

August 2018

Housing Benefit and Council Tax Support Change of Address Form

Please use this form to tell us about a change in your address. If you have had any additional changes in your circumstances please tell us about this in Part 8

Benefit Claim Reference (if known)

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You are still liable for your full rent and Council Tax until a decision has been made on your claim.

Part 1 Your Details

Title (Mr, Mrs, Ms, other)

First Names

Surname or Family Name

Date of birth

Letters Numbers Letter

National Insurance number

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Are you or your partner in receipt of any advice from a care worker, social worker or an appointee?

No
Yes We will write to you about this.

Part 2 Address Details

At your new address are you (please tick box):

an owner/occupier?	<input type="checkbox"/>	a council tenant?	<input type="checkbox"/>
a private tenant?	<input type="checkbox"/>	a housing association or social landlord tenant?	<input type="checkbox"/>

New address
(including room number if you have one)

Postcode
Email:

What date did you move to this address

Your daytime phone number

Code:	Number
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Part 2 Address Details continued

What was your previous address?

Postcode

What date did you move out of this address?

/	/
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Part 3 About people who live with you

Please list everybody who normally lives with you. Some examples are your partner, children, grown up children, relatives, ex-partner, ex-husband, joint tenant, landlord, landlord's partner, joint owner, subtenant, lodger, boarder, friends, carer, appointee, friend, acquaintance, visitor, or person from abroad. This is not a full list, and we need to know about everybody who lives with you.

Their Full Name	Date of Birth	National Insurance Number	Male or Female	Relationship to you	If working, state hours worked each week and total weekly income before deductions.		If not working please list benefits received or what they do.
					No. of hours	Total Income	

Part 4 About boarders, subtenants and lodgers

Do you or your partner receive any rent or money for board and lodgings from any boarders, subtenants or lodgers?

No

Yes

If yes, please give details below.

Their Full Name	Amount Paid £	How often?	Does this include money for heating? (Yes or No)	Does this include money for food? (Yes or No)

Part 5 About where you live

Do you have a main home somewhere else?

No

Yes

Please give details below

Postcode

Do you own your present home or have a mortgage?

No

Yes

Do you own any property or land in the UK or abroad? Even if it is on a mortgage or loan, still tick Yes.

No

Yes

Tell us the address of all of the property and land you own

--

Does your partner own any property or land in the UK or abroad? Even if it is on a mortgage or loan, still tick Yes.

No

Yes

Tell us the address of all of the property and land your partner owns

--

What sort of building do you live in?

Tick one box only.

Detached house

Semi-detached house

Terraced house

Maisonette

Bungalow detached

Bungalow semi-detached

Flat in a house

Flat in a block

Flat over a shop

Bedsit or rooms or a studio flat

Hostel

Other – give details _____

Caravan, mobile home or houseboat

Board and lodgings

Hotel

Residential nursing home

Residential care home

Does your home have central heating?

No

Yes

Does your home have a garden?

No

Yes

Does your home have a garage?

No

Yes

Does your home have a parking space?

No

Yes

How many floors are there?

--

Do you and your household occupy only part of the building you have ticked?

No

Yes

Where in the building do you live?

At the front

In the middle

At the back

Which floors do you live on?

For example, ground floor, first floor.

--

How many rooms are there in the building?

Living rooms

Bedsitting rooms

Bedrooms

Bathrooms or shower rooms

Toilets

Kitchens

Other rooms

A) Just for you and your household

B) That you share with other people

C) In the whole building

The numbers in blocks A) and B) should add up to the number in block C).

Part 6 About rent

We need to know about your rent, your tenancy and who owns your home.

Do you pay rent for your home?

Tick **Yes** if you would pay rent but you already get Housing Benefit.

No Go to **Part 7**.

Yes Answer the next question.

Do you pay rent to the council?

No Answer the questions below.

Yes Go to **Part 7**.

By landlord we mean the person or organisation who owns the property you live in. What is your landlord's full name and business address?

 Postcode

By agent we mean the person or organisation you actually pay your rent to. If your landlord has an agent, tell us their full name and address.

 Postcode

By related we mean related by blood or through marriage, even if the marriage has ended. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or stepdaughter.

Are you related to your landlord or agent, or to your landlord's partner or the agent's partner?

No

Yes With whom is the relationship with and what is the relationship?

Is your partner related to your landlord or agent, or to your landlord's partner or the agent's partner?

No

Yes With whom is the relationship with and what is the relationship?

Are any of the children who live in your home related to your landlord or agent, or to your landlord's partner or the agent's partner?

No

Yes With whom is the relationship with and what is the relationship?

When did you start renting your home?

