

BENEFITS SERVICE

Housing and Council Tax Benefits



**Changes in
circumstances -
What you must
tell us about**

This leaflet will tell you the changes that you must tell us about. If you have a change in circumstance that is not listed and you are not sure whether to tell us, please contact us and we will check this for you.

You must tell us about a change within one calendar month. If you tell us late about a change that increases the amount of Housing and or Council Tax benefit that you receive, we may not be able to amend your claim from the date of change unless it is reasonable to do so under the circumstances.

For more information or advice contact the Benefits Section at the Revenues Hall in New Square, Chesterfield.

Telephone 345507 or 345484

If you or your partner are aged 60 or over and in receipt of Pension Credit

You will need to tell the **Pension Service** about any changes to your income and capital. The Pension Service will provide you with details of the changes you need to tell them about.

There are some changes that you must tell us about and these are listed below.

Receiving Guarantee Credit or both Guarantee Credit and Savings Credit

You must tell us about:

- Changes to your rent or tenancy, other than the changes to your council tenancy
- Changes to non-dependants
- Changes to dependants
- Absence from home, if the absence is likely to be more than 13 weeks
- If you or your partner start to receive Attendance Allowance or Disability Living Allowance or stop receiving either of these benefits. This may affect your claim if you have non-dependants living with you.

If you are getting Savings Credit only

You must tell us about:

- **Capital exceeding £16000**
- Changes to your rent or tenancy, other than changes to your council tenancy
- Change of address
- Absence from home, if the absence is likely to be more than 13 weeks
- Changes to dependants
- Changes to household composition and non-dependants
- Changes to Child Tax Credit
- Changes to Child Benefit
- If you or your partner start to receive Attendance Allowance or Disability Living Allowance care component, or stop receiving either of these benefits.
- If you or your partner are a carer and would receive Carers Allowance if you were not receiving another benefit.
- Changes to the income and capital of your partner who is not included in your Pension Credit claim.

If you or your partner are aged 60 or over and do not receive Pension Credit

You must tell us about all changes in circumstance relating to:

- Income
- Capital
- Non-dependants i.e. joining or leaving the household, change in non-dependant income.
- Dependants i.e. joining or leaving the household, child benefit ending
- Partner joining or leaving the household
- Change in tenancy/rent
- Change of address
- Absence from home that is expected to be more than 13 weeks
- If you or your partner are a carer and would receive Carers Allowance if you were not receiving another benefit.

You will not need to tell us about:

- Changes in rent if you are a council tenant
- Changes in council tax liability
- Changes in the age of any member of the family or non-dependant
- Changes in Housing and/or Council Tax Benefit legislation.

If neither you or your partner are aged over 60

You must tell us about **all** changes in circumstance relating to:

- Income
- Capital
- Non-dependants i.e. joining or leaving the household, change in non-dependant income.
- Dependants i.e. joining or leaving the household, child benefit ending
- Partner joining or leaving the household
- Change in tenancy/rent
- Change of address
- Absence from home that is expected to be more than 13 weeks
- If you or your partner are a carer and would receive Carers Allowance if you were not receiving another benefit.

You will not need to tell us about:

- Changes in rent if you are a council tenant
- Changes in council tax liability
- Changes in the age of any member of the family or non-dependant
- Changes in Housing and or Council Tax Benefit legislation.

Changes to Tax Credit awards.

We use the Tax Credit award that is in payment on your Housing Benefit and Council Tax Benefit claim. This means that you must send us **all** your Tax Credit award letters, even if you think your Tax Credit award is wrong.

Annual renewal of Tax Credit claims.

The Inland Revenue will ask you to renew your Tax Credit claim every year. They will send an annual review form to complete and return to them sometime between April and July. Once your claim has been renewed you will be sent an award notice.

Please let us see your award notice as soon as you receive it, even if you think your award is wrong.

In addition, if your payments change but you do not have an award letter, please let us know.