

# Housing Benefit and Council Tax Support CHANGE OF ADDRESS FORM

1

If you have moved or are moving soon please fill in this form. For assistance, please contact: the Benefits Section by phone, email, or post, using the contact details below.



Benefits Section  
Blaby District Council  
Desford Road  
Narborough  
Leicester  
LE19 2EP

Tel: (0116) 2727510  
Fax: (0116) 2727591  
Email: [benefits@blaby.gov.uk](mailto:benefits@blaby.gov.uk)  
Website: [www.blaby.gov.uk](http://www.blaby.gov.uk)

Date issued  /  /

Office use

Claim number

**IMPORTANT:** You must tell us as soon as possible of your change of address so that we can avoid any gap in your payments.

If you need help completing this form please contact the Benefits Section on 0116 272 7510.

**PLEASE COMPLETE USING BLACK INK**

## A: Questions about you

1) Title

Mr  Mrs  Miss  Ms

2) First name and middle name

3) Last name

4) National Insurance number

5) Home telephone number

6) Mobile telephone number

7) E-mail address

10) Do you wish to pay your Council Tax by Direct Debit ? Yes  No

8) Address of the property you are currently claiming for

Is the property rented Yes  No   
If Yes is it Furnished or Unfurnished?

9) Address of the property you are moving to

Is the property rented Yes  No   
If Yes is it Furnished or Unfurnished?

**B: Questions about your partner****2**

If you do not have a partner, write 'No' for question 1 and go to part C.

1) Do you have a partner?

6) What date did your partner move in?

 /  / 

2) Does your partner live with you?

7) What was your partner's previous address?

3) Your partner's title

Mr  Mrs  Miss  Ms 

4) Partner's full name

8) At this address were you the (please tick)?

Tenant?  Owner? 

5) National Insurance number

Lodger?  Other? **C: Questions about your household**

If there is no-one else living with you, write 'No' for question 1 and go to part D.

1) Do any other people live with you?

If 'Yes', please give details below.

Name	Relationship to you	Date of birth	Do you get child benefit?

If anyone has moved in or out of your household or there has been any change in their income that you have not already told us about, please give details below and tell us the date of the change.

## D: Questions about your property

3

If you own your property please answer questions 2 and 3 then go to section G

1) What date did your tenancy start?

2) What date did you move in?

3) If you have not moved in yet, what date do you intend to move in?

4) Do you have a tenancy agreement?:

5) If you have a joint tenancy, list the names of the other tenants and how much they each pay.

6) What is the name and address of your landlord or housing association?

Email:

Telephone:

7) Do they own the property?

8) If not, please give the owner's full name and their address.

9) Have you or your partner ever owned the property you are renting?

10) Are you, your partner, or your children related to the owner or agent of the property, or their partner?

11) If 'Yes', please state how you are related.

If you have a tenancy agreement, please send it in as proof of rent. If you do not have a tenancy agreement, please contact us.

## E: Questions about your rent

4

1) How much is the full rent?

2) How often is the rent charged? For example, weekly, 4-weekly, or monthly.

3) Are you behind with the rent?

4) If 'Yes', how much do you owe?

5) What has caused you to fall behind with the rent?

6) What was the date of the last rent increase?

7) Does your rent include money for any of the following? Please write 'Yes' or 'No' in each box and state how much you pay for each.

Water rates

Council Tax

Heating

Hot water

Lighting

Personal care or support

Breakfast

Lunch

Evening meal

Fuel for cooking

8) Are any other services included?

9) If 'Yes', please state what else is included

1) If you rent a room or flat, please tick a box to show where in the property it is

Front  Middle  Back

2) Looking at the front of the building, is your room to the

Left?  Centre?  Right?

3) On which floor is your room or flat? For example, basement, ground floor, first floor.

4) What is your room or flat number?

5) How many floors are there in the property?

6) Please tell us the number of rooms in the property, the number of rooms you use and the number of rooms you share.

Type of room	Number of rooms in property	Number of rooms used just by you and your household	Number of rooms you share with other people
Living rooms			
Bedrooms			
Bedsitting rooms			
Kitchens			
Bathrooms			
Separate toilets			
Dining rooms			
Other rooms (please describe)			
Total			

**Local Housing Allowance for private tenants**

Local Housing Allowance is paid to private tenants (not including housing association tenants). It is based on the make up of your household, what income and savings you have and how many bedrooms you need. The number of bedrooms you need is based on the number, age, and gender of the people in your household and not the number of bedrooms in the property. There are different rates depending on the number of bedrooms you need up to a maximum of 4 bedrooms. These rates are published on our website [www.blaby.gov.uk](http://www.blaby.gov.uk) and are available to view at the council offices and our service shops at Blaby and Braunstone. You can also contact the benefits team by phone for this information.

**Rent Allowance for housing association tenants**

Rent Allowance is paid to Housing Association tenants. It is based on the make up of your household, what income and savings you have and how many bedrooms you need. The number of bedrooms you need is based on the number, age, and gender of the people in your household. If you are of working age and have more bedrooms in the property than you need the amount of housing benefit you receive may be reduced by 14% for 1 extra bedroom or 25% for 2 or more extra bedrooms.

## G: Questions about your previous property

6

1) At your previous property were you the (please tick)?

Tenant?

Owner?

Lodger?

Other?

2) If you were renting or lodging what date did your tenancy end?

3) If you owned the property is it for sale?

4) Please provide estate agents details if the property is for sale, or explain why it is not for sale.

## H: Questions about property and land

1) Do you, your partner, or your children own any property (other than the home you live in), land, or holiday homes, in the UK or abroad? This includes properties and land on which there is a mortgage or loan, and any held in trust or jointly held with another person.

2) Have you sold a property within the last 5 years?

