Revenues and Benefits Office

Newcastle under Lyme Borough Council

Castle House

Barracks Road

Newcastle under Lyme

Staffordshire

ST5 1BL

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date: |  |
| Your Full Name: |  | Property Ref: |  |
| Your Current Address: |  | Account Ref: |  |
|  |  | Benefit Ref: |  |

**CHANGE OF CIRCUMSTANCES – HOUSING BENEFIT**

|  |
| --- |
| I wish to report the following change(s) in my circumstances which I believe may affect my Benefit entitlement: |
|  |
| I expect my current employment to last 5 weeks or more:  |

I attach the necessary documentary evidence to confirm the above. I understand my entitlement will be reviewed on the information declared above and I will be notified in due course.

**DECLARATION**

*I declare that the information given on this form is correct to the best of my knowledge and that there are no other changes to my circumstances. I am aware that to make a false statement is a serious offence and it is the Council’s policy to prosecute where any statement can be proven to be false. In certain circumstances a penalty may be imposed where a false statement leads to a loss by the Council.*

|  |  |
| --- | --- |
| Name:  | Signature:  |
| Tel:  | Email:  | Date:  |
| Received by:  |  | Date:  |

(Customer Hub Officer)

**Please upload completed form to:** <https://www.newcastle-staffs.gov.uk/benefitsdocumentupload>

*General Data Protection Regulations: Your right to privacy is very important to us and we recognize that when we collect, use or store your personal data you trust us to act in a responsible manner. For a full explanation of how Newcastle under Lyme Borough Council uses your data and what your rights are, please read our privacy notice at https://www.newcastle-staffs.gov.uk/all-services/advice/privacy-notice*