

**HOUSING BENEFIT AND/OR COUNCIL TAX REDUCTION**  
*A change in your circumstances?*

**You must tell us of any change in your circumstance that may affect your entitlement to one or both of the above.**

It is your responsibility to keep the Council informed of any changes in your personal circumstances, and the circumstances of the members in your household. If you get too much benefit or reduction because you do not tell us about any such change you will have to pay it back.

**Warning – Housing Benefit:**

It is an offence under Social Security Law for anyone to make a statement or produce information which they know to be false to claim Housing Benefit for themselves or another person. It is also an offence to fail to tell the Benefits Service of the council about a change in circumstances which would affect their Housing Benefit. (Social Security Administration Act 1992, Sections 111 and 112.)

**Warning – Council Tax Reduction:**

The law says you must let the Council know about any relevant changes in your circumstances within 21 days of the change. If you do not, you may have a £70 penalty charge added to your Council Tax account.

**What type of changes must you tell us about?**

***Household changes***

- You move house
- Your partner moves in
- Someone moves in or out of your home
- You or your partner have a baby
- You stop receiving child benefit
- You sub-let part of your house
- You take in a lodger or boarder
- The rent paid to you by your sub-tenant, lodger/boarder changes
- Anyone in your home has a change of their income or capital

***Income Changes***

- You or your partner start or stop receiving Income Support or Jobseeker's Allowance (income based)
- You or your partner start or stop getting a pension credit or the amount changes
- You or your partner start or stop getting any other benefits or the amount changes (eg Tax Credit, Incapacity Benefit etc)
- You or your partner start or stop work or you get a pay increase or decrease
- You or your partner's savings/investments increase or decrease
- The amount you pay for childcare for a child under 11 changes

**Please use the back of this form to tell us about any changes in your circumstances as they happen. Keep this form in a safe place until you need to use it. If you have any queries please ring us on 01273 471600.**

Please write your name and address here

Telephone number

Benefit reference number

Please tell us about any change in your circumstances here - give as much information as you can and provide proof if appropriate.

**Declaration:**

I/We declare that the information on this form is true and complete as far as I/we know.  
I/We agree to the Council making any enquiries that it considers necessary.

Signed:      You .....      Date .....

Your Partner .....

**Please return the completed form to:**

Finance Department  
Southover House  
Southover Road  
Lewes  
East Sussex BN7 1AB