

**Section 9 – Any Other Changes**

Please tell us about any other changes in your circumstances that have occurred since you last gave your details.

**Section 10 - Declaration**

**Please read this declaration carefully before you sign and date it. I understand the following:**

- ❖ If I give information that is incorrect or incomplete, you may take action against me.
- ❖ You will use the information I have provided to process my claim for Housing Benefit and/or Council Tax Benefit. You may check some of the information with other sources within the council, rent offices, and other councils.
- ❖ You may use the information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give some information to other government organisations, if law allows this.
- ❖ You may make any other enquiries to confirm the details I have provided, for example, with banks, building societies, employers and pension providers.

**I know** I must let the Council know about changes in my circumstances.  
**I declare** the information I have given on this form is correct and complete.

<b>Signature</b>	<b>Date</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Partner's Signature</b>	<b>Date</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

**Declaration if someone other than the claimant has filled in this form.**  
 I declare that each answer I have written on this form has been supplied to me by the customer. I can also confirm that as far as possible that the person claiming has read and understood the declaration at section 10.

<b>Name of the person who filled in the form</b>	<input style="width: 95%;" type="text"/>
<b>Signature</b>	<input style="width: 95%;" type="text"/>
<b>Relationship to the person claiming</b>	<input style="width: 95%;" type="text"/>
<b>Date</b>	<input style="width: 95%;" type="text"/>

**For Official Use Only:**

VO Action

**Vo Name** .....

I have confirmed as far as possible that the person claiming has read and understood the declaration at section 10.

**Signature:** ..... **Date of Visit** .....



**Chesterfield Borough Council**  
**Benefits Section PO Box 100**  
**85 New Square Chesterfield**  
**S40 1SN**

For office use only:  
 Ref. No: .....

Date Rec'd: .....

**BENEFIT REVIEW**

Your Housing and/or Council Tax Benefit entitlement is being reviewed.  
 Please complete all sections below, even if your circumstances have not changed since you last completed a benefit form. **Failure to return the form within 28 days will result in your benefit entitlement being suspended.**  
 If any details have changed since you last applied please provide **original** documents as proof.

**Section 1 – Personal Details**

<b>Yours</b>	<b>Your Partner's</b>
First Names <input style="width: 95%;" type="text"/>	First Names <input style="width: 95%;" type="text"/>
Surname <input style="width: 95%;" type="text"/>	Surname <input style="width: 95%;" type="text"/>
National Insurance Number <input style="width: 95%;" type="text"/>	National Insurance Number <input style="width: 95%;" type="text"/>
Date of Birth <input style="width: 95%;" type="text"/>	Date of Birth <input style="width: 95%;" type="text"/>
Mobile Tel. No. <input style="width: 95%;" type="text"/>	Mobile Tel. No. <input style="width: 95%;" type="text"/>

**Section 2 – Your Home**

Address <input style="width: 95%;" type="text"/>	Telephone Number <input style="width: 95%;" type="text"/>
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**Do you?** Please tick the box(s)

Own your home or pay mortgage <input type="checkbox"/>	Pay the Council rent <input type="checkbox"/>
Pay a Housing Association Rent <input type="checkbox"/>	Pay a Private Landlord rent <input type="checkbox"/>
Live in Board & Lodgings <input type="checkbox"/>	Other <input type="text" value="Please state"/>

**Section 3 – Other people who live with you**

Please list the names of everyone who normally lives at this address (other than you and your partner).  
 If none, please write "None"

Name	Relationship to you	Date of Birth	Income/amount	Date last changed

If anyone has moved in or out since you last gave your details, please tell us their name and when this happened.

**Section 4 – You and/or Your Partner’s Benefits and Credits**

Please give details of all Benefits, Pension Credits or Tax Credits received and how often (eg weekly, four weekly, monthly etc). If none, please write "none". Do not include Housing or Council Tax Benefit.

Type of Benefit or Credit	Amount	How often	Date last changed
	£		
	£		
	£		
	£		
	£		

If Benefits and Credits have changed since you last gave your details please tell us what happened and when.

**Section 5 – You and/or Your Partner’s Earnings**

Please give details of all earnings received and how often (eg weekly, four weekly, monthly etc) If none, please write "none".

Employer’s Name and Address	Amount	How often	Date last changed
	£		
	£		
	£		
	£		
	£		

If you have started work or your earnings have changed since you last gave your details please tell us what happened and when.

**Section 6 – You and/or Your Partner’s Other Income**

Please give details of other income received and how often (eg weekly, four weekly, monthly etc). Income includes anything not mentioned in the previous sections. If none, please write “none”

Type of Income	Amount	How often	Date last changed
	£		
	£		
	£		
	£		
	£		

If something has changed since you last gave your details please tell us what happened and when.

**Section 7 – Savings/Capital**

Please give details of all bank accounts, Building Society Accounts, investments, shares, property, land etc that you or your partner own. If none, please write "None".

Type	Details of Account/Investment	Balance/Value/Amount	Date last changed
		£	
		£	
		£	
		£	
		£	

**Section 8 – About your rent**

This section is for Private Tenants only. Do not complete this section if you rent your home from the Council or own your home.

Landlord/Agent’s Name  Relationship to you

Landlord/Agent’s Name  Address

How much is the rent?  £

Every

Does your rent include anything? e.g. water rates. If yes, say how much and what it is for.