



**Please return to:**  
 The Benefits Section, Mendip District Council,  
 Cannards Grave Road, Shepton Mallet, BA4 5BT  
 Opening times 0830 – 1700 (Monday to Friday)  
 Telephone: 0845 300 3352

# NOTIFICATION OF CHANGE IN CIRCUMSTANCES

TO BE USED WHEN YOUR CIRCUMSTANCES CHANGE

This form is provided so that you can notify the Council of any change in circumstances that might affect your benefit. **CLAIMANTS ARE REMINDED THAT IT IS THEIR DUTY TO NOTIFY ANY CHANGE IN CIRCUMSTANCES IMMEDIATELY.** Failure to do so within one month of the date of the change, where the change would increase the benefit, will result in the loss of benefit.

Examples of these changes are shown on the reverse of the assessment letter(s) which came with this form, BUT as the list is not a full list of all the relevant changes in circumstance, you should ensure that ANY change in circumstances of you or your household is notified to the Council.

Your Full Name:  Please tick box/es to show if you are due to pay:

Your Address:

Rent to a Housing Association

Rent to a Private Landlord

Your Ref No:  Council Tax

Date of change in circumstances:

Detail of the change in circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ENCLOSE DOCUMENTARY EVIDENCE WHERE APPROPRIATE – Please see the enclosed leaflet for examples of proof required.**

I declare that to the best of my knowledge the information given is true and complete and my circumstances remain the same other than that stated above. I authorise the Council to make any enquiry to verify the information if they wish to do so.

Warning: To give false information or to withhold information may result in prosecution.

Signed: \_\_\_\_\_ Dated \_\_\_\_\_

**FAILURE TO NOTIFY A CHANGE IN CIRCUMSTANCES PROMPTLY MAY RESULT IN AN OVERPAYMENT WHICH YOU WILL HAVE TO REPAY.**