



Change of Circumstances form

working for our community

Part 1 - About you

Please tell us your name and address here

Your full name (Mr / Mrs / Miss / Ms)

Your address (the address you are getting benefit for now)
.....
.....

Your daytime telephone no (this can be a mobile number)

Your benefit reference no (if you know it)

Part 2 - About the change

Please tell us what changed, and when

The date of the change / /
.....

Tell us about the change here. Please remember that we need proof of the change such as your rent increase notification, payslips. Please note that we can only accept original documents.

.....
.....
.....
.....
.....

Your signature Date / /

You can hand this form in at our receptions in Buxton Town Hall or Glossop Municipal Buildings between 9am – 4.30pm Monday – Friday or post it to the address below.



Benefits Service, High Peak Borough Council,
Town Hall, Buxton, Derbyshire SK17 6EL
Telephone 0845 129 7777 or 01298 28400 between 8am – 8pm
Minicom 0845 129 4876 SMS Text 07800 002 262
Email benefits@highpeak.gov.uk Web www.highpeak.gov.uk

It's important to tell us when your circumstances change!

If you receive Housing and / or Council Tax benefit, the law states you must tell us about any changes in your or your family's circumstances. This is because it may affect the amount of benefit you are entitled to.

You must tell us about the change yourself and should not rely on someone else e.g. another department, another agency (such as the Inland revenue or the Department of Work and Pensions) or any other person (such as your landlord or a family member) to let us know.

If you do not tell us about a change in your circumstances within one month of it happening, you may lose out on benefit or we may pay you too much benefit that you will have to pay back to us.

What are changes of circumstance?

If you, your partner's or any other adult's

- wage or salary goes up or down
- start to receive a new benefit
- state benefits, like Income Support or Jobseekers Allowance, either change or stop
- child benefit changes or stops
- private pension goes up or down
- capital or savings go up or down
- rent changes unless you are a tenant of High Peak Community Housing

If you or your partner's children

- starts or leaves full time education
- starts to be cared for, or stops being cared for, by a child minder, day nursery or playgroup

If anyone in your household including you or your partner

- has a baby
- moves address or room
- starts works, returns to work after a period of illness or changes jobs
- moves in or leaves your address, including children, lodgers and subtenants
- are going to be away from home for a month or more
- becomes a student, goes into hospital, a nursing home or to prison
- receives a decision from the Home office concerning your Immigration status
- has any other change to their circumstances including their benefits

If you are in any doubt as to whether a change will affect your benefit tell us anyway.

Who do we mean by partner?

- A person you are married to or a person you live with as if you are married to them, or
- A civil partner or person you live with as if you are civil partners