

Please complete *all* sections of this form and return *immediately* to Housing Benefit

HB Claim Number: _____

Part 1: About You

Surname: _____

First Name(s): _____

Title: _____

NI Number:

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Telephone: _____ Mobile: _____

Email: _____

Part 2: What address were you last paid Housing Benefit for?

Address: _____

Postcode: _____

Are you still liable to pay rent for this property? Yes No If yes, until what date? _____

If yes, please tell us why you still have to pay rent at the above address

What period of notice was required? _____

What date did you give notice to the Housing Executive / housing association? _____

Part 3: About your *new* address

Address: _____
include any flat number _____

Postcode: _____

Who is the landlord? Housing Executive Housing Association

Name of housing association _____

What is your tenancy start date? _____
When did you move in (first night in the property)? _____
If you have not moved in, what date do you expect to? _____

Sharing information with your landlord (Housing Executive / Housing Association)

Sharing information with your landlord can help us to deal with your claim more quickly. If you agree to this we will only share information about the progress of your claim; we will not share any of your personal details. Sharing information with your landlord may also prevent any action being taken against you by your landlord for non-payment of rent or rates, while your claim is still being processed.

I consent to the Housing Executive sharing information concerning my claim with my landlord. Yes No

Withdrawal of Consent

You can withdraw your consent at any time by emailing dataprotection@nihe.gov.uk or by contacting Housing Benefit (see page 5 for details) or any Housing Executive officer.

Part 4: About how you want to be paid

If you are or become a Housing Executive tenant we will credit your rent and rates account with the Housing Executive with any Housing Benefit due.

If you are a housing association tenant you can usually choose to have payments made to yourself or directly to your landlord / housing association. Please let us know your preference.

- I want to receive payments directly
 I want all payments made to my housing association

Please note in some cases we may have to make payments directly to your housing association.

Bank details

If you have chosen to have payments made to you please give details of the bank or building society account you wish us to use.

Name of bank / building society: _____

Address of your branch: _____

Postcode: _____

Name on account: _____

Sort Code:

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 Account N^o

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Part 5: Who lives with you

You **must** tell us who lives with you at your new address

Full Name	Date of Birth	Who is this person (eg partner / joint tenant / child)

N^o of bedrooms required: Please read the following carefully and if one applies to you please tick the box

- Are you a member of a couple who cannot share because of a disability or medical condition?
- Do you have a child who cannot share because of a disability or medical condition?
- Do you provide a bedroom for a non-resident carer to give overnight care to you or a member of the household?

Please tell us here why you ticked one of the above (we may contact you for further information):

Housing association tenants only

How many *bedrooms* are in your property? _____

Part 6: Changes in your circumstances not previously reported

You **must** tell the Housing Executive of any changes in your circumstances that could affect the amount of Housing Benefit you receive within one month of the change happening.

Please use the space below to tell us about any change(s) in your circumstances that you have NOT already told us about. Please see www.nihe.gov.uk for details of what changes must be reported.

Details of Changes in Circumstances (Evidence for some changes will be needed)

If you have delayed reporting a change of circumstances for more than one month you may have been overpaid. Any overpayment will have to be repaid or will be deducted from ongoing benefit entitlement regardless of the address at which you receive Housing Benefit.

Part 7: Personal Data

The Housing Executive protects your personal information in accordance with General Data Protection Regulation and Data Protection Act 2018. You have a right to know how we collect and use your personal information. These details can be found in our Privacy Notice on our website www.nihe.gov.uk/privacy_notice or we can post or email a copy to you.

Your Information

What we do with your information

You have applied to the Housing Executive to claim Housing Benefit. The Housing Executive in processing your application is exercising its statutory powers using the lawful basis of public task. The Housing Executive requires the information as it is necessary for the purpose of deciding your Housing Benefit entitlement (if any), under the law.

Sharing your information with others

We will share your information to process your claim for Housing Benefit and any other claim for Social Security benefits. Your information may also be shared with government departments for use in the prevention, detection, investigation or prosecution of offences relating to Social Security or tax. Your information may also be shared for other functions of the Housing Executive under statute, including the recovery of rent arrears. Your information is only shared where this is necessary to comply with our legal obligations or as permitted by General Data Protection Regulation or the Data Protection Act 2018.

Part 8: Help completing this form

If anyone helped you complete this form please give their details below

Name	
Organisation	
Position	
Address	
Postcode	
Telephone	
Please tell us why they helped you complete this form	

What next?

- Please sign this form and return it to your nearest Housing Benefit (see page 5 for details) or Housing Executive office.

Part 9: Declaration

I declare that to the best of my knowledge and belief that the information I have given on this form is correct, true and complete and I wish my Housing Benefit to continue.

I understand that if I give information that is incorrect or false or incomplete or if I do not report a change of circumstances, that action, including court action may be taken against me. I further understand that if I am paid too much Housing Benefit that I may have to repay this.

I agree to report any further changes in my circumstances that will affect my award of Housing Benefit.

Claimant's signature: _____ **Date:** _____

If someone else completed this change of circumstances form for you they must sign here:

Signature: _____ **Date:** _____

Further Information / Independent Advice

- Housing Executive: 03448 920 902 | Textphone* 18001 03448 920 902 | www.nihe.gov.uk
- Advice NI: 0800 028 1881 | Housing Rights: 028 9024 5640 | Law Centre NI: 028 9024 4401

*Next Generation Text: for use by those who are deaf, hearing or speech impaired; a textphone or App is needed.

Housing Benefit office	Council Area(s) covered	Email
Strangford House 28 Court Street NEWTOWNARDS BT23 7NX	Ards and North Down Lisburn and Castlereagh City Newry, Mourne & Down (Downpatrick)	Southeast.housingbenefit@nihe.gov.uk
Twickenham House Mount Street BALLYMENA BT43 6BP	Antrim & Newtownabbey Mid & East Antrim Causeway (Ballymoney / Coleraine / Moyle)	Northeast.housingbenefit@nihe.gov.uk
Housing Centre Adelaide Street Belfast BT2 8PB	Belfast City Council	Belfasthb@nihe.gov.uk
McAllister House Woodside Avenue OMAGH BT79 7BP	Mid-Ulster (Dungannon / Cookstown) Fermanagh & Omagh	Omagh.housingbenefit@nihe.gov.uk
Marlborough House Central Way CRAIGAVON BT64 1AJ	Armagh, Banbridge, Craigavon, Newry, Mourne & Down (Newry / Mourne)	Southarea.hb@nihe.gov.uk
Richmond Chambers The Diamond LONDONDERRY BT48 6QP	Derry City and Strabane Causeway (Limavady) Mid-Ulster (Magherafelt)	Westarea.housingbenefit@nihe.gov.uk