



# UTTLESFORD DISTRICT COUNCIL

Council Offices London Road Saffron Walden Essex CB11 4ER

Telephone: Benefits Section - Saffron Walden 01799 510510

Email: [benefits@uttlesford.gov.uk](mailto:benefits@uttlesford.gov.uk)

Website: [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

## IMPORTANT

**Please keep this form as a reminder to complete in case your circumstances change**

When completing the Application Form for Local Council Tax Support and Housing Benefit please also remember the following points

- Have you read and understood the general information on pages '20', '21' and '22' of the main application form?
- Have you read, understood and signed the declaration on page '18' of the main claim form?
- Government legislation states that you must advise the Benefit Section of the Council of all changes in circumstances - to enable us to reassess your entitlement - **Please complete the form overleaf if you have any changes.**
- Have you remembered to enclose proof of:- (This applies to yourself/your partner plus any adults included on page '5' of the main application form).

Earned Income

- Wage Slips or a Certificate of Earnings (which we can provide). If Self Employed, the latest set of Audited Accounts or we can supply you with a separate form to complete. There is also a form available on our website

Other Income

- Private Pensions, State Benefits, Tax Credits etc.

Savings

- Bank Statements, Passbook, Share Certificates, etc.

Rent (Private and Housing Association tenants only)

- Proof of current rent as suggested on page '21' of the main application form.

- **IF YOU DO NOT HAVE ALL OF THE ABOVE INFORMATION DO NOT DELAY RETURNING THIS FORM AS YOU COULD LOSE MONEY.**
- Local Council Tax Support and Housing Benefit are not normally granted for any time prior to the Council receiving your application so do not delay filling in and returning the form. If you think there are special reasons why your entitlement should be backdated, please write on a separate letter giving these reasons.
- **A Council Officer may from time to time visit claimants to verify that the information declared on their application is still correct.**
- Return the form to:- Housing Benefits Section  
Uttlesford District Council  
Council Offices, London Road, Saffron Walden, Essex CB11 4ER

You can also email changes and accompanying proofs to: [benefits@uttlesford.gov.uk](mailto:benefits@uttlesford.gov.uk)

Revised: March 2013

# HOUSING BENEFIT/LOCAL COUNCIL TAX SUPPORT NOTIFICATION OF CHANGE OF CIRCUMSTANCES

**Please keep this form as a reminder to inform us if your circumstances change.**

**You must advise the Benefit Section of the Council of any changes that may affect your entitlement.**

**Any changes of circumstances regarding your Local Council Tax Support must be notified to the council within 21 days.**

|                  |                      |                                 |
|------------------|----------------------|---------------------------------|
| Name and Address | Claim Reference      | Date received (office use only) |
| Telephone No:    | Date change occurred |                                 |
| Email Address:   |                      |                                 |

● My circumstances have changes, as detailed below

[illegible]

● Please remember to enclose proof of all income and savings in respect of changes detailed above.

**Declaration - This must be completed when returning this form.**

- I declare that the information given on this form is true and complete as far as I know
- I agree to the Council making ANY enquiries that it considers necessary
- I understand that I must tell the Benefit Section of the Council at once of any further changes in my circumstances.

**GIVING FALSE INFORMATION FOR HOUSING BENEFIT MAY LEAD TO PROSECUTION UNDER SOCIAL SECURITY ADMINISTRATION ACT 1992.**

Your signature ..... Partner's signature .....

Date ..... Date .....