



South Tyneside Council

Housing Benefit, Council Tax Benefit, Second Adult Rebate and Discount

Change of Circumstances Form

It is important that all change of circumstances are reported within **ONE CALENDAR MONTH** of the change. Failure to do so may result in loss of benefit.

Please keep this form until there is a change in your circumstances. Then complete and return it to the address below, or to one of the Area Housing Offices.

Why?

- Your entitlement to benefit is based on the information you gave us on your original application form or details sent to us by the DWP.
- During the period you have been allowed a reduction the original details may change and effect the amount to which you are entitled. In which case, use this form to tell us about these changes, otherwise an overpayment may occur, or it may be that you will be entitled to more benefit.
- If in doubt just complete and return this form

Examples of the type of changes we will need to know about:

- If you no longer receive Income Support or Job Seeker's Allowance
- An increase/decrease in pension, earnings, other income or savings
- If you start/finish work, or change jobs/hours
- If people move into or out of your home
- If you no longer receive Child Benefit
- If you or your partner enter or leaves hospital
- If you move home
- If the amount of rent you pay changes (if you pay rent to a private landlord)
- If you no longer want us to pay your Housing Benefit direct to your landlord (if you pay rent to a private landlord)

(Please turn over).

Patrick Melia
Executive Director

Woulhave House
Market Place, South Shields,
Tyne and Wear, NE33 1JF

Telephone: 0191 427 9999
Fax: 0191 427 5030
Website: www.southtyneside.info

Firstly, write your name and address in this box.

Surname: Mr./Mrs./Miss/Ms.	First Name(s):
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Address:

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Address of initial claim if different from above:

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Tick box if you are: Council Tenant Private Tenant Owner Occupier

Non-householder

Now, write in details of any changes since your last application.

The Date of the Change: ...

Details of the Change:

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Declaration:

I declare that to the best of my knowledge, the information given is true and complete. I authorise the local authority to verify the information if they wish to do so.

WARNING: To give false information may result in prosecution.

Signed:	Date:
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We will use the information to:

- Do the tasks we need to for the job shown in the title of this form.
- Carry out any of our official business.
- Stop fraud or crime.

Under the Data Protection Act 1998, South Tyneside Council is the Data Controller (the holder, user and processor of data) for the information you have given on this form.

Please return this form to Exchequer Division, Wouldhave House, Market Place, South Shields, Tyne and Wear NE33 1JF, or to your local area Housing Office.