

Telling the Council

You should notify changes in writing as soon as possible. If you are unsure about what to do please contact the Council for further advice.

If you are a Landlord

If you receive payments of Housing Benefit for any of your tenants you must notify the Council of changes in their circumstances.

A landlord can reasonably be expected to notify the Council where the terms of the tenancy have changed, when a tenant moves out or no longer lives in the accommodation, even temporarily. This would include where a tenant has changed rooms within the same property or has agreed to rent more accommodation from you.

Some of these changes are given on the counterfoil of the cheque sent to you. **It is important that you read these notes carefully. They contain important information for you.**

You may be asked to repay Housing Benefit if you have not told the Council of changes in your tenant's circumstances.



"Connections" offices can be found at:

Town Hall

Castle Circus

Torquay TQ1 3DS

Monday 9.00 am to 5.15pm

Tuesday 9.00 am to 5.15pm

Wednesday .. 9.30 am to 5.15pm

Thursday 9.00 am to 5.15pm

Friday 9.00 am to 4.15pm

Paignton Town Office

56 Palace Avenue

Paignton TQ3 3HZ

Monday 9.00 am to 4.15pm

Tuesday 9.00 am to 4.15pm

Wednesday .. 9.30 am to 4.15pm

Thursday 9.00 am to 4.15pm

Friday 9.00 am to 4.15pm

Brixham Town Hall

New Road

Brixham TQ5 8TA

Monday 9.00 am to 4.15pm

Tuesday 9.00 am to 4.15pm

Wednesday .. 9.30 am to 4.15pm

Thursday 9.00 am to 4.15pm

Friday 9.00 am to 4.15pm

This leaflet gives general guidance only and should not be treated as a comprehensive and authoritative statement of the law.

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If your
circumstances
change

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Changes In Circumstances Leaflet
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This leaflet tells you what to do if you receive Housing Benefit or Council Tax Benefit and have a change in your circumstances. Some of the changes which could affect your benefit entitlement are listed in this leaflet.

You have a duty to notify the Council of any changes in your circumstances which could affect your benefit entitlement. By reporting changes in your circumstances promptly you will ensure that your entitlement is correct.

If you do not report changes in your circumstances promptly you may lose benefit. If the change would mean you would be entitled to more benefit and you do not report the change within one month, your benefit may only be altered from when you told us about the change.

Income Support and Job Seekers Allowance

If you receive either Income Support from the Benefits Agency or Job Seekers Allowance from the Job Centre you must tell the Council when your entitlement ends.

It could end because you have started work, increased your hours of work, been awarded another income or simply missed a signing appointment or job interview.

In any of these cases you must notify the Council that your Income Support or Job Seekers Allowance has ended. **Do not rely on the Benefits Agency or Job Centre to do this for you.**

Do not ignore any letters the Council sends you telling you that your benefit had stopped - even if your Income Support or Job Seekers Allowance has been re-instated.

Income

You must inform the Council of any changes in your income or if you begin to receive other income. As most income affects the amount of benefit you receive any changes, from whatever source, should be notified to the Council.

If you or your partner are working you should make sure that any increases in wages through increased hours, overtime or bonus payments are notified.

Capital

If you, your partner or a dependant child have less than £3000 in savings, changes in capital which still leaves less than £3000 will not affect your benefit entitlement. If an increase in capital occurs that results in capital exceeding £3000, you should tell the Council.

If you have an increase in your capital and you already have over £3000, you must tell the Council. Examples of capital changes include lump sum payments, windfalls, inheritances and back payments of benefits or other income.

If you or your partner are aged 60 or over the capital rules are changing from April 2001. Only capital over £6000 will be taken into account when assessing benefit entitlement.

People who live with you

The Council needs to know if anyone leaves your household or joins your household, even if they only come to stay with you for a short time.

You must tell the Council of any changes in the circumstances or income of the people who live with you. These could be family or friends who live with you or children for whom you no longer receive Child Benefit.

Changes in the income of people who live with you could mean that they have to make a larger or smaller contribution towards the household budget. It is particularly important to tell the Council if they start work.

Children

If you receive Child Benefit for children who live with you, you must notify the Council when the award of Child Benefit ends.

Absence from your home

Your Housing and Council Tax benefit may be affected if you are absent from your home for any reason.

You should notify the Council if you know you are going to be absent from your home, even if you are still being charged rent and intend to return there. It is important that you contact the Council beforehand to make sure that benefit will continue to be paid to cover your rent and Council Tax liability whilst you are away. Time limits apply depending on the reason for absence.