 / /

When did you move to this address?

 / /

If you have not moved in yet, tell us when you expect to move in, then tell us when you have actually moved in.

 / /

What sort of tenancy do you have?

For example, shorthold, assured tied rent or something like this.

How long is the tenancy for?

 / /

 to / /

What is the property let as?

Tick the box that applies.

- Furnished
- Partly furnished
- Hardly any furniture
- Unfurnished

How much rent do you pay and how often?

For example, every week, every fortnight, every four weeks, monthly.

£ every

Does anyone else share the rent with you and your partner?

- No
- Yes Tell us the details below.

Tell us their names and their relationship to you and your partner.

How much of the rent do they pay and how often?

For example, every week, every fortnight, every four weeks, monthly.

£ every

When is the next rent increase due?

/ /

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Please provide your tenancy agreement.

Has your rent been registered as a fair rent by a rent officer?

- No
- Yes Please send us the notice of registration form **R05**.

Do you have any weeks when you do not have to pay rent?

- No
- Yes How many in a year and when?

Are you behind with your rent?

- No
- Yes By how many weeks?

Who has to pay the Council Tax bill for your home?
Tick the box that applies.

- You or your partner
- Your landlord
- Someone else Tell us who it is.

Please read the list below and tell us about anything which is included in your rent.

- Meals
- Fuel for cooking
- Lighting
- Gardening
- Wather authority charges
- Hot water
- Laundry
- Personal care and support
- Heating
- Cleaning rooms or windows
- Garage or parking space

Does your rent include money for any of the above?

- No
- Yes Tell us what your rent includes in the section below.

What your rent includes?

How much you pay for this £ every

What your rent includes?

How much you pay for this £ every

If more than two items from the list are included in your rent, please tell us about any other items on a separate sheet of paper and send it with the form.

If your rent includes meals, please tell us which meals it includes.

If your rent includes a garage, please tell us of you have to rent the garage as part of your tenancy agreement.

If you are sending a separate sheet of paper, tick this box.

Do you pay any service charges separate from your rent, for example, for cleaning or lighting in shared areas, an alarm system, a warden, general counselling or support, meals, or lift maintenance?

No

Yes How much?

£ every

What for?

Who is responsible for the internal decorating?

Landlord

You

We must see evidence of your rent and tenancy before we can decide how much benefit you can get. Please provide your tenancy agreement. If you do not have one, please ask your landlord to complete a statement of rent form.

Part 7 How you will be paid

- If you are a council tenant, we will pay any Housing Benefit you are awarded into your rent account. Please go to part 8.
- If you are awarded Council Tax Support, we will pay this into your Council Tax account. Please go to part 8.

Tenants receiving Local Housing Allowance (LHA). Your benefit will be paid directly to you unless you feel this may cause you difficulty. If you want your benefit to be paid to your landlord, you will need to complete a Paying benefit to your landlord form and we will write to you about this.

Housing Association Tenants and Tenants exempt from LHA. You can have payments made to you or to your landlord.

Method of payment. All payments should be made directly to a bank account. If you need help to open a bank account, please contact MyCouncil or the Citizens Advice Bureau.

Would you like Housing Benefit to be paid to you?

No

We will write to you about this.

Yes

Please tell us the details of the bank or building society account you would like your benefits paid into. If you do not have an account, a crossed cheque will be sent to you in the post, until you open an account.

Name of bank or building society

Address of the branch where your account is held

 Postcode

The name in which the account is held

Account number

Sort code

Roll number (Building society accounts only)

Would you like Housing Benefit to be paid to your landlord?

No

Please complete the section above.

Yes

Please complete a paying benefit to your landlord form at the end of this Change of Address form. You will need to get your landlord to fill in this form too.

YOU MUST READ THIS PART.

You must tell us about changes in your circumstances which might affect your claim. You must write to Slough Borough Council Benefits Service, P.O. Box 1032, Slough, Berkshire SL1 3YT immediately if anything to do with your household, job, income or savings change.

Changes which you have to tell us about include:

- If you, your partner or anyone living with you starts work.
- If your income, your partners income or the income of anyone living with you goes up or down. Income includes any money coming into your household. This could be money from work, money from benefits, such as Employment Support Allowance, Working Tax Credits, Child Tax Credits, etc, or money from any other source.
- If the type of benefit you or your partner receive changes.
- If you start to pay child care costs or the amount you pay goes up or down.
- If you or your partners capital or savings go up or down.
- If you or your partner buy or sell property or land.
- If any of your children leave school or leave home.
- If anyone moves into or out of your home, including your partner, lodgers or subtenants.
- If you or anyone living with you become a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or changes or leaves a job.
- If your rent goes up or down.
- If you move.
- If you or your partner are going to be away from home for more than one month.
- If you receive any decision from the Home Office.