If you have answered 'Yes' to either question above, please provide details below.

**I: Other information**

If you want to give any more information that would help us work out your benefit, please give details in the box below. If there is not enough room, please add a separate piece of paper.

## J: Paying Housing Benefit

8

Tick this box if you wish us to pay your housing benefit to your housing association.

If you are entitled to housing benefit and you pay a private landlord, we will pay you directly into your bank account. Please provide your account details here.

1) Name of your bank or building society

2) Account holder's name

3) Branch sort code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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4) Account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5) Role number (Building society and Clockwise accounts)

<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"/>
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6) Do you believe you will have difficulty managing payment of rent? For example, if you have a learning or physical disability, problems including drugs, alcohol, mental health, and debt, or difficulty managing your finances. If so we may consider making payments to your landlord.

7) If 'Yes', please state your reasons below.

## K: Paying Council Tax Support

If you qualify for help towards your Council Tax a reduction will be applied to your Council Tax account and you will be sent a revised bill.



## L: Declaration

9

Please read this declaration carefully then sign in part M.

- This is my change of address form for Housing Benefit and Council Tax Support.
- I live at the address given on the form and have no income other than that I have declared.
- I am not claiming Housing Benefit or Council Tax Support elsewhere.
- I must tell the Benefit Department straight away about any changes. (See part Q).
- I accept that this form may be used to calculate new entitlement to Council Tax Support.

### Prosecution

I declare that the information I have given is correct, and I understand that I may be prosecuted if:

- I give information that is false;
- I supply or allow to be supplied any documents that I know to be false;
- I knowingly continue to get benefit that I am not entitled to.

### Data Protection & Information Sharing

Blaby District Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. We may share your information with and obtain information about you from other departments within Blaby District Council, other local authorities, government departments or financial organisations to ensure that the information is accurate, to prevent or detect crime and protect public funds.

Any personal data that the Council collects about you will be processed in compliance with the eight principles of the Act. If you want further information about the data that we hold about you or your rights under the Data Protection Act then please email the Information Management Team at [foi@blaby.gov.uk](mailto:foi@blaby.gov.uk).

- I authorise you to make any necessary enquiries to check the information on this form. This includes contacting my employer, pension provider, HM Revenue and Customs, DWP, other Council departments, the Rent Officer and other Local Authorities where necessary.

## M: Signatures

### We have read and understood the declaration

Your signature

Date

Your partner's signature

Date

**If someone else has completed the claim form for you this section must be completed. This includes agents, appointee, relatives, and friends.**

I have filled in this form on behalf of the claimant.

They cannot fill in the form because:

My name is:

Relationship to the person claiming:

**I have read each question and recorded the answers given.**

**As far as I am aware the answers are true and complete.**

Signature of the person who filled in the form

Date

**Unless you are the appointee or have power of attorney, the person claiming must also sign the form at part M.**

**O: Allowing someone to act on your behalf**

**If you want someone to act for you in relation to benefit claims, please enter their name, address and contact details here. They will receive all the letters related to your benefit claim.**

1) Name

2) Address

Email:

Telephone:

3) Relationship to you

If you would like us to share information about your claim with your landlord or someone else you should complete the section below. You may choose for us to share information with anyone else, for example a relative or someone from an advice centre who is helping with your claim.

We will not share personal or household circumstances with your landlord, but would discuss this with a third party if you provide their name and contact details below.

**I give Blaby District Council permission to share information with the following people:**

My landlord  A third party

If you have ticked 'A third party', please give their name and address.

1) Name

2) Address

Email:

Telephone:

Signature of claimant

Date

**Q: Changes that must be reported**

- Tax Credit changes;
- Rent changes;
- Pension Credit changes;
- You or your partner start working or change employer;
- You or your partner have a baby;
- You or your partner go into hospital;
- Anyone leaves or joins the household;
- Childcare costs change or stop;
- Anyone is planning to or leaves the UK;
- Change of address; (If you change your address you must contact us for a change of address form).
- You or a member of the household are leaving Great Britain for more than 4 weeks;
- Any other temporary absences from the property;
- You or your partner's income goes up or down;
- The income of anyone in your household goes up or down;
- A child leaves school or Child Benefit stops;
- Employment Support Allowance changes;
- You or your partner's investments or savings go up or down;
- You or your partner come off Income Support, Jobseekers Allowance, or Employment Support Allowance;

**Please check that the information you have given is correct.**

- Have you answered all the necessary questions?
- Have you included your full name, address, and postcode on page 1?
- Have you signed and dated the form on page 9?
- Have you provided your tenancy agreement? We may also ask for proof of your rent and deposit. These must be the originals and not copies.

**S: Anything else we can help you with**

Do you require any further information regarding bins, etc..? Yes  No

If so please tell us what information you require.

**T: Once you have filled in this form you must return it with proofs to**

Benefits Section  
Blaby District Council  
Council Offices  
Desford Road  
Narborough  
LE19 2EP

If you need advice about what to send, please phone us on 0116 272 7510, fax 0116 272 7591, or email [benefits@blaby.gov.uk](mailto:benefits@blaby.gov.uk)

# Make sure you get your housing benefit payments as quickly as possible.

- Answer every question on the form. Remember to answer 'No' if a question does not apply to you.
- Make sure you give us the evidence to confirm the information you have told us.
- If you do not have all the evidence, don't forget to send in your claim form anyway. You could lose benefit if you do not hand your claim form in.
- If we request more information, send it to us as quickly as you can. Do not ignore the request.

**Send this form back to**

Benefits Section  
Blaby District Council  
Council Offices  
Desford Road  
Narborough  
LE19 2EP

If you need advice about what to send, please phone us on 0116 272 7510, fax 0116 272 7591, or email [benefits@blaby.gov.uk](mailto:benefits@blaby.gov.uk)