
STATUTORY INSTRUMENTS

2001 No. 3252

**The Social Security (Notification of Change
of Circumstances) Regulations 2001**

Change affecting housing benefit or council tax benefit

4.—^[F1](1) Subject to paragraphs (1A) to ^[F2](1D)], where the benefit affected by the change of circumstances is housing benefit or council tax benefit, notice must be given to the relevant authority at the designated office—

- (a) in writing; or
- (b) by telephone—
 - (i) where the relevant authority has published a telephone number for that purpose or for the purposes of making a claim unless the authority determines that in any particular case or class of case notification may not be given by telephone; or
 - (ii) in any case or class of case where the relevant authority determines that notice may be given by telephone; or
- (c) by any other means which the relevant authority agrees to accept in any particular case.]

^[F3](1A) In such cases and subject to such conditions as the Secretary of State may specify, notice may be given to the Secretary of State—

- (a) where the change of circumstances is a birth or death, through a relevant authority, or a county council in England, by personal attendance at an office specified by that authority or county council, provided the Secretary of State has agreed with that authority or county council for it to facilitate such notification; or
- (b) where the change of circumstances is a death, by telephone to a telephone number specified for that purpose by the Secretary of State.

(1B) Paragraph (1A) only applies if the authority administering the claimant's housing benefit or council tax benefit agrees with the Secretary of State that notifications may be made in accordance with that paragraph.]

^[F4](1C) Notice may be given to the appropriate DWP office by telephone where all the following conditions are met—

- (a) the claimant or the claimant's partner is in receipt of income support or a jobseeker's allowance;
- (b) the change of circumstances is that the claimant or the claimant's partner starts employment;
- (c) as a result of the change, either entitlement to housing benefit or council tax benefit will end, or the amount of benefit will be reduced; and
- (d) a telephone number has been provided for that purpose.]

^[F5](1D) Where—

- (a) the change of circumstances required to be notified is a death; and

- (b) the authority administering the claimant’s housing benefit or council tax benefit agrees with the Secretary of State that notifications may be made in accordance with paragraph (1A),

notice in writing may be given or sent to the Secretary of State by an electronic communication in accordance with the provisions set out in Schedule 9ZC to the Social Security (Claims and Payments) Regulations 1987 (electronic communication).

(1E) The provisions set out in that Schedule shall apply to such a notice as they apply for the purposes of regulation 32ZA of the Social Security (Claims and Payments) Regulations 1987 (information given electronically).]

(2) In this regulation [^{F6}“appropriate DWP office”,]^{F7}“claimant”,] “designated office” and “relevant authority” have the same meaning as in the [^{F8}Housing Benefit Regulations 2006, Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006, Council Tax Benefit Regulations 2006, and Council Tax Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006].

Textual Amendments

- F1** Reg. 4(1) substituted (1.11.2010) by [The Housing Benefit and Council Tax Benefit \(Miscellaneous Amendments\) Regulations 2010 \(S.I. 2010/2449\)](#), regs. 1(2), **7(2)**
- F2** Word in reg. 4(1) substituted (23.1.2012) by [The Social Security \(Electronic Communications\) \(No. 2\) Order 2011 \(S.I. 2011/2943\)](#), arts. 1, **3(2)(a)**
- F3** Words in reg. 4(1A)(1B) inserted (5.4.2010) by [Social Security \(Notification of Changes of Circumstances\) Regulations 2010 \(S.I. 2010/444\)](#), regs. 1, **4(3)(b)**
- F4** Reg. 4(1C) inserted (1.11.2010) by [The Housing Benefit and Council Tax Benefit \(Miscellaneous Amendments\) Regulations 2010 \(S.I. 2010/2449\)](#), regs. 1(2), **7(3)**
- F5** Reg. 4(1D)(1E) inserted (23.1.2012) by [The Social Security \(Electronic Communications\) \(No. 2\) Order 2011 \(S.I. 2011/2943\)](#), arts. 1, **3(2)(b)**
- F6** Words in reg. 4(2) inserted (1.11.2010) by [The Housing Benefit and Council Tax Benefit \(Miscellaneous Amendments\) Regulations 2010 \(S.I. 2010/2449\)](#), regs. 1(2), **7(4)**
- F7** Word in reg. 4(2) inserted (5.4.2010) by [Social Security \(Notification of Changes of Circumstances\) Regulations 2010 \(S.I. 2010/444\)](#), regs. 1, **4(3)(c)**
- F8** Words in reg. 4(2) substituted (6.3.2006) by [The Housing Benefit and Council Tax Benefit \(Consequential Provisions\) Regulations 2006 \(S.I. 2006/217\)](#), reg. 1(1), **Sch. 2 para. 19(b)** (with regs. 2, 3, Schs. 3, Sch. 4)

Changes to legislation:

There are currently no known outstanding effects for the The Social Security (Notification of Change of Circumstances) Regulations 2001, Section 4.