



# CYNGOR GWYNEDD COUNCIL

Gwynedd Council  
Council Offices  
Shirehall Street  
CAERNARFON  
LL55 1SH

## HOUSING BENEFIT AND COUNCIL TAX REDUCTION SCHEME

PLEASE READ THE FOLLOWING CAREFULLY

If you want to know more about the decision contained in the attached decision notice, or if you think it is wrong, you should get in touch with us within ONE MONTH of the date of the notice, or we may not be able to consider any dispute.

Please get in touch with us by phone, writing or by e-mail to [benefit@gwynedd.gov.uk](mailto:benefit@gwynedd.gov.uk). (Housing Benefit) or [ctreduction@gwynedd.gov.uk](mailto:ctreduction@gwynedd.gov.uk) (Council Tax Reduction). Our address and phone number are on the notification letter.

You can either :

- ask for an explanation
- ask us to look again at the decision
- appeal against the decision – this can only be in writing.
  - If you appeal against the **Housing Benefit** decision your appeal will be heard by an independent tribunal administered by the Tribunal Service.
  - If you appeal against the **Council Tax Reduction** decision your appeal will be heard by an independent tribunal administered by the Valuation Tribunal Service

For more details, please contact the Benefit office at the above address.

### What should I do if my circumstances change?

If your circumstances change it may affect the amount of benefit / reduction that you get. You must tell us about any changes straight away. For example :-

- If you change address
- If you or your partner have changes in your income, e.g. increase in wages, pensions or Working and Child Tax Credit, start or cease receiving Income Support, Job Seekers Allowance, Employment & Support Allowance etc.
- If a dependant child leaves school, and whether or not your Child Benefit entitlement ceases.
- If any rent you receive from a sub-tenant increases or decreases.
- If someone comes to live or leaves your household.
- If the circumstances or income of a non-dependant in the household changes, e.g. starts work, gets married etc.
- If your rent increases or decreases (Private Tenant only).
- Any increase or decrease in your capital/savings.

THE LIST DOES NOT COVER EVERY CHANGE, BUT YOU SHOULD REPORT ALL CHANGES THAT MAY AFFECT THE AMOUNT OF HOUSING BENEFIT / COUNCIL TAX REDUCTION THAT YOU RECEIVE. **IF YOU ARE OVERPAID, THE OVERPAYMENT WILL BE RECOVERABLE FROM YOU.**

IF THERE IS A CHANGE IN YOUR CIRCUMSTANCES WHICH MEANS THAT YOU WILL GET MORE BENEFIT OR REDUCTION, **YOU MUST INFORM US WITHIN ONE MONTH OF THE CHANGE HAPPENING, OR YOU COULD LOSE BENEFIT / REDUCTION**

FOR USE BY CLAIMANT – TO NOTIFY CHANGE IN CIRCUMSTANCES TO HOUSING BENEFIT /COUNCIL TAX REDUCTION DEPARTMENT	
Since I/we last claimed benefit / reduction my/our circumstances have changed as follows :	
_____	
_____	
_____	
_____	
_____	
Name : _____	Signed : _____
Address : _____	Signed : _____
_____	Date : _____