

Continued

If you need more room, please continue on another sheet of paper and attach.

Declaration

CLAIMANT: I declare that to the best of my knowledge the information given is true and complete.

Signature _____ Date _____

PARTNER: I am the partner shown on the form. I confirm that the information given about me is correct.

Signature _____ Date _____

The personal information you provide will be processed in accordance with the Data Protection Act 1998.

Please return this completed form and any evidence of your change in circumstances to:
**Housing Benefit and Council Tax Support
North Devon Council, PO Box 379, Barnstaple EX32 2GR**

Contact information

Please post the completed form back to us at:

**Housing Benefit and Council Tax Support
North Devon Council, PO Box 379
Barnstaple EX32 2GR**

Or you can drop it in to one of our offices:

- Lynton House, Commercial Road, Barnstaple
- The Ilfracombe Centre, 44 High Street
- Amory Centre, 125 East Street, South Molton

If you have any questions, or you need help filling in the form, please get in touch:

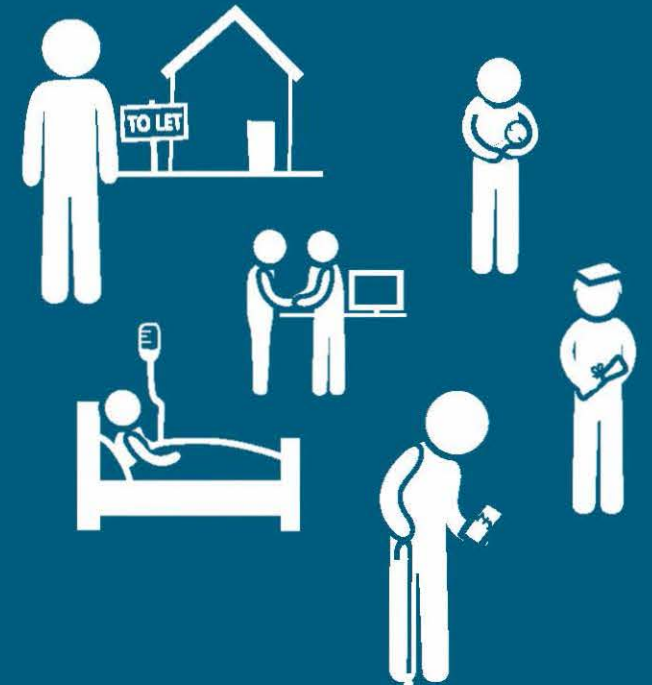
Telephone **01271 388877**
benefits@northdevon.gov.uk
www.northdevon.gov.uk/benefits

If you require this information in an alternative format, please contact us.

Housing Benefit & Council Tax Support
North Devon Council, PO Box 379
Barnstaple EX32 2GR



When life changes your **benefits** can change too



Tell us if your
circumstances
change, as it
may affect your
benefits.

www.northdevon.gov.uk



NDC Graphics | March 2016

Please tell us if your circumstances change

The amount of **Housing Benefit and Council Tax Support** you receive depends on many different things. Please make sure you tell us if something in your life changes. A change could mean that your benefits go up or down.

If you don't tell us about changes in your circumstances, it could mean that you are overpaid and you will have to pay it back. If you are entitled to more benefits as the result of a change, you must tell us within one calendar month, or you might lose out on some benefits.

Check the list opposite for examples of changes that could affect your benefits. If your change isn't listed, please complete and return the form to us anyway. We will let you know if your benefits are going to change.

Fill in the form attached to this leaflet and return it to us as soon as possible, along with any evidence of your change.



Income

- an increase or decrease in pension
- an increase or decrease in any other state benefits
- an increase or decrease in earnings
- an increase or decrease to the amount of savings you have
- if you stop receiving any other benefits or allowances such as Jobseekers Allowance or Income Support
- if you start receiving any other benefits or allowances
- an increase or decrease in the tax credits you receive.

Accommodation details

- if you change your accommodation
- if your rent alters
- if you start to share with someone.

Household details

- if your children leave school, college or university
- if you or your partner are away from home for more than 4 weeks
- if you have an addition to your family
- if someone leaves your household
- if there are any changes to your childcare costs.

Housing Benefit and Council Tax Support Change in circumstances form

Name

Address

Postcode

Daytime telephone

Mobile

Claim reference

Date of the change

Please give **details** of your change in circumstances

Continue ►