whether a change will affect your Housing and/or Council Tax Reduction, tell us about it anyway.