

Housing Benefit and Council Tax Benefit

Changing address

Use this form if you have moved within Newham and we have been paying Housing Benefit or Council Tax Benefit for your old address.

Return the form to:
Newham Benefits Service
PO Box 23504
London E15 4UU

or telephone 020 8430 2000 for an appointment to see a benefit officer about the form.

Changing address

You need to tell us in writing if you move. What we need to know depends on where you move to:

- If you move outside Newham, you normally just need to tell us you have moved and give us the date.
- If you move inside the Newham area, fill in this form.

Moving outside Newham

If you move outside Newham, you will need to claim Housing Benefit or Council Tax Benefit again. To claim, contact the Council for the area you are moving to.

It is important you tell us as soon as possible that you have moved. Tell us in writing. Delaying will result in an overpayment that we will ask you to repay.

Moving inside Newham

This form asks for what we usually need to work out benefit for your new address. You need to tell us about moving as soon as possible. If we do not hear from you in time, we might be unable to give you benefit from the time you moved. You might also need to fill in a new claim form before we can consider paying you.

Return this form as soon as you can, making sure you answer all the questions we ask you. Use black ink to fill in the form. Do not use pencil.

Please tick the type that applies to you:

Tenant of a private landlord

Housing association tenant

Tenant of Newham Council

Give your tenancy or case reference

Home owner

Your details

Your last name

Other names

Title

Date of birth

National insurance number

Daytime phone number

Your *new* address

Postcode

When did you move to your new address?

Your *old* address

Postcode

People living with you

Please list below everyone living with you in your new home

Name	Date of birth	Relationship to you

Are these the same people who lived with you at your last address? Yes No If No, please say below who has stopped or started living with you since you moved.

Name	Details of the change

Other changes

Has anything has changed since you claimed Housing Benefit or Council Tax Benefit that you have not already told us about? Yes No If there have been any changes you think might affect your benefit, please tell us about them below.

We need to know about any other changes you think might affect your benefit.

This includes changes like:

- your income going up or down;
- your savings or investments going up or down;
- benefits stopping, like Income Support or Jobseekers Allowance;
- you or your partner changing jobs.

Council tax

Who receives the Council Tax bill for your new home?

You or your partner

Your landlord

Someone else

Please say who

Where you are living?

Are you living away from your new home at the moment? No
Yes

Tell us why you are not living at home

Do you have a main home somewhere else? No
Yes

What is the address?

Postcode

Rent

Do you pay rent for your new home? Yes

No

If No, go to Free School Meals on page 7.

Do you pay rent to Newham Council? Yes

If Yes, go to Free School Meals on page 7

No

If No, answer the questions below.

What sort of tenancy do you have?

For example, an assured shorthold, assured tenancy or protected tenancy.

How long is the tenancy for?

From

To

How much is the rent for your home?

£

Has your rent been registered by the Rent Service?

No

Yes

Please send us the notice of registration (RO5).

Do you have any weeks when you do not have to pay any rent?

No

Yes

How many in a year?

Does your rent include money for meals?

No

Yes

Which meals are included?

We must see evidence of your tenancy, your rent and the service charges you pay.

Rent *continued*

From what date did you have to pay rent for your new home?

Does anyone share paying the rent with you?

No

Yes

Tell us their names and relationship to you.

First person

Last name

Other names

Their relationship to you

How much rent do they pay?

Second person

Last name

Other names

Their relationship to you

How much rent do they pay?

Third person

Last name

Other names

Their relationship to you

How much rent do they pay?

Please tick to show if the tenancy is let as:

furnished

partly furnished

minimally furnished

unfurnished

Does your rent include money for the following?

Tick the boxes to show what your rent includes and give the amount you pay each week.

How much each week?

Water charges

 £

Heating

 £

Lighting

 £

Hot water

 £

Fuel for cooking

 £

Laundry

 £

Gardening

 £

Garage or parking space

 £

Cleaning rooms or windows

 £

Personal care

 £

General counselling and support

 £

Do you pay any service charges separate from your rent?

No

Yes

For example, for cleaning or lighting in shared areas or for lift maintenance.

How much each week?

What for?

Does your home have central heating?

No

Yes

Does your home have a garden?

No

Yes

Has your home been adapted for people with disabilities?

No

Yes

Do you use your home for business?

