

HOUSING AND COUNCIL TAX REDUCTION SCHEME **THIS IS IMPORTANT INFORMATION**

THE AWARD LETTER

It is very important that you read the letter(s) sent to you. If you think a mistake has been made you must tell the Benefits Section immediately.

DISPUTING A DECISION/MAKING AN APPEAL

If you have received a decision about Housing or Council Tax Reduction Scheme and you think that it is wrong you can ask us to explain it.

You must contact us straightaway if you would like an explanation or more information about our decision. If you want us to look at the decision again or if you want to appeal against it, you must do so within *ONE MONTH* of the date on the decision letter, not the date you contact the office.

For some decisions, you can appeal to an independent tribunal who can change the decision if they think that it is wrong. If you require further information please contact us.

PAYMENT OF YOUR BENEFIT

HOUSING BENEFIT: Your Benefit can be paid to yourself by BAC's or directly to your Landlord if you request it this only applies to a social landlord.

COUNCIL TAX: Your Council Tax account will be amended following your Council Tax Reduction and you will be sent a revised bill.

Some Terms used:

'Applicable Amount'

The applicable amount shown on the award letter is a figure used to reflect your basic living needs. The figure is set each year by the Government.

'Net Eligible Rent'

Housing Benefit is not payable on those parts of your rent that are for personal living expenses, some examples are meals, water rates, heating and hot water.

'Non-Dependent'

Someone who lives in your household but is not dependent on you. This is normally a child over 18 you no longer receive child benefit for, or another relative. Sometimes we will take a deduction from your Housing and Council Tax Benefit if you have a non-dependent living with you. You must tell us when a non-dependent moves in/out, and when their income changes.

Please turn over.



COMPLETE AND RETURN THIS FORM IF THERE IS A CHANGE IN YOUR/YOUR PARTNER'S CIRCUMSTANCES

Your entitlement to Benefit is worked out on the details you give us regarding your/your partner's income, capital and household. If any of the details change you must tell the Benefits Section straightaway, as we do not want to have to reclaim Benefit from you. It may be that you are entitled to more benefit.

Examples of changes in circumstances are increases/decreases in your or your partner's income or capital, increases in your rent and anyone joining or leaving your home.

Changes to your Housing Benefit and Council Tax Reduction Scheme.

If there are any changes in your household's income or circumstances you must inform us within ONE MONTH. If you do not do this you may lose out if you are entitled to any increase in your benefit, or you may be overpaid benefit and have to pay it back.

NAME:

ADDRESS:

TELEPHONE NUMBER:

WHO HAS HAD THE CHANGE?

DATE OF CHANGE:

DETAILS OF CHANGE:

IF YOU ARE STARTING WORK PLEASE TELL US IF YOU EXPECT YOUR EMPLOYMENT TO LAST FOR 5 WEEKS OR MORE. YES NO

Note – with a change in circumstances please supply proof (e.g. wage slips).

IF YOU HAVE NOW STARTED WORK, DO YOU STILL WISH TO CLAIM? YES NO

DECLARATION

I declare that the information given is true and complete. I understand that giving false information may result in prosecution.

SIGNED:

DATE: