

# Change of Circumstances Form

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## About this form

This short form is to report changes in your circumstances that may affect your liability for Council Tax or your Housing or Council Tax Benefit.

Once you have read these notes, fill in parts A, B, C and any additional pages shown in part B. If you are waiting to hear about a benefit claim, you must pay your full Council Tax or rent until we tell you whether you are still entitled to benefit.

## Changes you must tell us about

You have a legal duty to notify all changes in circumstances **as soon as they occur**.

Tell us straight away as soon as anything changes that might affect your benefit claim or your Council Tax liability. Some examples are:-

- Your income or the income of anyone living with you, changes;
- Your capital, savings or investment change by more than £250;
- your rent changes;
- Anyone moves in or out of your home (including lodgers or subtenants);
- Any of your children leave school or leave home;
- You move house (even if temporarily and you intend to return);
- You get married or a partner (or civil partner) moves in or out;
- Any member of your household becomes 18 years of age;
- Any changes that may affect a Council Tax discount.

You must tell us about these changes in writing – a phone call is not enough.

It is an offence not to tell us about any changes that affect benefit. We may take court action and if we pay you too much benefit, you will probably have to pay it back.

## Filling in the form


If you are filling in this form by hand, **use black ink**. If you make a mistake, just cross it out and put the correct answer next to it. Please do not use correction fluid. Please put a tick in the relevant box to answer Yes or No to the questions. If the question asks for more details, please give full answers and as much information as you can. This will help us to speed up processing the change.

**If you require a form in large print, or English is not your first language, please phone 01909 533287.**

## Help

If you need any help filling in this form, please contact us on 01909 533287 or 533710 for benefits, or 01909 533234 or 01909 533258 for Council Tax questions. If you want an appointment with an Advisor, please ring Customer Services on 01909 533198 for an appointment at The One Stop Shop at Queen's Buildings, Worksop or 01777 713808 for an appointment at the Retford One Stop Shop, or Harworth.

## Evidence

Where you see this sign  on the separate parts to this form, we need to see documentary evidence of things you tell us about on the changes forms. If you are not sure if we need documentary evidence, get in touch with us and we will tell you what we need. Evidence must be original documents, not photocopies. If you bring documents in, an officer in the One Stop Shop will copy them for you and issue a receipt.

## Data Protection:

The personal information you have supplied on this form will be used to process Council Tax liability or your Housing/Council Tax benefit and may be shared with other Council departments, the Police and other public bodies for the purposes of recovery of debt, prevention or detection of fraud or the detection or prevention of crime as permitted under the Data Protection Act 1998.

## Part A About you and your partner

### Do you have a partner who normally lives with you?

By partner we mean someone you are married to or live with as if you were married or a civil partner or a person you live with as if you are civil partners.

No

Yes  If you have a partner, you must answer all the questions about them, as well as yourself.

	You	Your partner
<b>Last name</b>	<input type="text"/>	<input type="text"/>
<b>Other names</b>	<input type="text"/>	<input type="text"/>
<b>Any other last names you have used</b>	<input type="text"/>	<input type="text"/>
<b>Title</b> (Mr, Mrs, Ms and so on)	<input type="text"/>	<input type="text"/>
<b>Address</b> Do not tell us your partner's address if it is the same as yours. (This is your current, main residence).	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode	Postcode

### This is only required for changes that affect Housing/Council Tax Benefit.

Are you currently in receipt of Housing Benefit or Council Tax Benefit?

Yes  No

If no, do you wish to claim (Please tick ✓)  Housing Benefit

Council Tax Benefit

	You	Your partner
<b>Date of birth</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Daytime Phone Number</b>	<input type="text"/>	<input type="text"/>

This may help to speed up processing the information given.

<b>National Insurance number</b>	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>	Letters <input type="text"/> <input type="text"/> Numbers <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Letter <input type="text"/>
You can find this on payslips or letters from social security or the tax office. We cannot decide your claim if we do not have your National Insurance number.	If you do not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>	If you do not have a National Insurance number, or cannot find it, tick this box. <input type="checkbox"/>

## Part B What has changed?

Please tick the box which best describes your changes. (✓) You may need to fill in additional pages, depending on what has changed. Please see opposite.

I have moved house

Are you moving to a privately rented property?  Yes If Yes, you also need–  
(Benefit claimants only)

No If No, you only need–

My Rent or Tenancy has changed

My or my partner’s savings or investments have changed

My or my partner’s income has changed

I/my partner has come off Income Support or Jobseekers Allowance

My partner has moved in

Other people have moved in or out of my home (other than your partner)

My partner has moved out

I have moved in with my partner

I would like to claim single occupier discount on my Council Tax, because the number of people in my household has changed.

Someone in my household has or will soon become 18 yrs of age  
(Please give their full name and date of birth below)

My childcare costs have changed from   
(Please write below what the change is and provide proof)

Other change, please state below what has changed and provide proof

On / /

You will need to fill in these additional pages depending on your change

CC2 (yellow form)

CC2 + CC3 (yellow & green forms)

CC2 (yellow form)

CC3 (green form)

CC4 (blue form)

CC4 (blue form)

CC4 (blue form) plus a CC3 (green form) if private tenant

CC4 + CC5 (blue & orange forms)

CC5 (orange form)

CC5 (orange form)

CC4 + CC5 (blue & orange forms)

CC5 (orange form)

CC1 only (white form)

CC1 only (white form) 

CC1 only (white form) 

Please don't forget to sign the declaration on the back page before returning it.

## Part C Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, it would be helpful if they sign below to confirm all the details about them are correct. Please read this declaration carefully before you sign and date it. You have a duty to check the information declared if someone has filled the form in for you.

I understand the following.

- If I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You will use the information I have provided to process my Council Tax liability or Housing Benefit or Council Tax Benefit, or both. You may check some of the information with other sources as allowed by the law.
- You may use any information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and other organisations if the law allows this, for example for prevention of fraud or recovery of debt.
- Some of this information may also be used for datamatching exercises with other official organisations.
- **I know I must let the Council know about any change in my circumstances and undertake to do so, as soon as a change occurs.**
- **I declare that the information I have given on this form is correct and complete.**
- **I have attached evidence of the change I have declared (where necessary).**

Your Signature

Date

 /  / 

Partner's signature

Date

 /  / 

**If this form has been filled in by someone else.**

Please tell us why you are filling in this form for the other person.

As far as possible, I have confirmed that the answers I have written on this form are correct. (Please tick)

Name of the person who filled in the form

If you are signing on behalf of someone else please sign below to confirm you have checked all entries with them.

Signature of the person filling in this form

Relationship to the person claiming (Note - If you are a legal appointee of the claimant, we need a signed authorisation from them)

Date

 /  / 

### Where to send your form

Once you have completed all the relevant sections, please read the declaration on the back page, sign the form and return it to:-

Bassetlaw District Council  
Queens Buildings  
Potter Street  
Worksop  
Notts  
S80 2AH

or

The One Stop Shop  
17b The Square  
Retford  
Notts  
DN22 6DB

or

Harworth Information Office  
Scrooby Road  
Harworth  
Doncs  
S. Yorks  
DN11 8JP

If you are posting your form, please send it to the Worksop address.