

Change of address form - Council Tax Support



Only use this form if you are already receiving Council Tax Support and have changed 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

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: 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 4: 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
<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: 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 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 6: Sharing information about your claim

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 7: Anything else you need to tell us

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

Part 8: 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: 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 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 any changes in the circumstances of your household you have listed in Part 5.

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)