



Norwich City Council revenues and benefits

Ending your housing benefit/council tax reduction

Housing benefit and council tax reduction

Complete this form if you would like us to end your
housing benefit and council tax reduction

Essential information

Does your housing benefit/council tax reduction need to be ended?

If your income has increased, you may still be entitled to housing benefit/council tax reduction on your new income. If you would like your entitlement to be assessed on your new income, please complete the *Change of income* form.

If your household has changed, you may still be entitled to housing benefit/council tax reduction based on your new circumstances. If you would like to continue to receive housing benefit/council tax reduction, please complete the *Change of household* form.

You can find these at www.norwich.gov.uk/benefitforms. Alternatively, you can call us on **0344 980 3333** or email benefits@norwich.gov.uk and we will send you the forms you need.

Let us know now!

What to do:

- 1 Complete this form, giving full details of the reason you would like your housing benefit/council tax reduction to end.
- 2 Include the dates of any changes to your circumstances which mean you no longer wish to receive housing benefit/council tax reduction.
- 3 Remember to sign the form before returning it.
- 4 Drop the completed form off at our check-in desk in the contact centre at City Hall. You can also send it by post to the address at the top of this page.

You will hear from us once your claim has been ended.

Please complete this page. You need to fill in all sections.

Claim reference number:

Name:

Address:

Postcode:

Telephone number:

Email:

I would like to end my housing benefit/council tax reduction on (date):

I would like to end my housing benefit/council tax reduction because (you MUST give a reason):

This happened on (please give the date of the change in your circumstances):

If you are moving, please give your forwarding address so our correspondence will reach you:

Address:

Postcode:

I may not be entitled to receive housing benefit/council tax reduction after my circumstances change. I may therefore be liable to repay any housing benefit which is paid to me for a period after the date I wish my claim to end.

Signature:

Date:



If you require this form in another language or format, eg large print, audio cassette or Braille, please call 0344 980 3333 or email info@norwich.gov.uk