Housing Benefit and Council Tax Benefit  
Changes in Circumstances

If you have a change in your circumstances or if anyone in your household has a change you must let the Benefits Office at Chorley Council know straight away.

If you don’t, you may lose out on extra benefit or be asked to pay back any benefit overpaid.

There are some examples of the types of changes in circumstances you must tell us about over the page.

Please complete the details below and send the form back to us at the address above or bring it to the One-Stop-Shop at the Civic Offices on Union Street, Chorley, you can phone us on 01257 515410.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Claim Reference: 100</th>
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<tbody>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>Date of the change:</td>
<td></td>
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<tr>
<td>I wish to tell you about a change in my circumstances which might affect my claim</td>
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</tbody>
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If income, savings or rent have changed please enclose proof (original documents only).

Declaration
I declare that to the best of my knowledge the information given on this form is correct and complete. I authorise the Council to check the information if they wish to do so. I will report any future changes in my circumstances and the circumstances of anyone in my household to the Benefits Office at Chorley Council.

Signed ___________________________ Date _______________________

Warning: To give false information may result in prosecution
Here are some examples of the changes you must tell us about straight away:

- if the rent you pay changes;
- if you or your partner move out;
- if anyone joins or leaves your household;
- if you or your partner are going to be away from home for more than 13 weeks;
- if the income you or your partner receive changes (this includes changes to benefits, maintenance, pensions, student loans and grants, allowances and credits);
- if you or your partner stop or start work;
- if the amount you or your partner earn changes;
- if you or your partner’s capital changes (you normally cannot get Housing or Council Tax Benefit if your capital and your partner’s capital adds up to more than £16,000);
- if you start or stop receiving Child Benefit for any of your children;
- if you start or stop paying child care costs to a registered child minder, nursery or after school club or the amount you pay changes;
- if there are any changes to income and circumstances of anyone 18 or over who lives in your household.

If you are not sure - tell us anyway and we will tell you whether or not your benefit is affected.

**Pensioners**

If you receive the Guaranteed part or both the Guaranteed and Savings part of Pension Credit, you do not need to tell us about changes to your income and capital except if you start or stop receiving Attendance Allowance/Disability Living Allowance but you do need to tell us about any other change.

**Please tell us if you have any particular needs so that we can ensure that we deliver this service to you in the best way, for example, hearing or language difficulties etc.**

We can provide this information in larger print or on audiotape or translated into your own language. If you would like us to do this please telephone 01257 515410.

01257 515822

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