

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
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Income	Amount
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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 or contact the Council's Information Management team by email on 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 8:30am - 4pm

Pegs Lane, Hertford SG13 8EQ Weds 8:30am - 12:30pm

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

Fax: 01992 531442

www.eastherts.gov.uk 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