

# Notification of absence from your home

Reference number

Name

Address

Postcode

Telephone number

Email

This is to notify you that I/We  
will be going to

I/We shall be leaving home on

I/We expect to return home on

The purpose of my/our absence is

My/Our income for the period I will be away from home will be as follows:

| Income | Amount |
|--------|--------|
|--------|--------|

|        |        |
|--------|--------|
| Income | Amount |
|--------|--------|

How will you be supported whilst absent from your home

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

Signature

Date

Please complete, print and return this form as soon as possible to:  
The Benefits Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ  
Alternatively click the send button below. This will open your email application and  
attach as a new message.

## What Happens Next?

We will use the information you have given on this form to review your Housing Benefit and Council Tax Support.  
We will write to you to let you know if this change affects you.



The personal information you supply on this form will be used for the processing of Housing Benefit and Council Tax Support and will be used in accordance with the Data Protection Act 1998. For more information go to [www.eastherts.gov.uk/dataprotection](http://www.eastherts.gov.uk/dataprotection) or contact the Council's Information Management team by email on [foi@eastherts.gov.uk](mailto:foi@eastherts.gov.uk) or by telephone on 01279 655261.



# Changes You must Tell Us About

Tell us straight away if:

- You or your partner stop or start getting Income Support or Jobseeker's Allowance, Income Related Employment and Support Allowance or Pension Credit;
- Your partner's or you own wages go up or down;
- Your partner's or your own state benefits change;
- Your partner's or your own income changes;
- Anyone moves into or out of your home (including subtenants and lodgers);
- Any of your children leave school or move to another address;
- You move - this included moving to a different flat or room in the same property;
- Your partner's or your own savings change;
- Your rent changes;
- You or anyone living with you become a student, goes on a youth training scheme, goes into hospital or a nursing home, goes into prison, or gets, changes or leaves a job; or
- You or your partner are going to be away from home for more than one month.

You must tell us about these changes in writing within one month of the date change happened. If you don't tell us about these changes, you may lose money you are entitled to.

It is an offence not to tell us about any change of circumstances that affects your benefit. We may take court action against you and if we pay you too much benefit you may have to pay it back.

## Independent Advice is available from your local Citizens Advice Bureaux

### Bishop's Stortford

74 South Street  
Bishop's Stortford  
CM23 3AZ

### Buntingford

Manor House  
High Street  
Buntingford  
SG9 9AB

### Hertford

Council Offices  
Wallfields  
Pegs Lane  
Hertford  
SG13 8EQ

### Sawbridgeworth

Town Council Offices  
Sayesbury Manor  
Bell Street  
CM21 9AN

### Ware Outreach

20 Tudor Square  
West Street  
Ware SG12 9XF

### Stevenage

Swingate House  
Danestrete  
Stevenage  
SG1 1AF

## Information

If you would like a translation of this document in another language, large print, Braille, audio, or electronic, please contact us:

**For East Herts Council** 01279 655261  
Charrington House  
Bishop's Stortford CM23 2EN Mon - Fri 8:30am - 5pm

Council Offices, Wallfields, Tues 10am - 2pm  
Pegs Lane, Hertford SG13 8EQ Thurs 10am - 2pm

**For Stevenage Borough Council** 01438 242440  
Customer Services Centre,  
Daneshill House, Stevenage,  
Herts SG1 1HN Mon - Fri 8:30am - 5:30pm

Email: [benefits@hertspartnership-ala.gov.uk](mailto:benefits@hertspartnership-ala.gov.uk)

Fax: 01992 531442

[www.eastherts.gov.uk](http://www.eastherts.gov.uk) [www.stevenage.gov.uk](http://www.stevenage.gov.uk)

We will provide signers, lipspeakers and deaf blind interpreters by appointment.

(We need to see original documents. If you visit our office we will verify and copy your documents for you)

**Hertfordshire telephone advice line**

**03444 111 444**

**10am-4pm Monday - Friday**

**[www.ehcas.org.uk](http://www.ehcas.org.uk)**