This is not a full list. If you are not sure, please ask the Benefits Section of MyCouncil for advice. If you do not tell the Benefits Section about changes, you may lose money you are entitled to or you may get too much benefit. Do not rely on The Department for Work and Pension or HM Revenue and Customs or anyone else to tell the Benefits Section about changes. It is an offence not to declare any change in circumstances that may affect your benefit. If you do not notify Slough Borough Council Benefits Section about all the changes in your circumstances, the council may take action against you. This may include court action.

Do you have any other changes in your circumstances?

No Go to Part 9a.

Yes Please give details below

Please use this space to tell us anything else which may affect your Housing Benefit and/or Council Tax Support. For example: any changes in your income, capital, people leaving or joining your household, rent etc. and the date of change. Please provide proof of any changes.

YOU MUST READ THIS

After you have read the declaration, you and your partner should sign and date it.

- **I/We declare** that the information I/we have given on this form is true and complete.
- **I/We understand** that if I/we give information that is not true or incomplete, you may take action against me/us. This may include court action.
- **I/We agree** that you will use the information I/we have provided to process my/our claim for Housing Benefit or Council Tax Support, or both. You may check some of the information with other sources as allowed by the law.
- **I/We understand** that you may use any information I/we have provided 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 organisations, such as government departments, local authorities and private-sector companies such as banks and organisations that may lend me/us money, if the law allows this.
- **I/We know** that I/we must let you know in writing about any change in my/our circumstances which might affect my/our claim.
- **I/We understand** that if I/we do not let you know about any change in my/our circumstances which might affect my/our claim you may take action against me/us. This may include court action.
- **I/We confirm** that I/we live at the address given on the form, and have no other income than that I/we have declared.
- **I/We confirm** that I/we am not claiming housing benefit or council tax support elsewhere.

WARNING: It is a criminal offence to knowingly provide false information and/or to withhold any information, in order to fraudulently increase or obtain entitlement to Housing Benefit. You have a legal obligation to notify Slough Borough Council of any changes in circumstance. Failure to do so may lead to prosecution. If anything to do with your household, job, income or savings changes - please tell us. If you know of anyone committing fraud please contact the DWP National Benefit Fraud helpline on 0800 854 440 (textphone 0800 320 0512).

Who completed this form?

You

Your partner

Someone else

If this form was not completed by you, the person completing the form must complete Part 9b.

Signature of person claiming

Partner's signature

Date

Date

Part 9b Completion of this form

If this form has been filled in by someone other than the person claiming, this part must be completed

Please tell us why you are filling in this form for the person claiming.

After you have read the declaration below, you must sign and date it.

I declare that I have confirmed with the person claiming that the answers I have written on this form are true and complete.

I declare that I have read Anything else you need to tell us (Part 8) and the Declaration (Part 9a) to the person claiming.

I declare that I have confirmed that the person claiming understands Anything else you need to tell us about (Part 8) and the Declaration (Part 9a).

I understand that if I have knowingly written information on this form that is not true or is incomplete, Slough Borough Council may take action against me. This may include court action.

Signature of the person who filled in the form

Name of the person who filled in the form

Address of the person who filled in the form

Relationship to the person claiming

Date

/ /

Once you have completed the form, please return it to:

Slough Borough Council Benefits Service
P.O. Box 1032
Slough
Berkshire
SL1 3YT

Tel: 01753 475111
8am to 7pm
Monday to Friday

OR you may bring your completed form to:

MyCouncil
Landmark Place
High Street
Slough

09.00am to 6.30pm Monday
09.00am to 5.30pm Tuesday, Wednesday and Friday
10.00am to 5.30pm Thursday
09.00am to 1.30pm Saturday
Call Centre 08.00am to 7.00pm
Monday to Friday 01753 475111

Britwell Centre
Wentworth Avenue
Slough
SL2 2DS

Monday to Friday
open 9.00am to 5.30pm

Cippenham Library
Elmshott Lane
Cippenham
SL1 5RB

9.30am to 5.30pm Tuesday
9.30am to 5.00pm Thursday
9.30am to 5.00pm Friday
Closed each day from 1pm to 2pm

Langley Library
Trelawney Avenue
Langley
SL3 7UF

9.30am to 5.30pm Tuesday
9.30am to 5.00pm Wednesday
9.30am to 5.00pm Thursday
9.30am to 5.30pm Friday
Closed each day from 1pm to 2pm

If you need help to fill in the form

If you need any help or require a home visit, please contact Customer Services at MyCouncil on 01753 475111 or visit MyCouncil, Landmark Place, High Street, Slough.

