



## **Housing Benefit and/or Council Tax Benefit Changes in Circumstances**

If your circumstances have changed you must **tell us** straight away. Please keep this form for when you need it. If you do not tell us about changes in your circumstances you may get the wrong amount of benefit.

### **What is a change in circumstances?**

A change in circumstances is an event that changes your entitlement to benefit, for example a change in your income may result in less or more benefit.

### **Could I have received more benefit?**

If you delay telling us about a change that would increase your entitlement we may not be able to backdate the increase in benefit and may only increase your benefit from when you tell us. You may lose out if you do not tell us within one month of the change.

### **What happens if I have received too much benefit?**

If you delay telling us about a change that would reduce your entitlement you will have been overpaid benefit. You will have to pay this back. The sooner you tell us, there is less chance of you being overpaid. If you deliberately give us false information or fail to tell us of a change in your circumstances this could also lead to prosecution.

### **What sort of changes should I be telling you about?**

Here are some of the types of changes you should tell us about; it is not a complete list:

- If you rent your home from somebody other than Dover District Council, any changes to your rent or terms of the tenancy agreement.
- If you change address, even to another room in the same house.
- Any change in your income, including state benefits starting and ending.
- If you or anyone else in the household starts or stops working.
- A change in the income of anyone else in the household.
- Any person joining or leaving your household. This includes adults as well as children.
- If your savings reduce or increase, or the amount of savings goes above £16,000.
- When your children leave school or further education, or if Child Benefit stops.
- If you are likely to be absent from your home for 13 weeks or more.

If you are in doubt, remember to tell us. If you do not have the documents with you, tell us about the change straight away and provide the documents at a later date.

If English is not your first language, we can provide a translation service. Please tell us you need this help when you contact us.

Please Turn Over

## My Change in Circumstances

Your full name: \_\_\_\_\_

Your full address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Benefit claim number: \_\_\_\_\_

Date of change(s): \_\_\_\_\_

Details of change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the change is a person joining the household, please tell us the date they moved in, their full name and date of birth with evidence of their income and savings, if applicable.

Please supply proof of the change. If you are unable to provide proof please tell us of the change and provide the information at a later date.

I confirm that the information I have given is true and complete.

Your signature \_\_\_\_\_

Date \_\_\_\_\_

**Where do I return this form?** We have offices at the following:

**Dover Gateway**  
**Aylesham Area Office**  
**Deal Area Office**  
**Sandwich Area Office**  
**The Council Offices**

**Castle Street, Dover, CT16 1PD**  
**Market Square, Aylesham, CT3 3AA**  
**Deal Town Hall, High Street, Deal, CT14 6BB**  
**The Guildhall, Sandwich, CT13 9AH**  
**White Cliffs Business Park, Whitfield, CT16 3PJ**

Our telephone number is 01304 872199

Our website address is [www.dover.gov.uk](http://www.dover.gov.uk)

Our e-mail address is [revenues@dover.gov.uk](mailto:revenues@dover.gov.uk)

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**If you receive Pension Credit Guarantee or Pension Credit Savings Credit, please report changes in your income or savings to:** The Pension Service, P.O. Box 5, Glasgow, G90 8BE

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