

## **Housing Benefit and Council Tax Support** **Notification of Change of Circumstances**

You have **one month** to inform us of any change in your circumstances which will result in a change to your Housing Benefit and Council Tax Support.

If there is a change in your circumstances please complete and return this form, as failure to inform us will result in loss of benefit and create an overpayment.

If the change in circumstance will increase your benefit entitlement, and you do not inform us within one month of the change, your benefit will only be reassessed from the Monday following the date you tell us. Any overpayment of Benefit is recoverable by Northumberland Council.

**Name**

**Address**

**Post Code**

**HB Ref** \_\_\_\_\_

**NI Number**

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**Details of change:**


**Date change occurred** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Daytime  
Telephone** \_\_\_\_\_

*Office Use:*

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## **Housing Benefit and Council Tax Support**

### **Notification of Change of Circumstances**

If you are in receipt of Housing Benefit /Council Tax Support, changes in your or your non-dependant's circumstances can affect the amount of benefit you receive.

#### **Changes YOU MUST tell us about straightaway:**

- If you move.
- Any of your children leave full time education or leave home.
- Anyone moves into or out of your home (including lodgers and subtenants).
- Your income, or the income of anyone living with you, including benefits, changes.
- Your capital, savings or investments change.
- You, or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or starts, changes or leaves a job.
- Your rent changes, or if you or your partner are going to be away from home for more than a month.
- You receive any decision from the Border Agency or anything you have told us about changes.
- Receipt of Tax Credits or changes in Tax Credits.
- Changes to maintenance payments.
- Changes to your or your partner's, entitlement to other benefits e.g. Income Support, Job Seekers Allowance, Employment Support Allowance.
- Change in Self-Employed income.
- Someone starts to receive Universal Credit

**This list is not exhaustive. If you are in doubt about whether a change will affect your benefit, you must contact the Benefit Office for advice immediately.**

#### **IMPORTANT NOTICE**

**FAILURE TO REPORT CHANGES IN CIRCUMSTANCES CAN HAVE  
VERY SERIOUS CONSEQUENCES**

If the change is likely to result in increased benefit, you must tell us within one month of the change, or the change will only take effect from the Monday following the day you tell us.

If the changes result in the overpayment of benefit to you, we have the power to recover the overpayment from you, or in some cases from your partner or your landlord. We can do this, if necessary, by deduction from continuing housing benefit, or by deduction, in certain circumstances, from some other social security benefit. We may also take civil proceedings where attempts to achieve recovery by other means have failed.

**ALL CHANGES MUST BE NOTIFIED TO THE BENEFIT OFFICE IN WRITING**