

Housing Benefit

Change in Circumstance

Name _____ Claim Number _____

Address _____

Telephone Nos.

e-mail address

Date of change(s)

Details of change(s)

Your signature

Date.....

NB: Remember to enclose evidence of any changes.

Examples of Changes of Circumstances you need to tell us about:

Income details

You must tell us if:

- a partner moves in or out
- you or your partner start work
- you start or stop getting Child Benefit, Jobseeker's Allowance or any other state benefit; or
- there is any other change in your income or savings.

Household details

You must tell us if:

- any of your children leave school, start work or start to get Jobseeker's Allowance;
- anyone comes to live with you or anyone leaves (including lodgers or tenants);
- you have a student child who normally studies away from home and they return home during the holiday period;
- you or your partner go into hospital, (tell us the date you go in and when you go home);
- someone living with you stops or starts to get Jobseeker's Allowance or starts work; or
- you stop or start caring for a disabled person.

Going abroad

You must tell us if you or your partner, or both of you, leave the country. Tell us before you go and as soon as you get back.

Accommodation details

You must tell us if:

- your rent goes up or down; or
- you change your accommodation, even if this is to another room in the same house.

Other changes which may affect your benefit

- If Disability Living Allowance stops, starts or changes.
- If you have received benefit as a student and your course finishes.

What happens if I don't tell you about changes?

- If you don't tell us, we're likely to go on paying the same rate of Housing Benefit as before and this may be wrong.
- We may need to change the amount we pay you, or stop your Housing Benefit completely because of a change.

If you don't tell us, or are slow to tell us, we may have paid you too much Housing Benefit. We will expect you to pay it back, and we may take it out of any other benefits you are being paid

NIHE Housing Benefit Offices

PRIVATE HB: Belfast:

BELFAST West	Keylands Place, Belfast BT2 7GW
BELFAST East	Keylands Place, Belfast BT2 7GW
BELFAST North	Keylands Place, Belfast BT2 7GW
BELFAST South	Keylands Place, Belfast BT2 7GW

PUBLIC HB: Belfast:

BELFAST West	10 -16 Hill Street Belfast, BT1 2LA
BELFAST East	10-16 Hill Street Belfast, BT1 2LA
BELFAST North	10-16 Hill Street Belfast, BT1 2LA
BELFAST South	10-16 Hill Street Belfast, BT1 2LA

SOUTH EAST Area:

BANGOR	Strangford House, Court Street, Newtownards BT23 7NX
NEWTOWNARDS	Strangford House, Court Street, Newtownards BT23 7NX
CASTLEREAGH	Strangford House, Court Street, Newtownards BT23 7NX
LISBURN	29 Antrim Street, Lisburn, BT28 1AU
POLEGLASS	29 Antrim Street, Lisburn, BT28 1AU
DOWNPATRICK	Strangford House Court Street Newtownards BT23 7NX

SOUTH Area:

BANBRIDGE	6 th Floor, Marlborough House, Central Way, Craigavon BT64 1AJ
NEWRY	6 th Floor, Marlborough House, Central Way, Craigavon BT64 1AJ
ARMAGH	6 th Floor, Marlborough House, Central Way, Craigavon BT64 1AJ
LURGAN	6 th Floor, Marlborough House, Central Way, Craigavon BT64 1AJ
PORTADOWN	6 th Floor, Marlborough House, Central Way, Craigavon BT64 1AJ

NORTH EAST Area:

BALLYMENA	Twickenham House, Mount Street, Ballymena BT43 6BP
ANTRIM	Twickenham House, Mount Street, Ballymena BT43 6BP
NEWTOWNABBEY 1	Rantalard House, Rathcoole Drive, N' Abbey, BT37 9BL
NEWTOWNABBEY 2	2 Ballyearl Drive, New Mossley, BT36 5XJ
CARRICKFERGUS	Twickenham House, Mount Street, Ballymena BT43 6BP
LARNE	Twickenham House, Mount Street, Ballymena BT43 6BP
BALLYCASTLE	Twickenham House, Mount Street, Ballymena BT43 6BP
COLERAINE	20 Abbey Street, Coleraine, BT52 1DU
BALLYMONEY	Twickenham House, Mount Street, Ballymena BT43 6BP

WEST Area:

L'DERRY 1	Richmond Chambers, The Diamond Londonderry BT48 6QP
L'DERRY 2	Richmond Chambers, The Diamond Londonderry BT48 6QP
L'DERRY 3	Richmond Chambers, The Diamond Londonderry BT48 6QP
LIMAVADY	Richmond Chambers, The Diamond Londonderry BT48 6QP
MAGHERAFELT	Richmond Chambers, The Diamond Londonderry BT48 6QP
STRABANE	Richmond Chambers, The Diamond Londonderry BT48 6QP

OMAGH Area:

COOKSTOWN	McAllister House, Woodside Avenue, Omagh BT79 7BP
DUNGANNON	McAllister House, Woodside Avenue, Omagh BT79 7BP
OMAGH	McAllister House, Woodside Avenue, Omagh BT79 7BP
FERMANAGH	Riverview House, Head Street, Enniskillen, BT74 7DA

If you have any questions or want to let us know about any changes before you write you can call us on our Housing Benefit line: **08448 920 902**