No

Yes

We must see evidence of your tenancy, your rent and the service charges you pay.

The building you live in

What sort of building do you live in?

Detached house
 Semi-detached house
 Terraced house
 Maisonette
 Bungalow
 Flat in a house
 Flat in a block
 Flat over a shop
 Bedsit or rooms
 Hostel
 Residential nursing home
 Residential care home
 Other Give details

Do you and your household occupy only part of the building?

No

Yes

Where in the building do you live?

At the front

In the middle

At the back

Which floor(s) do you live on?

How many rooms are there in the property?

In the whole property **Number of rooms**

Living rooms
 Bedsitting rooms
 Bedrooms
 Bathrooms
 Toilets
 Kitchens
 Other rooms

Just for you

Living rooms
 Bedsitting rooms
 Bedrooms
 Bathrooms
 Toilets
 Kitchens
 Other rooms

Shared with others

Living rooms
 Bedsitting rooms
 Bedrooms
 Bathrooms
 Toilets
 Kitchens
 Other rooms

Paying Housing Benefit to you

We will normally pay Housing Benefit into your bank account. To do this, we need your bank details. If you have any queries about bank accounts, please contact us on 020 8430 2000.

We will sometimes make the first payment to your landlord.

Unless you are the tenant of a registered social landlord or the tenant of a charitable or voluntary organisation we will usually be unable to pay Housing Benefit to your landlord even if you ask us to.

However, we can consider paying your landlord in certain circumstances. If you want to know more about when we can pay your landlord, please refer to our form "Paying your landlord".

About the account you want to use

What name or names is the account in?

Please write the name or names as they appear on the cheque book, passbook or statement.

If the account includes the name of someone other than you or your partner, please describe their relationship to you.

Full name of the bank or building society

Sort code - of the bank, building society or other account provider. Please tell us all six numbers, for example: 12-34-56.

 - -

Account number

This is 7 to 10 numbers long.

More information if it is a building society account

Building society roll or reference number

Some building society accounts use a roll or reference number. The number is on the passbook. The roll or reference can contain letters and numbers and can be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

We must see original evidence that includes your name with your bank or building society details before we can pay you Housing Benefit

Anything else you need to tell us about paying your Housing Benefit

Please use this space to tell us anything else you think we should know about.

If you are giving us a completed "Paying your landlord" form, please tick this box.

Free school meals

Do you have any children who have been receiving free school meals?

No

Yes

Please give the name and address of the child's new school below.

Child's name

Name and address of school

Child's name

Name and address of school

Child's name

Name and address of school

Child's name

Name and address of school

Declaration

- I declare that the information I have given on this form is correct and complete
- If I give information that is incorrect or incomplete, you may take action against me. This may include recommendation that I be prosecuted.
- I know I must let the Council know in writing about any change in my circumstances that might affect my Housing Benefit or Council Tax Benefit.
- I authorise Newham Council to make any enquiries that are necessary to confirm the information I have given to support my claim.

Please also accept this form as a claim for Council Tax Benefit if I am liable to pay council tax to the London Borough of Newham.

Signature

Date

If this form has been filled in other than by the person claiming, please tell us below why you are filling in this form.

As far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Name of person who filled in this form

Signature of the person

Relationship to the person claiming

Date

Giving information to your landlord

Sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent.

We may need to confirm information with your landlord before we can make a decision on your claim, for example about your tenancy. In these circumstances, we can contact your landlord without your permission. We need your permission to discuss anything else.

If you give us permission, we would be able to tell your landlord whether:

- you have claimed Housing Benefit; or
- we have made a decision on your claim; or
- we need more information to make a decision on your claim, and what the information may be.

Giving information to your landlord *continued*

It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

We will not give your landlord any information about:

- your personal or household circumstances; or
- your financial circumstances.

If you want to give us permission to discuss your claim with your landlord, please sign below.

I give Newham Benefits Service permission to share my information about the progress of my Housing Benefit claim with my landlord or their representative

Signature

Date

You can withdraw your permission at any time.

Giving in this form

Return the form to:
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PO Box 23504
London E15 4UU

or telephone for an appointment to see a benefit officer about the form.

We need evidence of your tenancy, your rent and the service charges you pay. We will also need evidence of any other changes in your circumstances. Without it, we will be unable to assess your benefit.