

## Changes you must tell us about

For example:

- any of your children leave school or leave home
- anyone moves into or out of your home, including lodgers and subtenants
- your income or the income of anyone living with you, including benefits, changes
- your capital or savings change
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or changes or leaves a job
- your rent changes
- you move
- you or your partner are going to be away from home for more than a month
- you or anyone living with you starts work
- you receive any decision from the Home Office, **or**
- anything you have told us about changes.

This is not a full list. If you are not sure, ask us for advice.

If you do not tell us about these changes, you may lose money you are entitled to or you may get too much benefit which you will have to repay.

You must make sure that you tell us about any changes. Don't rely on someone else to pass the message on. This includes the Department for Work & Pensions and the Inland Revenue.

It is an offence not to tell us about any change of circumstances that affect your benefit. We may take court action against you.

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## How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send, to process your claim for Housing Benefit and Council Tax Benefit.

We may pass the information to other agencies or organisations such as the Department for Work and Pensions and the Inland Revenue, as allowed by the law.

We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give information to them to:

- make sure the information is accurate
- prevent or detect crime, **and**
- protect public funds.

These third parties include government departments, other local authorities and private-sector organisations such as banks.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows this.

If you want to know more about what information we have about you, or the way we use that information, please ask us.

## Further Information

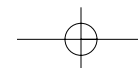
For further information please contact:

**Winchester City Council**  
**City Offices**  
**Colebrook Street**  
**Winchester, Hants**  
**SO23 9LJ**

**Telephone: 01962 840222, Fax: 01962 841365**

**Email: [finance@winchester.gov.uk](mailto:finance@winchester.gov.uk) Website: [www.winchester.gov.uk](http://www.winchester.gov.uk)**

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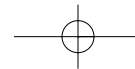


## Housing Benefit and Council Tax Benefit



### Notes for filling in the claim form for Housing Benefit and Council Tax Benefit

- About this form
- About Housing Benefit and Council Tax Benefit
- Second Adult Rebate
- Proof
- Filling in the form
- If you need help to fill in the form
- What to do next
- Changes you must tell us about
- How we collect and use information



## About this form

We have designed this claim form to be easy to fill in. It may look rather long, but there needs to be enough questions to make sure that everyone who claims gets the right amount of benefit.

You may not have to fill in all parts of the form (for example, a few questions would not apply to most pensioners) but you must fill in any part that is relevant to you. Every part starts with a question to help you decide if you need to fill in that part.

## About Housing Benefit and Council Tax Benefit

Housing Benefit can pay all or part of your rent. It may also give you some extra money towards things you have to pay for, like the cleaning of shared areas. Council Tax Benefit can pay all or part of your Council Tax. It cannot help with water charges.

## Second Adult Rebate

You may not qualify for Council Tax Benefit in your own right but may still be entitled to claim Second Adult Rebate. Second Adult Rebate is Council Tax Benefit for people who may not have a partner but who share their home with someone who:

- is 18 or over
- is on a low income, **and**
- does not pay them rent.

If you are claiming *Second Adult Rebate*, only fill in **Part 1**, **Part 3** and **Part 17** of this form.

## Proof/Evidence

We will need to see proof of some of the things you write about on the form. There is a checklist in **Part 15** of the form to help you. If you are not sure if we need to see proof of something, get in touch with us. We will tell you what we need to see. We cannot pay you benefit until we have seen the proof we need.

## Filling in the form

Use black ink to fill in the form. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer **No** or **Yes** questions by putting a **tick** in the relevant box. If you are picking an answer from a list of answers, **tick** the appropriate box again. Do not put a cross in any boxes. If you answer a question with a cross, we may have to send the form back, and this will delay the claim.

If someone else fills in the form for you, there is a special space for them to sign.

## If you need help to fill in the form

If you need any help, please contact us.

Or you can get in touch with an organisation like the Citizens Advice Bureau.

**Winchester Citizens Advice Bureau**  
**The Winchester Centre**  
**68 St Georges Street**  
**Winchester**  
**Hants**  
**SO23 8AH**  
**Tel: 01962 848000**

**Bishops Waltham Citizens Advice Bureau**  
**The Library**  
**Bank Street**  
**Bishops Waltham**  
**Hants**  
**SO32 1AN**  
**Tel: 01489 896376**

## What to do next

When you have filled in the form sign it and send it to us with the proof we need to see.

Or you can take the form and proof to our offices. Do not send valuable items such as benefit order books, bank books or passports in the post. Bring them to our reception and we will get the information we need and give them back to you.

If you cannot get the proof we need straight away, do not worry. Send the form to us with the proof you do have and let us know that you will be sending some proof later. If you do not send the form to us straight away, you might lose money.

Please turn over ►

