

Temporary Absence from home Housing Benefit



Revenues and Benefits Service

The Deane House
Belvedere Road
Taunton
TA1 1HE

Telephone 01823 356321 / 322
Lines open weekdays 8.30am to 5.00pm

Version 2 / 2017

Please read these notes before you fill in the form

This form asks you for information so we can work out if you can get Housing Benefit on your main home for the period you are living away from it.

We normally only pay Housing Benefit on your home if you are actually living in it and it is your main home. There are some exceptions to this and we may be able to pay benefit for up to 13 weeks (in some cases 52 weeks) where you are absent from your main home within the UK. If you are away from your home and leave the UK, and your absence is likely to be four weeks or more, we cannot normally pay any Housing Benefit. We will end your benefit from the date you leave the UK.

To continue to get Housing Benefit on your main home:

- You must intend to return to live in the home; and
- The part of the home you normally live in is not re-let or sub-let to anyone else; and
- You do not intend to be away from your home for more than 13 weeks or 52 weeks within the UK, or up to 4 weeks outside of the UK.

If your absence is within the UK, we can continue to pay benefit on your main home if your absence from it will be less than 13 weeks. If it appears from the beginning of your absence you are likely to be away from your main home for 13 weeks, we will stop your benefit immediately.

We will be able to continue paying benefit on your main home for up to 52 weeks, provided it is clear at the beginning of your absence you will not be away from your main home for more than 52 weeks, in the following cases:

- You are a prisoner on remand
- You are in hospital as a patient
- You are, or your partner or a dependant child is, receiving medical treatment or medically approved care or convalescence, but you are not in residential accommodation
- You are away from home on an approved training course
- You are away from home providing medically approved care
- You are away providing care for a child whose parent or guardian is receiving treatment or care
- You are a vulnerable student
- You have left your home because of fear of violence
- You are receiving temporary care in residential accommodation (and not on a trial basis)

Please fill in the form using **black ink**. Do not use pencil. If you make a mistake, just cross it out and put the right answer next to it. Do not use correction fluid or tape.

Answer **No** or **Yes** questions by putting a **tick** ✓ in the relevant box. If you are picking an answer from a list of answers, **tick** ✓ the box that applies to you. Do not put a cross in any boxes.

When you have filled in the form, **make sure you read and sign the declaration on page 4.**

If you would like this form translated into other languages or in Braille, large print, audiotape or CD, please contact us.

Part 1. About you

By *partner* we mean someone you are married to, or live with as if you are married. If your relationship is with someone of the same gender, you must still tick **Yes** ✓ to questions about your partner and provide information, even if your relationship has not been recognised as a Civil Partnership.

Do you have a partner who normally lives with you?

Yes

No

	You	Your partner
Surname or family name	<input type="text"/>	<input type="text"/>
First name(s)	<input type="text"/>	<input type="text"/>
Title (Mr, Mrs, Ms, other)	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>
Your daytime telephone number	<input type="text"/>	<input type="text"/>

Part 2. About your circumstances

Please tell us the address of your main home.

This is the address you are temporarily absent from.

When did you move into this address?

When did you leave this address? If you have not left yet, tell us the date you intend to leave

Do you intend to return to this address?

Yes

You must tell us **immediately** if you decide not to return.

No

If No, tell us the date you decided not to return to this address

Please give details of anyone still living in your main home.

While you are away from your main home, has your landlord re-let the property or have you sub-let the property?

No

You must tell us **immediately** if this happens.

Yes

If Yes, tell us the date this happened?

What was the period of notice needed by your landlord at this address?

We need to see proof of this

How long do you expect to be away from your main home?

When do you expect to return to your main home?

Part 2. About your circumstances (continued)

Please tick ✓ the box to tell us why you are absent from your main home

I am a prisoner on remand

Fill in Part 3

I am in a bail hostel or I am bailed to live away from my home

Fill in Part 3

I am a convicted prisoner currently in legal custody

Fill in Part 3

I am or will be on holiday

I am leaving the UK for four weeks or more

Fill in Part 4

I am working away from home

I am an in-patient at an NHS hospital

I am, or my partner or my dependant child is, receiving medical treatment or medically approved care or convalescence

If so, is this treatment in residential accommodation? Yes

No

I am undertaking a training course

Use the space below to give us more details

I am providing medically approved care to someone

I am providing care to a child whose parent or guardian is receiving medical treatment or medically approved care

I am receiving care in residential accommodation

Fill in Part 5

I am a student

Use the space below to give us more details

I have left my home because of violence or fear of violence

Use the space below to give us more details

Use this box to tell us any extra information you think we need to know about your absence

Part 3. Prisoners

What date were you taken into custody?

/ /

What date were you sentenced or going to be sentenced? *We need to see proof of this*

/ /

If you have been sentenced, tell us how long the sentence is for

When do you expect to be released?

/ /

Part 4. People visiting overseas

What date are you leaving the UK?

/ /

When do you intend to return?

/ /

What is the reason for your absence?

Part 5. People in residential care

What date did you go into residential care?

Is this on a trial basis?

Yes

No

If No, is this on a permanent basis?

Yes

No

If you originally went into residential care on a trial basis, please tell us the date you decided to stay in residential care permanently

Part 6. Any other information

Has there been any other change in your circumstances that you have not yet told us about since you last claimed?

No

Yes

[Go to Part 7](#)

Use this box to tell us about the change in your circumstances

Part 7. Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign the declaration as well. Read this declaration carefully before you sign and date it.

- I declare the information I have given on this form is correct and complete.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- You may check the information I give with other sources as allowed by law.
- I agree to tell the Council's Revenues and Benefits Service immediately, in writing, about any changes that might affect my claim.

Signature of person claiming

Date

Partner's signature

Date

If someone other than the person claiming has filled in this form, please tell us why you are filling in the form for them.

I declare that as far as possible, I have confirmed with the person claiming that the answers written on this form are correct.

Name of the person who filled in the form

Signature of person who filled in the form

Date