

OFFICE USE

CLAIM NO.



PLEASE KEEP A COPY OF THIS FORM FOR FUTURE REFERENCE

**TONBRIDGE AND MALLING
BOROUGH COUNCIL**

Housing Benefit/Council Tax Reduction

CHANGE OF CIRCUMSTANCES

I wish to notify you of the following change in circumstances.

[Large empty box for describing the change in circumstances]

DATE OF CHANGE []

NAME []

ADDRESS []

SIGNATURE

This form should be returned to:- Benefits Section,
Gibson Building
Gibson Drive
Kings Hill
West Malling
Kent ME19 4LZ
Telephone Enquiries: (01732) 876376

IF YOU HAVE NOT HEARD FROM THE COUNCIL WITHIN FOUR WEEKS OF SENDING THIS FORM PLEASE CONTACT THE BENEFITS SECTION. YOU WILL STILL BE NOTIFIED EVEN IF THERE IS NO CHANGE IN YOUR ENTITLEMENT.

PLEASE READ NOTES ON NEXT PAGE

You must report changes in your circumstances to the Council's Benefit Section **IMMEDIATELY** they occur. If you don't we might pay you too much benefit which you would have to pay back to us. If you are unsure whether you should report a change contact the benefits section for advice.

What changes must I tell you about?

This depends on whether or not you get **Pension Credit**.

If you get the Guarantee Credit part of Pension Credit, you only need to tell us about the following:

Changes to the amount of rent you pay

Any change concerning any non-dependant who lives with you. This includes a change to the non-dependant's income. A non-dependant is usually someone 18 or over, such as an adult son.

If you are likely to be away from home for more than 13 weeks.

If you only get the Savings Credit part of Pension Credit you only need to tell us, in addition to those changes listed above, about the following:

Changes concerning dependant children

Changes to any Child Tax Credit or Child Benefit you receive

If your capital goes above £16,000

If the income, or capital, or any partners not included in your Pension Credit Claim changes

Changes in the number of people who live with you

Whichever part of Pension Credit you get, we would advise you to tell us if you stop getting it.

If you don't get Pension Credit you must tell us about the following:

Changes to the amount of rent you pay

If you stop, or any member of your household stops, getting income based Jobseeker's Allowance

If your, or any partner's, income or capital changes (including income from other state benefits)

If you change address

When you go, or any partner goes, into hospital

The birth of a child

When a dependant child leaves school

If any person leaves or joins your household

Any change to, including the income of, any non-dependant who lives with you. A non-dependant is usually someone 18 or over, such as an adult son.