



You can get this leaflet in other formats and languages. | Dewiswch iaith a diwyg eich dogfen.

Name: \_\_\_\_\_  
 Address and Postcode: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

We may need to contact you. It will help us to process your claim more quickly if you give us your daytime or mobile-phone number here.

Phone:  Email address:

## Housing Benefit or Local Housing Allowance and Council Tax Reduction

### Change of address form

#### Important note

Please read the notes in the red boxes before you fill in each section of the application form.

You must read the notes on every page. They will tell you what evidence we need to process your application. Please fill in the form with black ink and do not use correction fluid. Although the form may look long, do not be put off - it will not take as long as you think to fill it in. Answer every question by putting a tick in the 'No' or 'Yes' box. If you do not answer every question, we will return the form to you. Fill in the form and send it back straight away. If you wait you could lose money. If we ask for proof, you must send original documents, not photocopies. Send all the proof you can with the form. Do not wait if you cannot send the proof straight away, send us the form anyway, but please send the proof within one month. If you are not sure about any questions on this form, phone the customer services section on 01443 425002 and they will help you.

#### 1 Type of benefit/reduction - please tick the relevant box or boxes for the benefit you want to apply for.

Housing Benefit/Local Housing Allowance  Council Tax Reduction

#### 2 Type of accommodation - please tick the relevant box for your accommodation

- |   |   |
|---|---|
| <input type="checkbox"/> I live in a registered residential care or nursing home. | <input type="checkbox"/> I have to pay rent or a mortgage at another address. If so, please give the address below. |
| <input type="checkbox"/> I am renting from a private landlord.                    | <input type="text"/><br>_____<br>_____<br>_____   |
| <input type="checkbox"/> I am renting from a housing association.                 |   |
| <input type="checkbox"/> I am renting from RCT Homes.                             |   |
| <input type="checkbox"/> I am an owner-occupier.                                  |   |

<b>For our use only</b>	<b>COAADD</b>
Date we received this form (stamp)	
Date of first contact:	
Claim number:	

**Steve Merritt CPFA Group Director | Cyfarwyddwr**  
 Corporate Services, Bronwydd House, Porth CF39 9DL  
 Cyfadrn y Gwasanaethau Corfforaethol, Bronwydd, Porth CF39 9DL  
 Phone/Ffôn: 01443 425002 • Fax/Ffacs: 01443 680661  
 Textphone for deaf people/Ffôn Testun am y Byddar: 01443 425015  
 E-mail/E-bost: HousingBenefitEnquiries@rctcbc.gov.uk

### 3 Date you moved in

Give the date you moved into your current home.

If you have not yet moved into your home, you will not receive benefit/reduction until you confirm the date you moved in. You must tell the benefits section in writing when you have moved in.

### 4 About your last address

You must answer this question if you are applying for benefit/reduction for the first time at this address.

	You	Your partner
What was your previous address?	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Was the property		
owned by you?	<input type="checkbox"/>	<input type="checkbox"/>
rented?	<input type="checkbox"/>	<input type="checkbox"/>
other?	<input type="checkbox"/>	<input type="checkbox"/>
If other, please state	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>
Did you claim Housing Benefit/ Local Housing Allowance, Council Tax Benefit or Council Tax Reduction at your previous address?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

### 5 You and your partner.

By partner, we mean someone of the opposite sex or the same sex who:

- you are married to;
- is your civil partner;
- lives with you as if you are married or in a civil partnership.

Do you have a partner living with you? No  Yes

If 'Yes', fill in this section for you and your partner. If 'No', fill in this section for yourself only.

	You	Your partner
Title (Mr, Mrs, Miss, Ms)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
First names	<input type="text"/>	<input type="text"/>
Have you been known by any other name?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If 'Yes', please give the other name or names.	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value=" / /"/>	<input type="text" value=" / /"/>
National Insurance number	<input type="text" value="            "/>	<input type="text" value="            "/>
(You must provide this for your claim to be considered.)		

## 5 You and your partner (continued)

	You	Your partner
Do you or your partner own, or jointly own, any other property or land besides the one you are claiming for?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
If yes please give the full address of the property or land you own	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

We may need to write to you about this.

### Part 1: About other people who live with you, including children

Please tell us about all the people who normally live with you and your partner. If no-one else lives with you, write 'None'.

Name	Relationship to you (for example 'son')	Date of birth	Type of Income (e.g. 'pension' or 'pay'),	Amount they get each week
		/ /		£
		/ /		£
		/ /		£
		/ /		£
		/ /		£

If anyone has moved into or out of your household, or if there has been any change in their income, please tell us about it here. Please include:

- the new address for anyone who has moved out; and
- the date any person's income changed.

  
  
  


Do you want to apply for Free School Meals? No  Yes

Please supply the names of the children you wish to apply for and the school they attend.

Name	School

**You**

**Your partner**

Do you or your partner have a carer who lives somewhere else, but provides care overnight in your home?

No

Yes

No

Yes

We may need to write to you about this.

**6 Rent**

**6a** Do you rent your property?

No

Yes

If 'No', please go to section 9.

If 'Yes', please fill in this section in full. If you do not answer all the questions, we will return the form to you which will result in a delay in your benefit/reduction being processed.

**Proof of tenancy**

You will need to provide proof that you live at the property by sending us a utility bill (for example, a gas, electricity or water rates bill for this property that has been paid in the last three months).

- Up-to-date tenancy agreement (If it contains the details listed below)
- A letter from your landlord or your landlord's agent, which must contain:
  - a the full name and business address of the landlord;
  - b the full name and business address of the managing agent;
  - c the amount of rent paid;
  - d what is included in the rent, for example, fuel, water, meals and other support services;
  - e the payment period or how often the rent is charged (for example, every week, month or four weeks); and
  - f the date your tenancy started.
- Rent book (The Benefits Section has the right to accept or reject this as proof depending on its contents.)

**b Landlord or agent**

Title, name and address of your landlord (by landlord we mean the person who owns the property).


Title, name and address of the person who collects the rent (the agent), if different from your landlord


If your rent is collected by an agent you must complete both questions above.

Landlord's phone number  Agent's phone number

Are you or your partner related to the landlord or owner, or their partner? .....No  Yes

If 'Yes', please describe the relationship.

Do you or your partner own any part of the property you now live in?.....No  Yes

Have you or your partner ever owned any part of the property you now live in?.....No  Yes

If 'Yes', when did you stop owning it?

Is this address temporary because the previous property is being renovated? .....No  Yes

Is your landlord the ex-partner of you or your partner?.....No  Yes

Is your landlord the parent of a child who you or your partner are responsible for? .....No  Yes

Is your landlord a trust, of whom you or your partner are a trustee or are a beneficiary?.....No  Yes

Is your landlord a trust, of whom your child or your partner's child is a beneficiary? .....No  Yes

Do you rent the accommodation from a company of which you or your partner are a director or employee? ....No  Yes

Do you live in the property as a condition of your or your partner's employment? .....No  Yes

### c Your accommodation

What type of accommodation do you live in?

- |  |                          |                              |                          |                        |                          |
|--|--------------------------|------------------------------|--------------------------|------------------------|--------------------------|
| Detached house .....                   | <input type="checkbox"/> | Semi-detached house .....    | <input type="checkbox"/> | Terraced house .....   | <input type="checkbox"/> |
| Detached bungalow.....                 | <input type="checkbox"/> | Semi-detached bungalow ..... | <input type="checkbox"/> | Terraced bungalow..... | <input type="checkbox"/> |
| Flat in a block .....                  | <input type="checkbox"/> | Flat over shops .....        | <input type="checkbox"/> | Flat in a house.....   | <input type="checkbox"/> |
| Maisonette.....                        | <input type="checkbox"/> | Hostel .....                 | <input type="checkbox"/> | Bedsit or rooms .....  | <input type="checkbox"/> |
| Caravan, mobile home or houseboat..... | <input type="checkbox"/> | Board and lodgings.....      | <input type="checkbox"/> | Hotel .....            | <input type="checkbox"/> |
| Residential nursing home.....          | <input type="checkbox"/> | Residential care home.....   | <input type="checkbox"/> | Other.....             | <input type="checkbox"/> |

If 'Other', what type of accommodation is it?

How many floors are there in the property?

Which floor is your accommodation on? (Count the floor at pavement level as the ground floor.)

- |                   |                          |                   |                          |                   |                          |
|-------------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|
| All floors .....  | <input type="checkbox"/> | Basement .....    | <input type="checkbox"/> | Ground floor..... | <input type="checkbox"/> |
| First floor ..... | <input type="checkbox"/> | Second floor..... | <input type="checkbox"/> | Third floor.....  | <input type="checkbox"/> |
|                   |                          |                   |                          | Other.....        | <input type="checkbox"/> |

If 'Other', where is it?

Please give details of the number of rooms.

	How many in the whole property?	How many do you and your family use?	How many do you share with other people?
Living rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>

	How many in the whole property?	How many do you and your family use?	How many do you share with other people?
Bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Separate toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>



If you are renting part of the property, you must answer the following questions. Please answer the questions as if you were facing the property at the front of your house.

Please tick where your room is.

a Front..... Centre..... Back.....

b Left side..... Centre..... Right side.....

c Does your room or bedsit have a number? No  Yes  If 'Yes', please give the room number.

### d More information about your accommodation

Who is responsible for decorating the inside of your home (for example, painting and wallpapering)? .....You  Your landlord

How much furniture does the landlord provide? .....All  Some  None

Does your rent include a payment for you to use a garage? .....No  Yes

Does your accommodation have a central-heating system? .....No  Yes

### e Your rent and tenancy

How much is your rent?  £

Is this amount due: every day?  every week?  every two weeks?  every four weeks?  every month?  Other

If 'Other', how often?

The date your tenancy began  /  /

What type of tenancy do you have, for example, shorthold?

What is the length of the tenancy?

Do you have a written tenancy agreement? No  Yes

Are you a joint tenant? No  Yes

If 'Yes', how much is the rent for the whole property?  £

The names of the other joint tenants

How many joint tenants are responsible for paying the rent?

Have you missed rent payments (in arrears)? No  Yes

How many weeks are you in arrears?

### f Services

Does your rent include an amount for any of the following?

	No	Yes	If 'Yes', how much?
Council Tax	<input type="checkbox"/>	<input type="checkbox"/>	£
Water rates	<input type="checkbox"/>	<input type="checkbox"/>	£
Heating	<input type="checkbox"/>	<input type="checkbox"/>	£
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	£
Hot water	<input type="checkbox"/>	<input type="checkbox"/>	£
Fuel for cooking	<input type="checkbox"/>	<input type="checkbox"/>	£
Someone cleaning your accommodation	<input type="checkbox"/>	<input type="checkbox"/>	£
Someone cleaning shared areas	<input type="checkbox"/>	<input type="checkbox"/>	£

	No	Yes	If 'Yes', how much?
Personal care	<input type="checkbox"/>	<input type="checkbox"/>	£
Laundry	<input type="checkbox"/>	<input type="checkbox"/>	£
Meals (If 'Yes', see below.)	<input type="checkbox"/>	<input type="checkbox"/>	£
Counselling and support	<input type="checkbox"/>	<input type="checkbox"/>	£
Emergency alarm charge	<input type="checkbox"/>	<input type="checkbox"/>	£
Cleaning of windows	<input type="checkbox"/>	<input type="checkbox"/>	£
Other (Please give details.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Does your landlord provide the following meals? Breakfast  Lunch  Evening meal   
Are the meals prepared at this address? No  Yes

## g How you want to be paid

If you are receiving Local Housing Allowance you will receive payments directly (except in exceptional circumstances).

If you would like us to consider paying your landlord direct, please tick here and fill in section 9.

You must give reasons why you feel you cannot receive this money. Please provide evidence where necessary, for example, a letter from your GP, a care worker, social services, welfare rights, probation officers and so on.

If you are receiving Housing Benefit you can choose if you want payments to be made to yourself or your landlord (or agent).

Do you want to have your Housing Benefit paid direct to you or your landlord or agent? You  Landlord

If 'You', please go to section 9.

**If you want payments to be made direct into your bank account, please fill in the BACS form on page 11.**

If 'Landlord', please go to section 7.

## 7 Direct payments of Housing Benefit/Local Housing Allowance

If you want payments to be paid to your landlord or agent, you must get your landlord or agent to fill in the declaration below.

It is in your interest for you to have your landlord sign this declaration, but do not delay in returning this form if you cannot contact the landlord. If you send us this form without the landlord declaration being signed, we will send you a landlord declaration which you must return to this office within one calendar month.

### Important note to landlord or agent

We can only consider paying Housing Benefit direct to you if your tenant has asked us to do so in section 6.

However, if your tenant is receiving Local Housing Allowance, it is likely that we will not be able to pay you directly (except in exceptional circumstances).

If you want payments to be sent direct to you, you must sign and date the boxes over the page to show that you agree to accept the payments and understand your duties, as described on the following pages.

### Your duties

You must tell us about any changes in your tenant's circumstances that you are aware of. Examples of changes of circumstances which may affect your tenant's benefit are shown in section 10. You must still regularly check the property as you would for a tenant not receiving Housing Benefit/Local Housing Allowance. If we pay you too much Housing Benefit/Local Housing Allowance for any tenant, you must repay it. We can take the amount of overpaid benefit from the benefit you get for any other tenants. This will not affect their rent. We can stop paying you benefit if you do not tell us about any change of circumstances.

### Landlord's or agent's agreement

a Do you own the property which you rent to your tenant?.....No  Yes

If 'No', please tell us: • the owner's name

• the owner's address

b Is the tenant or any member of the tenant's household related to the owner or landlord, or their partner? .....No  Yes

If 'Yes', please give details.

c Is the owner or landlord, or their partner, the parent of any of the tenant's dependent children? No  Yes

d If you agree to pay me the Housing Benefit/Local Housing Allowance which my tenant is entitled to, I agree that, if you ask, I will repay any benefit they are not entitled to if their circumstances change. I will tell the Benefits Section immediately, in writing, about any change in my tenant's circumstances that I find out about.

I understand that if I do not report a change of circumstances I may be prosecuted.

I have read and understood the above information.

Landlord's or agent's signature

Date

**If you want payments to be paid direct into your bank account, please fill in the landlord's or agent's BACS form on page 12.**

## 8 Sharing information with your landlord

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Sometimes, sharing information with your landlord helps us to deal with your claim quickly and reduces the risk of you falling behind with your rent because of your claim being delayed.

We may need to confirm information with your landlord before we can make a decision on your claim (for example, the start date of your tenancy). In these circumstances, we can contact your landlord without your permission.

Under the Data Protection Act 1998 we need your permission to discuss anything else.

We would only share information with your landlord if your Housing Benefit or Local Housing Allowance is to be paid direct to your landlord.

If you give us permission, we would be able to tell your landlord whether:

- you have claimed Housing Benefit or Local Housing Allowance;
- we have made a decision on your claim; or
- we need more information to make a decision on your claim, and what that information may be.

We will not give your landlord any information about:

- your personal or household circumstances; or
- your financial circumstances.

You can withdraw your permission at any time.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

If you want to give us permission to discuss your claim with your landlord, please sign below.

I give Rhondda Cynon Taf County Borough Council permission to share my information about the progress of my Housing Benefit/Local Housing Allowance claim with my landlord or their representative.

Signature

Date



## 9 More information

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If you have any information to support your claim, please write it here. If you are requesting that we pay your Local Housing Allowance to your landlord you may need to provide further inform or fill in a form for the purpose.


## 10 Your duties

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### Housing Benefit/Local Housing Allowance

You must tell the Benefits Section about any changes in your circumstances that might affect the amount of benefit you are paid. You must tell us in writing within one calendar month of the change, otherwise you could lose benefit.

### Council Tax Reduction

You must tell the Benefits Section about any change in your circumstances that might affect the amount of Council Tax Reduction you receive. You must tell us in writing within 21 days of the change.

The following are examples of changes that everyone must report to the Benefits Section.

- If you change your address (including changing rooms within the same property).
- If there is any change in the number of people living with you.
- If someone in your household, other than you or your partner, starts work or has a change in their income or savings.
- If any of your children leave school.
- If you leave your address for a temporary period, for example, you go into hospital. If you receive Income Support, income-based Jobseeker's Allowance or income-related Employment and Support Allowance, you must also report if you go away on holiday. If you receive Pension Credit, you will need to tell us about the absence only if it is likely to be more than 13 weeks.
- If you or your partner (or both) go to prison.
- If the rent you pay changes (private tenants only).
- If you decide to stay permanently in residential care or a nursing home.
- If there is any change in the income or savings (or both) of you or your partner.
- If you or your partner (or both) start work.
- If you or your partner (or both) stop receiving Income Support, Jobseekers Allowance or Pension Credit. If you receive Pension Credit, you should check your Pension Credit notice letters to see what changes you must report to The Pension Service.
- If you receive any decision from the Home Office.
- If you or anyone living with you becomes a student or goes on a Youth Training Scheme.
- If someone who is related to the landlord occupies the property
- If you inherit money or property.
- If anything you have told us about on this form changes.

You must tell us about these changes in writing – a phone call is not enough. If you don't tell us about these changes, you may lose money you are entitled to or you may get too much benefit/reduction. You must make sure that you tell us about these changes. Don't rely on someone else to pass the message on. It is an offence not to tell us about any change of circumstance that affects your benefit/reduction. We may take court action against you, and if we pay you too much benefit/reduction, you will probably have to pay it back.

If you are receiving Pension Credit (Savings Credit) only, you must tell us if your savings go over £16,000. Savings will include the value of any property you own other than the house you live in. If you have dependent children, you must tell us about changes to your Child Tax Credit or Child Benefit.

**11 Declaration - Please read this declaration carefully before you sign and date it.  
Both you and your partner (if you have one) must sign the declaration.**

This is my claim for Housing Benefit/Local Housing Allowance and Council Tax Reduction. I confirm the following.

- If I have not been able to answer a question because I am waiting for information, I have noted this on the form and will send the details to you when I receive them.
- I give you permission to make any necessary enquiries to check the information on this form.
- I give you permission to check the information I have given with other sections within the council, the Rent Officer Service, other councils and benefit authorities.
- I have read and understood section 10.
- I understand that if I give information that is incorrect or incomplete, or fail to report any changes which might affect my benefit/reduction, I may be prosecuted.
- I understand that if the details given on this form change and too much benefit/reduction is paid, I will have to repay it.
- I have read and understood this declaration.

If I give information that is incorrect or incomplete, you may take action against me. This may include court action.

You will use the information I have provided to process my claim for Housing Benefit/Local Housing Allowance or Council Tax Reduction, or both. You may check some of the information with other sources, as allowed by the law.

We will use the information collected on this form and from supporting evidence to process your Housing Benefit/Local Housing Allowance, Council Tax Reduction and Free School Meals entitlement. We may pass the information to the Department for Work and Pensions and HM Revenue and Customs, as allowed by law. We may check information provided by you, or information about you provided by someone else, with other information held by us. We may also get information from third parties, or give information to them to check the accuracy of the information. We will only do this to prevent or detect fraud, or to protect public funds, as allowed by law. These third parties include government departments, other local authorities and credit referencing agencies. We are the data controller for the purposes of the Data Protection Act 1998. If you want to know more about the information we have about you, or the way we use this information, you can ask us

Your signature

Date

Your partner's signature

Date

Please fill in this form and send it to one of the Council's offices.  
You can get a list of offices that can accept application forms at  
**[www.rhondda-cynon-taff.gov.uk](http://www.rhondda-cynon-taff.gov.uk)** or by phoning **01443 425002**.  
Your benefit may stop if you do not to return this form.

**Request for Housing Benefit/Local Housing Allowance to be paid into a bank or building society account through BACS**

Please make payments of Housing Benefit/Local Housing Allowance direct to my bank or building society account through BACS, as detailed below.

We cannot pay into certain types of account (such as Post Office card accounts). We may have to pay you by crossed cheque.

Claimant's name and address


**Please enter your details below.**

Bank or building society name

--

Address and postcode


Sort code

--

Account number

--

Roll number for a building society account

--

Account name  
(for example, Mr J Jones)

--

**Please note that payments by this method will be delayed if you do not provide all the above details.**

**We will return unsigned requests.**

Signature (or signatures)

--

Date

/   /
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**Request for Housing Benefit/Local Housing Allowance to be paid into a landlord's  
(or landlord's agent's) bank or building society account through BACS**

Please make payments of Housing Benefit/Local Housing Allowance direct to my bank or building society account through BACS, as detailed below.

We cannot pay into certain types of account (such as Post Office card accounts). We may have to pay you by crossed cheque.

Claimant's name and address


**Please enter your details below.**

Bank or building society name

--

Address and postcode


Sort code

--

Account number

--

Roll number for a building society account

--

Account name  
(for example, Mr J Jones)

--

**Please note that payments by this method will be delayed if you do not provide all the above details.**

**We will return unsigned requests.**

**If you are signing on behalf of a company or organisation, please give your position.**

Signature (or signatures)

--

Position (if this applies)

--

Date

/   /
-------

