

Request for reconsideration of Housing Benefit and/or Council Tax Benefit decision

Complete this form and take or send it to us

About you

Title

Mr/Mrs/Miss/Ms/Other

Your surname

All other names

Your date of birth

/ /

National Insurance (NI) number

(Get this from your NI number card, payslips, tax papers or letters from social security.)

Your address

Postcode

Daytime phone number

Code

Number

About the decision

Name of benefit or benefits

Please tick relevant box

HB

CTB

HB & CTB

Date at the top of the benefit decision letter

About your request

- Use the space at the end of this form to say why you do not agree with the decision.
- You must say **why** you think the decision is wrong. It is not enough to say 'I do not agree with the decision or 'The money is not enough'.
- The reasons you give should be like these examples:
 - 'My rent was £75 per week but you have stated that it was £35 per week.
 - 'I moved to the property on 1st November, not 1st December.
 - 'You have used the wrong wages to work out my benefit. I recieved £250 only during the Christmas week.
- If you are requesting a reconsideration of more than one decision, you must say why you do not agree with each one.
- If you are requesting a reconsideration more than one month after the decision was made, you must say why your request has been delayed.

Your signature

Date

If someone has been officially appointed to act for you or someone has the authority to act for you, they should sign above.

Your request

- Use this space to say why you do not agree with the decision.
- You must say **why** you think the decision is wrong. Use BLOCK CAPITALS.

What to do now

- Complete all relevant boxes on the form. You can get help from an advice centre or a solicitor.
- Write down the reasons for your request. This is important because we do not have to look at anything you do not mention. Make sure that you sign the form.
- Send the form back to this office within **one month** of the date on the decision letter.
- Make sure you have said on this form why you do not agree with the decision.
- Take or send this form to us.

Please return completed form to

Revenues Department
Winchester City Council,
Colebrook Street,
Winchester,
SO23 9LJ