



Stratford on Avon District Council  
Change of Address Proforma

Claimant Name :-

Current Address:-

National Insurance Number :-

Claim Number :-

Address of New Property :

Postcode of New Property:

Date New Tenancy Commenced:

Date actually moved into the property:

Date former tenancy ends (if applicable):

If the former tenancy and new tenancy dates overlap, is there a reason why the former tenancy could not be ended sooner:

Amount of New Rent:

Who is the landlord of the new address:

Has any other details changed such as household make up or income:

- 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.

**Privacy Notice**

We collect personal information in order to administer and assess your entitlement to Housing Benefit and/or Council Tax Reduction. We may also collect sensitive personal data known as Special Category Data for example health data.

You and other people who live with you may choose not to provide the information that we request but in that case, we will be unable to determine if you are entitled to Housing Benefit and/or Council Tax Reduction.

In order to prevent and detect fraud, where the law allows us, we may collect information about you and other people who reside with you from the Department for Work and Pensions (DWP), Her Majesty's Revenues and Customs (HMRC), other local authorities, other council departments and in some cases your landlord. We may also obtain information from credit reference agencies. Please see the Council's website for full details of the Council's privacy notice relating to Housing Benefit and Local Council Tax Reduction including what data we collect and why and how long this data is retained.

If you are unable to access the website and wish to see a copy of the privacy notice please contact the Council on 01789 260991 so that a copy can be sent to you.

Signed:

Date: