Change in Circumstances Form

If you receive Housing Benefit and Council Tax Support, it is a criminal offence to deliberately not report changes in your circumstances.

You must tell us straight away about any changes in your life that might affect your Housing Benefit and Council Tax Support. This includes starting a job, earning extra money or moving in with your partner. Other changes could include:

- Your pay or working hours change (or your partner’s pay or working hours change);
- A child leaves school, education or training;
- A non-dependant’s circumstances change;
- Your savings go up or down (if they are more than £6,000);
- You start to receive child maintenance, or the maintenance paid changes;
- You start or stop claiming another benefit, or the amount received changes;
- You move home, even for a short time.

This list is not meant to include all the changes you should tell us about. If you are not sure whether to report a change, please tell us anyway.

If you do not tell us about a change in your circumstances within one month of the change happening, you may lose out on benefit or we may pay you too much benefit and you will have to pay this back to us.

For most changes, we will need to see proof of the change, for example, recent wage slips if your pay has increased. If you are not sure what proof to send, please get in touch with us.

How to report changes in your circumstances

Use this form: Please print this form off and complete it by hand. You can then post the form to: Civic Office, Waterdale, Doncaster, DN1 3BU. Or you can hand it in at any of the council’s Customer Service Centres or local neighbourhood housing offices. The addresses of these offices are on the last page of this form.

Phone us: 01302 735336

Write to us: Your letter should give full details of the change including what date the change happened.

In person: Our counter on the ground floor of Civic Office, Waterdale is open Monday to Friday from 8.30am to 5pm.
Change in Circumstances Form

Your full name: ____________________________________________

Your full address: ____________________________________________

__________________________________________

Your phone number: __________________________

Please tell us what has changed: ________________________________

The date of the change: __________________________

Details of change(s) and dates

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Declaration: I have read the details above and declare that the information I have given is true and complete. This information together with the information on my claim form correctly represents my circumstances as they are at the present time. I understand that I must report any changes in my circumstances and I give Doncaster Council permission to make any enquiries to check the information. I understand that if I give false information I may be prosecuted.

Your signature: __________________________ Date: __________________________
What happens next

When we receive this form, we will use the information you have given to look at your Housing Benefit and Council Tax Support again. If we need any more proof or information, we will contact you. We will write and let you know whether your benefit changes. Please remember to let us know about any future changes in your circumstances.

Local Customer Service Centres and Neighbourhood offices

You can hand this form in at any of the following neighbourhood Customer Service Centres or Area Housing offices (details correct at last update 31 May 2016):

- **Adwick** Town Hall
  Windmill Balk Lane

- **Edlington** Library and Customer Service Centre
  Thompson Avenue

- **Mexborough** Library and Customer Service Centre
  John Street

- **Rossington** Area Office
  Holmes Carr Centre
  Grange Lane

- **Sandbeck House**
  St James Street
  Doncaster

- **Stainforth** Area Office
  Emmerson Avenue

- **Thorne** Library and Customer Service Centre
  The Vermuyden Centre
  Fieldside

- **Thorne** Area Office
  Bridge Street