

Are you in receipt of
**Housing and/or
Council Tax
Benefit**

Telling us about
changes in your
circumstances.



Winchester
City Council

Telling us about changes in your circumstances

If your circumstances change it may affect the amount of benefit you get. You must tell us about any changes within one month of the change happening. If you do not tell us within one month we may only be able to amend your claim from the date that you tell us of the change and not the actual date of the change.

Detailed across the page is a list of examples to help you know what change of circumstances could affect your benefit. However, this list does not cover every change that could affect your benefit so you must inform us of every change that happens to you or anyone in your household. If you are not sure, ask the Benefits Section for advice.

Failure to notify us could mean that you are overpaid benefit and this can be recovered from you.

You must make sure that you tell us about any changes. Do not rely on someone else to pass the message on. This includes the Department for Work and Pensions and HM Revenues and Custom.

It is an offence not to report any change of circumstances that affect your benefit and court action may be taken against you.

Some relevant changes:

- Children leave home or school
- Anyone moves in or out of your home
- Your household income changes
- Your household capital or savings change
- Your rent changes
- You move
- Anything you have told us about changes
- You or a member of your family moves out temporarily

You can contact the Benefits Section in the following ways

- You can email us at benefits@winchester.gov.uk
- You can telephone us on 01962 848 539
Monday to Thursday from 8.30am to 5pm
Friday from 8.30am to 4.30pm
telephone calls may be recorded
- You can fax us on 01962 841 365
- You can write to us at

The Benefits Section
Winchester City Council
City Offices
Colebrook Street
Winchester
Hampshire
SO23 9LJ

- You can visit us at the City Offices (address above)
Monday to Thursday from 8.45am to 5pm
Friday from 8.45am to 4.30pm

A private interview room is available at the City Offices

Website: www.winchester.gov.uk

Department for Work and Pensions
Website: www.dwp.gov.uk

