

This document can be made available in other languages and formats (including large print, audio tape and Braille as appropriate). Please telephone 01482 300 303.textphone 01482 300 349



**Part 1 About You**

Reference Number if known

Surname or family name

Other names

Any other names you have used

Date of birth

 /  / 

National Insurance number

     

Address including room and or flat number



Postcode

Email address

Telephone number

Mobile telephone number

**Part 2 About Temporary Absence from where you normally live**

Please tell us why are you away, or going to be away, from where you normally live?

When did you leave or when will you be leaving?

 /  / 

Do you intend to return to above address once the reason you have left no longer exists?

No  Yes

If 'Yes', when do you expect to return to that address?

 /  / 

What is, or will be, your temporary address?  
including Room and or Flat number



Postcode

What will your income be whilst you are absent?

Will your Landlord keep the property for you and not re-let your home while you are away? If 'Yes' we will need written confirmation form your landlord - private landlords only

No  Yes

Have you or will you sub-let your home whilst you are absent?

No  Yes



**Contacting Hull City Council Benefits Service**

**Telephone** 01482 300 303

**Text Phone** 01482 300 349

**Facsimile** 01482 613 680

**E-mail** [benefitssr@hullcc.gov.uk](mailto:benefitssr@hullcc.gov.uk)

**Web site** [www.hullcc.gov.uk](http://www.hullcc.gov.uk)

**In person** at any Hull City Council Customer Service Centre or Information Point.

Please telephone 01482 300 303 for details of your nearest Customer Service Centre or Information Point.

**In writing** to us at

FREEPOST RSJC-KKBE-ABXZ, Revenues and Benefits, Hull City Council, P.O. Box 15, Hull. HU1 2AB

**I declare** that the information I have given is true and complete.

**I agree** that the council may make any enquiries it thinks necessary.

**I understand** that I may have to pay back any Housing Benefit which I am overpaid and that my Council Tax account will be adjusted where I have received too much Council Tax Reduction.

**I am aware** it is an offence to deliberately make a false statement or withhold material information in order to obtain Housing Benefit or Council Tax Reduction and to do so could result in me being prosecuted.

**I understand** that the council will use the information I have provided to process my application for Housing Benefit or Council Tax Reduction. You may check some of the information with other sources within the council and other councils

**I understand** that the council may use other information I have provided in connection with this and any other claim for social security benefits or Tax Credits that I have made or may make. You may give some information to other government organisations if the law allows this.

**I know** I must advise the council of any changes in my circumstances, which might affect my claim

**Please ensure you have read the Declaration then sign and date this form.**

Please calculate my correct entitlement to Housing Benefit and or Council Tax Reduction

Date  /  /

**Customer Signature**

If this form has been filled in by someone other than the customer claiming please tell us why.

**I declare** as far as possible, that I have confirmed, with the customer claiming, the answers are correct

**Name of person who filled in the form.**

**Relationship to customer claiming.**

Please calculate the correct entitlement to Housing Benefit and or Council Tax Reduction for the customer claiming

Signature

**For office use only**

Date form customer contact	L.A. Date Received
Date form issued	
Issued by	
Customer advised to contact Job centre Plus Yes / No	



**Hull City Council Benefits Service**  
Temporary Absence Form.

Customer receipt

Reference Number

Customer Name

Claim Address

  
  


Date form received