

Housing Benefit and Council Tax Reduction Reporting Changes in Circumstances



ORKNEY
ISLANDS COUNCIL

This leaflet provides information on reporting changes in circumstances and the importance of telling the Council about any changes.

IMPORTANT NOTICE

If you are claiming Housing Benefit and/or Council Tax Reduction, **you must** advise the Council if your circumstances change in anyway.

Changes you must tell us about

For example if:

- Any of your children leave school or leave home;
- Anyone moves into or out of your home, including lodgers or sub tenants;
- Your income or the income of anyone living with you, including benefit changes;
- Income Support, Jobseekers Allowance or Pension Credit stops;
- Your capital or savings change;
- Tax Credit or Pension Credit is awarded or changes;
- You or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into a hospital or a nursing home, or leaves a job;
- Your rent changes (you do not need to tell us if you rent your home from the Council);
- You move home;
- 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. You must tell us about any changes in writing – a phone call is not enough. You can use the form attached to this leaflet.

If you do not tell us about any changes, you may lose money you are entitled to or you may get too much benefit, which you may have to pay back.

You must make sure that you tell us about any changes. Do not rely on someone else to pass the message on. This includes Jobcentre Plus or the Pension Service.

It is an offence to deliberately not tell us about any changes that may result in you receiving benefit or more benefits than you are entitled to. We may take court action against you and if we have paid you too much benefit, you must pay it back.

Further Information

If you need more information you can contact the Benefits Section, Orkney Islands Council, Council Offices, Kirkwall, Orkney, KW15 1NY.

- Telephone: 01856 873535 Extension 2116
- email: benefits@orkney.gov.uk
- website: www.orkney.gov.uk

You can also seek free, independent and confidential advice from the Orkney Citizens Advice Bureau:

- Orkney Citizens Advice Bureau; Anchor Buildings, Bridge Street, Kirkwall, KW15 1HR.
- Tel: 01856 875266

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