



Contact: Benefits Team  
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Dear Sir/Madam

### CLAIM FOR COUNCIL TAX BENEFIT

I would like to inform you that I changed address on ...../...../..... and I would like to claim council tax benefit as well as housing benefit.

Please treat this as my claim for council tax benefit.

I declare that there have been no changes in circumstances since the last claim form that I completed or the last time that I notified you of a change.

I understand that it is a criminal offence to knowingly or dishonestly make a false statement in support of my benefit claim. I also understand that it is a criminal offence to knowingly or dishonestly fail to notify the Council promptly of a change in my circumstances or the circumstances of anyone who lives with me, that may affect my entitlement to housing benefit and/or council tax benefit.

I declare that the information I have given on this form is true and complete.

**My name is:**

**My address is:**

**Post code:**

**Signed:**

**Date:**

**Please return this letter without delay to avoid losing any benefit that you may be entitled to.**

**CTB5**



CUSTOMER SERVICE EXCELLENCE

*Richard Mason – Head of Revenue Services  
Roger Muckle – Corporate Director (Finance and Performance)*

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