

## Bracknell Forest Council – Benefits Service

### Notification of a Change of Circumstance



The other side of this form is for you to use to tell us about changes in your circumstances that will affect your Housing and/or Council Tax Benefit. Please read the notes below before filling in the form.

The law that relates to Housing & Council Tax Benefit says that it is up to you to tell us about any changes in your circumstances. You might have to tell us about something on your application form which has now changed, or there may be something new that you have to tell us about.

You **must** tell us about any changes **in writing**, and **within one month** of the change occurring. If you do not tell us about changes quickly enough you may lose benefit if the change results in an increase, or you may be overpaid and we will recover the money from you.

#### Examples of changes you must tell us about

- If your income, or the income of anyone living with you changes.
- If you or your partner stop getting Income Support or Jobseekers Allowance
- If you or your partner stop or start getting any other benefit or tax credit
- If you or anyone you are living with start work
- If your savings change by more than £250 unless the total stays below £6000 (or under £10,000 for those aged 60 and over)
- If any of your children leave school, further education or home
- If anyone moves into or out of your home, including boarders and subtenants
- If your rent changes
- If you are temporarily absent from your home
- If anything else you have told us about before changes

These examples are not the full list. If you are unsure then please contact us

#### Evidence

You must provide supporting evidence of your change in circumstances for example:

- Changes to income such as benefit award letters; payslips; occupational pension letters; self employed accounts
- Proof of any other income such as a letter confirming the amount payable; date it started; frequency of payments
- Changes to savings such as bank statements; passbooks, share certificates
- Money paid for registered childcare such as invoices or receipts
- Income for other adults living with you
- Student grant, loan or bursary
- Tenancy agreement or letter from the landlord or housing association confirming any change in rent

The example given above are not the full list. If you need more advice then please contact us

**If you do send us documents we must have ORIGINAL documents, copies will not be accepted. This will help us to eliminate fraud and error from the benefits system. We will copy your documents, and return any valuable items by Recorded Delivery.**

**Notification of a Change of Circumstance**

Claim reference No:

Name:

Address:   
  
  
Postcode:

Please tick the box to show which change or changes you are telling us about. We need supporting evidence and the date the change took place.

- A change to my household from
- A change to my income from
- A change to my rent from
- Other changes from

Please give details of the change or changes. Please continue on a separate sheet if necessary.


Please tick the relevant box or boxes to tell us what proof you have sent with this form.

- Tax Credit award letter       State Pension       Private Pension       5 weekly payslips
- Income Support or Jobseekers Allowance       Carers Allowance       Student loan/grant       3 fortnightly payslips
- Disability Living Allowance or Attendance Allowance       Child Benefit       Pension Credit       2 monthly payslips
- Employment & Support Allowance       Rent Increase       Self-employed accounts
- Other (please give details)

Signature

**REMEMBER** any notification of a change in circumstances must be made in writing.

Please return this form to:  
Bracknell Forest Council, Benefits Service, PO Box 3781, Time Square, Market Street,  
Bracknell, Berkshire RG12 1HJ