

# ***Housing/Council Tax Benefits***

## ***Form to report a change in circumstances***

**Benefits Section  
Shetland Islands Council  
Charlotte House  
Commercial Road  
Lerwick  
Shetland  
ZE1 0LX**

**Your name and address**

Reference Number

### **What is the change you need to report?**

Please state who it affects, for example whose income has changed, who has started work, who has moved.

### **What date did this change happen?**

### **What proof are you sending with this form?**

For example, a letter showing the new amount of a benefit or a pension, a letter from your landlord about the rent, wage slips. If you don't have proof to send now, don't delay, send this form now.

**If you have not told us about the change as soon as it happened, please say why.**

**Declaration: I declare that the information given on this form is true and complete:  
I wish to make a new application for benefit/continue with my current claim for benefit.**

**Your signature**

**Date**



# IMPORTANT

## Changes which must be reported

Examples of changes which the claimant must report to the [local authority](#) (these are the main changes but this list not exhaustive)

- Changes to the rent or details of letting - private tenancies only
- Change of address
- Temporary absence of claimant and partner from the property exceeding 13 weeks where either claimant or partner receives Pension Credit
- Any period of temporary absence of claimant and partner from the property where neither claimant nor partner receive Pension Credit
- If the claimant or any dependants are admitted to hospital
- Any family change of circumstance that may affect the [applicable amount](#)
- Change to the residential status or income of a non-dependant and/or adult in the household in respect of whom [2<sup>nd</sup> Adult Rebate](#) is received
- Any increase or decrease in the number of persons living in the household
- Change in marital status of any person living in the household
- Change to income and/or capital
- Claimant or partner no longer entitled to Job Seekers Allowance (Income Based) or Income Support
- Claimant or partner no longer entitled to [Child Benefit](#) for a [child](#) or [young person](#) who has ceased to be a member of the family unit
- Claimant or partner starts submitting medical evidence of sickness