

# Change of Address Form For 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.

Please complete this form in BLOCK CAPITALS, using black ink

## Part 1: Your New Address

New Address Address you are moving to	Previous address
Date moved in	Date moved out

In your new home will you be:

Private Tenant       Housing Association Tenant       Council Tenant   
 Owner Occupier       Boarder

## Part 2: About you and your partner

Your Details	Your Partner's Details
First name:	First name:
Last name:	Last name:
National Insurance Number:	National Insurance Number:
Date of Birth:	Date of Birth:

Your daytime phone number

Sometimes we can deal with your claim quicker if we can contact you by phone.

E-mail address

Do you want to receive correspondence and notification letters by e-mail?    Yes     No

Do you want to receive your Council Tax Bill by email?    Yes     No

*For office use only*

HB/CTS reference	Date issued	Issued by	Date received
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## Part 3: About your rent

Do you pay rent for your home?

Yes  Please go to the next question

No  Please go to Part 4

Are you a council tenant with Six Town Housing?

Yes  Please go to Part 4

No  Please go to the next question

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 full name and address

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

Name:

Address:

Postcode:

Landlord/landlord agents phone number

Landlord/landlord agents e-mail address

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

Yes  Please go to the next question

No

Give the person's name:

Relationship

Being related to your landlord includes related through marriage or civil partnership, even if the marriage has ended or the civil partnership has been dissolved. Some examples are ex-wife, ex-husband, aunt, brother, daughter, father, grandson, grandmother, son-in-law or step daughter.

Are you or you 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)

Do you have rent free weeks?

No  Please go to the next question

Yes  how many?

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

No  Please go to the next question

Yes  what is your share of the rent?

If someone else shares the rent with you, we may need to contact you for further information.

Are you behind with your rent?

No

Yes

If "Yes" by how many weeks?

When did your tenancy start?

Did you rent your previous address

No

Yes

If you rented your previous address, when did your tenancy end?

## Part 3: About your rent (continued)

Please tell us below 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?

No

Yes

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			
Garage / Parking Space			
Laundry			
Warden, Caretaker or Porter			
Water Rates			
Other Services – please specify.			

Is the property furnished or unfurnished?

Furnished

Unfurnished

Does your rent include a payment for meals?

No

Yes

If yes, which meals are provided?

Breakfast

Lunch

Evening Meal

We must see proof of your rent before we can pay you Housing Benefit. You can provide your tenancy agreement, rent book, or a letter from your landlord.



## 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.

If you are only applying for Council Tax Support because you own your property please go to **Part 7**.

### Housing Benefit

#### Six Town Housing Tenants

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 rent you owe.

If you are a Six Town Housing tenant please go to **Part 7**.

#### Tenants of Private Landlords and Housing Associations

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 Landlords 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.

## Part 6: How we can pay your benefits (continued)

Paying benefit directly to a bank or building society is a safe and secure way of receiving your Housing Benefit. 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:

If there is some reason why you are unable to accept payments at a bank account please let us know in Part 8. Even if you cannot open a current account you may be able to open a basic bank account. We can provide advice on opening an account, please contact us or pick up a leaflet at one of our offices.

## 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 the 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 of anybody in your household goes up or down
- You or your partner's savings increase
- Anyone starts or stops getting Income Support, Job Seekers 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 circumstances below;

**Please provide proof of these changes - all documents must be original.**

## Part 8: Sharing Information about your claim

### With your Current Landlord

The purpose of sharing information with your current landlord is to speed up the 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 out 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.

If you do not give us permission to discuss your claim with your landlord it will not affect your claim. If you give us permission but then change your mind, we will follow your wishes. Just contact us and let us know.

### With a Third Party

Sometimes it may help us 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 for Housing Benefit and/or Council Tax Support?** 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 of person/organisation:**

**Address:**

**Postcode:**

**Telephone Number** (including std)

**E-mail**



## Part 9: Anything else you need to tell us

Use the box below to tell us anything else you think we should know about. Use a separate sheet of paper and attach it to this form if you need to.

**If you are sending separate sheets of paper with this form, tell us how many.**

## 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 declare** that the information I have given on this form is true and complete.
- **I understand** that if I give false information then I maybe prosecuted.
- **I understand** that you will use the information I have provided to process my claim for Housing Benefit, Council Tax Support and/or Free School Meals. You may check some of the information with other sources within the council, other councils and government departments as allowed by law.
- **I understand** that if I am entitled to Free School Meals then you will use the information you obtain from the Department for Work and Pensions to verify my income to process my award.
- **I understand** that the information in my claim may also be used to assess my entitlement to receive free travel to school for my children.
- **I understand** that you 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 you money and companies that assist us in fraud detection and prevention such as Experian.

- **I know** that I must let you know promptly and in writing about any change in my circumstances which may affect my claim.
- **I know** that I should report any changes in my circumstances to the designated office at the Benefits Service, 7 Whittaker Street, Radcliffe, Manchester M26 2DT.
- **I understand** that if I receive too much benefit because I do not write and tell you about changes in my circumstances, then I will have to repay the benefit.

