

Change of address form - Housing Benefit and Council Tax Support



Only use this form if you are already receiving Housing Benefit and/or Council Tax Support and have or are about to change address within Bury Council's area.

Part 1: Your new address

**New address –
address you are moving to**

Date moved
in

Previous address

Date moved
out

In your new home will you be a:

Private tenant

Housing Association tenant

Council tenant

Owner occupier

Boarder

Part 2: About you and your partner

Your details

First name

Last name

National Insurance
number

Date of birth

Your partner's details

First name

Last name

National Insurance
number

Date of birth

Phone number

Email address

If you provide an email address, we will send your notification letters by email.

Part 3: About your rent

Do you pay rent for your home

Yes

Go to next question

No

Go to Part 4

Are you a council tenant with Six Town Housing?

Yes

Go to Part 4

No

What is your landlord's name and address?

By landlord we mean the person or organisation who owns the property you live in.

Name

Address

Postcode

If your landlord has an agent, tell us their name and address.

By agent we mean the person or organisation you actually pay rent to.

Name

Address

Postcode

Landlord/landlord agent's phone number

Landlord/landlord agent's email address

Are you, your partner, or any of your children related to your landlord?

Yes

No

If 'yes' who is related to your landlord and what is the relationship?

Are you or your partner employed by the landlord or agent?

Yes

No

Have you ever owned the property you are renting?

Yes

No

How much rent do you pay?

£

How often is your rent due? (weekly, monthly)

When did your tenancy start?

Do you have rent free weeks?

Yes

No

If 'yes' how many rent free weeks do you have?

Does anyone apart from your partner share the rent with you?

Yes

No

If 'yes' what is your share of the rent?

Are you behind with your rent?

Yes

No

If 'yes' by how many weeks?

Did you rent your previous address?

Yes

No

If 'yes' when did your tenancy at your previous address end?

Is the property furnished or unfurnished?

Furnished

Unfurnished

Tell us how many rooms you have in your home

	Bedsits	Bedrooms	Living rooms	Dining rooms	Kitchens	Bathrooms	Toilets	Other
Total number of rooms in the property								
Rooms only you and your household use								
Rooms you share with other households								

Do you need an extra bedroom for a carer who does not normally live in your home?

Yes

No

If 'yes' what is the name and address of the carer?

Name

Address

Postcode

Does your rent include any of the following services?

Description

No

Yes

If 'yes' how much?

Cleaning & lighting of your accommodation

Cleaning & lighting of shared areas

Council Tax

Electricity / Gas

Emergency alarm system

Garden maintenance

General counselling, care & support

Does your rent include any of the following services? (continued)

Description	No	Yes	If 'yes' how much?
Garage / parking space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Laundry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Warden, caretaker or porter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Water rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Other services (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Does your rent include a payment for meals? Yes No

If 'yes' which meals are provided? Breakfast Lunch Evening meal

Part 4: Changes to your children's schools

If your children are entitled to free school meals, we will use the information in this form to update your claim.

Do you receive free school meals for your children? Yes No

Have they moved school? Yes Provide details below No

Name of child	Previous school	New school	Date of move
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 5: People who live with you

Please list all the people living in your household and their relationship to you.

Name	Date of birth	Relationship to you

Part 6: How we can pay your benefits

Council Tax Support

If you are eligible for Council Tax Support, we will reduce your Council Tax account by this amount and send you a bill to say how much you owe.

Housing Benefit

If you are a Six Town Housing tenant and are eligible for Housing Benefit, we will pay this into your rent account every week. Staff at Six Town Housing will then tell you how much you owe.

If you are a tenant of a Housing Association or a private landlord, we will make payments every four weeks. The payments will be made in arrears for the previous four weeks.

It will be your responsibility to contact your landlord to check how much rent you need to pay.

You can choose to have Housing Benefit paid to yourself or your landlord if you rent your home from

- a Housing Association
- a private landlord where your tenancy started before January 1989
- a private landlord who lives in the same house and provides your meals

Or if you live in

- supported accommodation
- a caravan, houseboat or mobile home

Who do you want your Housing Benefit paid to?

You

Your
landlord

For all other tenants of private landlord we will normally pay you directly to your bank or building society account. We may be able to consider paying your landlord if:

- you have rent arrears of 8 weeks or more
- you have difficulty managing your money
- you have a history of not using your Housing Benefit to pay your rent
- your landlord has reduced your rent to an affordable level, and this has helped you obtain the tenancy or continue living in your property.

Please use the box below to tell us why you want us to pay your Housing Benefit to your landlord.

Please give us the details of the account you would like payments to be made to:

Whose name or names is the account in?

Name and address of your bank
or building society

Name

Address

Postcode

Sort code

Account
number

Part 7: Change of circumstances declaration

You need to tell us of any other changes in your circumstances.

If you do not tell us about changes, we may pay too much Housing Benefit or award too much Council Tax Support. If this happens we are allowed to claim the money back from you.

Below are some examples of changes you need to tell us about:

- anyone joins or leaves the household
- the income or anybody in your household goes up or down
- you or your partner's savings increase
- anyone starts or stops getting Universal Credit, Income Support, Jobseeker's Allowance or Employment and Support Allowance for any reason
- anyone starts or stops working or becomes a student

My circumstances apart from those declared on this form are unchanged

Yes

No

If 'no', please give details of the changes in your circumstance below:

Part 8: Sharing information about your claim

With your current landlord

The purpose of sharing information with your current landlord is to speed up processing of your claim.

Do you want to allow us to speak to your landlord about your claim?

Yes

No

Sometimes your landlord will be aware of your claim for Housing Benefit because they have advised you to claim or helped you fill in the claim form. If you have already signed something to say we can speak to your landlord we need you to tick this box to say this agreement still applies.

With a third party

Sometimes it may help us to deal with your claim more quickly if we can speak about your claim to someone who helps you. In some cases someone may contact us on your behalf about your claim or your Council Tax bill, and we need your permission to talk to them. This may be a member of your family, a social worker or a welfare rights advisor.

Do you want to allow us to speak to someone else about your claim?

Yes

No

Do you want to allow us to speak to someone else about your Council Tax bill?

Yes

No

If 'yes' please tell us who the person or organisation is:

Name

Address

Postcode

Phone number

Email address

Part 9: Anything else you need to tell us

Use the box below to tell us anything else you think we should know about.

Part 10: Your declaration

Even if someone else has filled this form in for you, you must sign this declaration if you can. If you have a partner, they must sign this declaration as well. Please read this declaration carefully before you sign and date it.

I confirm the information provided on this form is both accurate and complete.

I understand that Bury Council will use this information to process my claim for any or all of the following: Housing Benefit, Council Tax Benefit, Council Tax Support or free school meals.

I understand that Bury Council may check some of this information with other sources in the council and the Department for Work and Pensions.

I understand that Bury Council may also get information about me from certain parties, or give them information to:

- prevent or detect crime
- protect public funds
- make sure the information is correct

These third parties include government departments, local authorities and private sector companies such as banks and organisations that may lend me money and companies that assist us in fraud detection and prevention such as Experian.

Signature of person claiming

Date

Partner's signature

Date

If this form has been filled in by someone else other than the person claiming

Please tell us why you are filling out this form for the person claiming.

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Please give your full name in capitals

Your relationship to the person claiming

Your signature

Date

What to do next

Do not delay sending this form back to us. If you delay in returning the form it may affect when we can start paying your benefit.

Wherever possible we will check on your behalf to confirm your details, for example with Six Town Housing and the Department for Work and Pensions.

But in some cases we will still need you to provide evidence about yourself, your partner and other people who live with you.

We will need to see the following:

Proof of your rent if you are the tenant of a Housing Association or a private landlord. This can be your tenancy agreement, rent book, or a letter from your landlord

Proof of any changes in the circumstances of your household you have listed in Part 7.

Please do not send valuable items through the post to us. If you can, bring them to one of our offices. We will check the evidence you have provided and give you the documents back.

If you cannot send the evidence at the moment, please send the form back to us now, and send the proof later. We will not be able to work out how much benefit you are entitled to until we have received all your evidence.

Contact us for help and advice

Visit our website at www.bury.gov.uk/benefits

Email us at [benefits @bury.gov.uk](mailto:benefits@bury.gov.uk)

Telephone us on **0161 253 5858** – we are open Monday to Friday 8:45am to 5pm

Returning the form to us

If you are posting this form, send it to our designated office at:

**Benefits Service
Bury Town Hall
Knowsley Street
Bury
BL9 0SW**

You can also take this form and evidence to the following offices.

Bury Library

Manchester Road, Bury, BL9 0SW

(open Tuesday, Wednesday and Friday 10am to 4:30pm, Thursday 12:30pm to 7pm, Saturday 9:30am to 1pm)

Prestwich Library

Longfield Centre, Prestwich, M25 1AY

(open Tuesday, Wednesday and Friday 10am to 4:30pm, Thursday 12:30pm to 7pm, Sunday 9:30am to 1pm)

Radcliffe Library

Stand Lane, Radcliffe, M26 1NW

(open Tuesday, Wednesday and Friday 10am to 4:30pm, Thursday 12:30pm to 7pm, Saturday 9:30am to 1pm)

Ramsbottom Library

Carr Street, Ramsbottom, BLO 9AE

(open Tuesday, Wednesday and Friday 10am to 4:30pm, Thursday 12:30pm to 7pm, Saturday 9:30am to 1pm)