Slough Borough Council's Benefits Service, MyCouncil, Landmark Place and Britwell Centre are designated offices for receiving Housing Benefit and Council Tax Support claim forms.

This authority is under a duty to protect funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Individuals can find more information on data processing at www.slough.gov.uk/council/data-protection-and-foi/privacy-notices.aspx

If you would like assistance with the translation of the information in this document, please ask an English speaking person to request this by calling 01753 475111.

यदि आप इस दस्तावेज़ में दी गई जानकारी के अनुवाद किए जाने की सहायता चाहते हैं तो कृपया किसी अंग्रेजी भाषी व्यक्ति से यह अनुरोध करने के लिए 01753 475111 पर बात करके कहें।

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਵਿਅਕਤੀ ਨੂੰ 01753 475111 ਉੱਤੇ ਕਾਲ ਕਰਕੇ ਇਸ ਬਾਰੇ ਬੇਨਤੀ ਕਰਨ ਲਈ ਕਹੋ।

Aby uzyskać pomoc odnośnie tłumaczenia instrukcji zawartych w niniejszym dokumencie, należy zwrócić się do osoby mówiącej po angielsku, aby zadzwoniła w tej sprawie pod numer 01753 475111.

Haddii aad doonayso caawinaad ah in lagu turjibaano warbixinta dukumeentigaan ku qoran, fadlan weydiiso in qof ku hadla Inriis uu ku Waco 01753 475111 si uu kugu codsado.

اگر آپ کو اس دستاویز میں دی گئی معلومات کے ترجمے کے سلسلے میں مدد چاہئے تو، براہ کرم ایک انگریزی بولنے والے شخص سے 01753 475111 پر کال کر کے اس کی درخواست کرنے کے لئے کہیں۔

This document can be made available on audio tape, braille or in large print, and is also available on the website where it can easily be viewed in larger print.



Please return to:

Slough Borough Council, Benefit Service,
P.O Box 1032, Slough, Berkshire SL1 3YT

If you want us to pay your benefit straight to your landlord, you must complete this section and sign this declaration.

Your Landlords or agents address

Your declaration

Please pay my Housing Benefit straight to my landlord.

- **I understand** that I must always tell you about any change in my circumstances.
- **I understand** that if I do not tell you about any change of circumstances and you pay me too much benefit because of this, I may have to pay back the extra benefit.
- **I understand** that I may be prosecuted if I do not tell you about any change of circumstances.
- **I confirm** that the information provided is true and complete and I understand that I may be prosecuted if I state something which I know to be false or do not believe to be true.

Signature

Address

Postcode

Full name
(in CAPITAL LETTERS)

Date

 / /

Your landlord's declaration

I agree to accept Housing Benefit payments for the tenant named in this form and I am the owner of the property.

I agree to accept Housing Benefit payments for the tenant named in this form and I am authorised by the owner of the property to act on his behalf and can produce evidence of this if required.

I understand that by law:

- I must tell you straight away if I find out about any change in the tenant's circumstances
- you can stop paying benefit to me if I do not tell you about any change of circumstances
- I can be prosecuted if I accept Housing Benefit which I know I am not entitled to, and
- if you pay me too much Housing Benefit for any tenant, I may have to repay it. You can take the amount of overpaid benefit from the benefit I get for any other tenants. This will not affect their rent.

I confirm that the information provided is true and complete and I understand that I may be prosecuted if I state something which I know to be false or do not believe to be true.

Signature

Date

 / /

If Housing Benefit is paid directly to you, it will be paid by BACS. Please complete the details below.

Name of bank or building society

Address of the branch where your account is held

Postcode

The name in which the account is held

Account number

Sort code

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Roll number (Building society accounts only)





Slough Borough Council, Benefit Service, P.O Box 1032, Slough, Berkshire SL1 3YT

Sharing information with your landlord

Under the Data Protection Act we need your permission to discuss your claim.

If you give us permission by signing this form, we will only share information with your landlord if:

- you have agreed that your Housing Benefit can be paid direct to your landlord.

If you give us permission, we would be able to tell your landlord whether:

- you have claimed Housing Benefit,
- we have made a decision on your claim, or
- we need more information to make a decision on your claim, and what that information may be.

We will not give your landlord any information about:

- **your personal or household circumstances, or**
- **your financial circumstances.**

You can withdraw your permission at any time.

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.

I give Slough Borough Council permission to share information about the progress of my Housing Benefit claim with my landlord or their representative.

Signature

Full name
(in CAPITAL LETTERS)

Date

Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text" value="Postcode"/>