**Signature of person claiming**

**Partner's signature**

**Date**

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

Please tell us why you are filling in 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, the Department for Work and Pensions and HM Revenues and Customs.

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

**At the end of each of the sections of the form you have filled out there is a box to say what evidence you need to provide.**

**In all cases we need to see original documents. We cannot accept photocopies.**

Please do not send valuable items through the post to us. If you can, bring them to one of our offices which are listed on the back cover of this form. 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

If you need further help completing this form or you wish to discuss your claim, please telephone us initially in order that we can answer your queries over the phone or if necessary book an appointment at our Whittaker Street, Radcliffe offices.

We can

- Help you complete your form
- Advise you what information you need to provide
- Provide advice on other benefits you may be entitled to.

If your circumstances make it difficult for you to visit our office we may be able to visit you at home to provide help and advice.

**Telephone us on: 0161 253 5858**

(we are open Monday to Friday 8:45am to 5:00pm)

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

**Visit our website at: [www.bury.gov.uk/benefits](http://www.bury.gov.uk/benefits)**

# Returning this form to us

You can also take this form and evidence to the following offices. Some of these offices are open later in the evening and at the weekend.

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

**Benefits Service  
Bury Council  
7 Whittaker Street  
Radcliffe  
M26 2DT**

### **Brandlesholme Community Centre & Library**

Brandlesholme Road, Bury BL8 1HS  
(open Monday, Tuesday, Thursday & Friday  
2.00pm to 5.30 and Wednesday & Saturday  
10.00am to 1.00pm)

### **Bury Town Hall**

Knowsley Street Bury BL9 0SW  
(Open Monday to Friday 9.00am to 4.30pm)

### **Bury Library**

Manchester Road, Bury BL9 0DG  
(open Monday, Tuesday, Thursday, Friday 9.30am  
to 5.30pm, Wednesday 9.30am to 7.30pm and  
Saturday 9.30am to 4.30pm)

### **Coronation Road Community Centre & Library**

Westminster Avenue, Radcliffe M26 3WD  
(open Monday & Tuesday 2.00pm to 5.30pm,  
Wednesday 10.00am to 5.30pm, Friday 10.00am  
to 2.00pm and Saturday 10.00am to 1.00pm)

### **Dumers Lane Community Centre & Library**

245 Dumers Lane, Radcliffe M26 2GN  
(open Monday, Tuesday and Friday 2.00pm to  
5.00pm, Wednesday 10.00am to 5.00pm and  
Saturday 10.00am to 1.00pm)

### **Moorside Community Centre & Library**

St.John's Church Hall, Parkinson Street,  
Bury BL9 6NY  
(open Monday, Tuesday & Thursday 2.00pm to  
5.00pm, Wednesday & Sunday 10.00am to  
1.00pm and Friday 10.00 am to 2.00pm)

### **Prestwich Library & Adult Learning Centre**

Longfield Centre, Prestwich M25 1AY  
(open Monday & Thursday 9.00am to 7.30pm,  
Tuesday & Friday 9.00am to 5.30pm, Wednesday  
& Saturday 9.00am to 1.00pm and Sunday  
10.00am to 2.00pm)

### **Radcliffe Council Offices**

7 Whittaker Street, Radcliffe, M26 2DT  
(open Monday & Friday 9.00am to 5.00pm)

### **Radcliffe Library**

Stand Lane, Radcliffe M26 1NW  
(open Monday & Thursday 9.30am to 7.30pm,  
Tuesday & Friday 9.30am to 5.30pm and  
Saturday 9.30am to 1.00pm)

### **Ramsbottom Library & Adult Learning Centre**

Carr Street, Ramsbottom BL0 9AE  
(open Monday, Tuesday, Thursday & Friday  
9.30am to 7.30pm and Saturday 9.30am to  
1.00pm)

### **Topping Fold Library**

36 Topping Fold Road, Bury BL9 7NG  
(open Tuesday & Thursday 2.30pm to 5.30pm,  
Wednesday 9.30am to 11.30am and Saturday  
10.00am to 1.00pm)

### **Tottington Library**

Town Hall, Market Street, Tottington BL8 3LL  
(open Monday, Tuesday & Thursday 9.30am to  
1.00pm & 2.00pm to 7.30 pm, Friday 9.30am  
to 1.00pm & 2.00pm to 5.30pm and Saturday  
9.30am to 1.00pm)

### **Unsworth Library**

Sunnybank Road, Unsworth, Bury BL9 8ED  
(open Monday & Thursday 9.30am to 1.00pm  
& 2.00pm to 7.30pm, Tuesday & Friday 9.30am  
to 1.00pm & 2.00pm to 5.30pm and Saturday  
9.30am to 1.00pm)

### **Whitefield Library & Adult Learning Centre**

Pinfold Lane, Whitefield M45 7NY  
(open Monday & Thursday 9.30am to 7.30pm,  
Tuesday & Friday 9.30am to 5.30pm and  
Saturday 9.30am to 1.00pm)

Receipt	Date Received
Name	When one of our staff has signed this part it will be your receipt for your benefit application form. Please keep this receipt in a safe place until we have told you in writing how much benefit you will get.
Address	
	Signature