

# Change of Circumstances

When your Housing Benefit or Council Tax Benefit claim starts, your claim will continue until your circumstances change. A change could be something affecting you, your partner or anybody else who lives with you and it could increase or reduce your benefit entitlement or stop you being entitled to Housing Benefit or Council Tax Benefit altogether.

**If your circumstances change, it is your legal responsibility to advise us of this so that your benefit can be amended.**

## What changes do you need to tell us about?

If you are not in receipt of Pension Credit, the sort of changes you must tell us about that could affect your benefit include:

### Changes in income or capital

- Any increase or decrease in wages, works pensions, maintenance etc
- If any sort of income starts, stops or the amount you get goes up or down
- If you or your partner start or stop working
- Any changes to the amount of your capital or savings

### Changes in other benefits

- If you start or stop getting Income Support
- If you start or stop getting Jobseeker's Allowance
- If any other benefit starts or stops or the amount changes i.e. ESA, Pension Credits
- If Working Tax Credit or Child Tax Credit starts or stops, or if the amount changes

### People who live with you

- If someone comes to live with you
- If someone living with you leaves
- If anyone who lives with you starts or stops working
- If there is any change in the income of someone who lives with you
- If a child leaves school

### Changes in rent (private and housing association tenants only)

- If your landlord puts your rent up or down
- If the services included in your rent change
- If the part of the property you live in changes. For example, you may move to a different room in the same property or take on extra rooms

### Changes in where you live

- If you or your partner move address
- If you or your partner go into hospital or residential care

### If you are getting Pension Guarantee Credit you only have to tell us about the following changes:

- If you move
- If anyone else moves into or out of your home
- If your rent goes up or down
- If you are likely to be away from your home for 13 weeks or more
- If there is a change in the income of any of your non-dependants
- If you stop getting Pension Credits
- If you are getting Pension Savings Credit you need to tell us about the above changes plus any of the following changes:
  - If your total savings go above £16,000
  - If there are any changes in the amount of Child Benefit or Child Tax Credit you receive

