



Stratford on Avon District Council
Change of Circumstance Form

Claimant Name :-

Address:-

National Insurance Number :-

Claim Number :-

Date of Change:-

Details of Change:-

- I declare that the information that I have given on this form is correct.
- I understand that if I provide evidence that is incorrect or incomplete the Council may take action against me, including court action.
- I agree that you may check the information I have provided with other sources as permitted by law.
- I agree that the information I have provided may be given to other organizations such as other Council departments, Government Departments, other Local Authorities, as permitted by law.

How Your Information Is used

Stratford-on-Avon District Council will use your personal data which may include special data about you to assess and administer your Housing Benefit and/or Local Council Tax reduction Scheme claim under the Housing Benefit Regulations and the Council's Local Council Tax Reduction Scheme. We may share your information with other Council departments etc. We do this in the performance of the tasks that we carry out in the public interest, in the exercise of our official authority and because it is in the substantial public interest. Your personal data will be held in accordance with our Retention and Destruction Policy which is available on our website. For further information, or to access your information rights, please visit www.stratford.gov.uk/privacy or contact our Data Protection Officer by post at our Elizabeth House address or email data.protection@stratford-dc.gov.uk or call 01789 267575

Signed :-

Relationship to the person claiming:-

Date :-