Enquiries
By Phone: 020 8379 3798
Email:revs@enfield.gov.uk
In person: see enclosed notes Enfield, Middx. EN1 3XW

By Post:
Po Box 63, Civic Centre
Silver Street

ENFIELD Council

Mr S Cordell
109 Burncroft Avenue
Enfield
EN3 7JQ

HB/CTB Reference: 1623514 NI
Reference: JH653811D Rent
Reference: 497630 Council Tax Account:55508596

14/03/2011

Dear Mr Cordell

Housing Benefit Notification

I have changed your Housing Benefit from 04/04/2011 to take account of new year benefit levels from April. I have decided that your benefit is now as follows:

£78.44 per week from 04/04/2011

How You Will Be Paid

Your benefit will be paid by directly crediting your rent account.

Council Tax Benefit Notification

I have changed your Council Tax Benefit from 01/04/2011 to take account of new year benefit levels from April. I have decided that your benefit is now as follows:

£15.73 per week from 01/04/2011

£822.59 Council Tax Benefit has been paid to your Council Tax account. The total amount of Council Tax Benefit for 2011/12 is £822.59.

You will receive a bill dated 14 March 2011 that will tell you how much Council Tax you will now have to pay.

Further Information

If you would like more information, or a more detailed explanation of how this decision was made, please telephone 020 8379 3798 or write to the address at the top of this letter.

If you think this decision is wrong you can:

- Contact us by phone, or come into one of our offices and ask us to explain how we arrived at the decision shown in this letter. If you are unable to do this, you can ask for a written explanation of the decision. You must do this in writing, within **one month** of the date of this letter, and we will then send you a full written statement as soon as possible. The time we take to send this explanation will not count towards the time limit for asking us to look at the decision again.
- Write to us within one **month** of the date of this letter and ask us to reconsider our decision. You must tell us which decision you are unhappy with, and say why you are unhappy with it. If you have new or further information or evidence, you can submit it at this stage. We will look at your claim again and write to you with our decision. If you are still unhappy with our decision after this, you can then make a formal appeal.
- Write to us within **one month** of the date of this letter making a formal appeal to the Tribunals Service. Your appeal must be in writing, signed by you, tell us which decision you are unhappy with, and say why you are unhappy with it. We will look at our decision again, and if we cannot change the decision in your favour, we will pass your appeal to the Tribunals Service

Asking for a statement or for us to reconsider our decision does not take away your right to then submit a formal appeal. For more detailed information about submitting a formal appeal, please see the Tribunals Service leaflet "How to Appeal", which is available from their website www.appeals-service.gov.uk

Change in your circumstances

The amount of benefit shown in this letter has been worked out using the information that you have given. You should read this letter very carefully to make sure it is correct. If you think there is anything wrong, you must tell us straight away.

If any of this information changes, including information about the people living with you, this may change the amount of benefit you get. You must tell me immediately about any changes.

If there is an overpayment of benefit you may have to pay some money back. If you deliberately fail to tell me about changes which result in too much benefit being paid, you are committing an offence and you may be prosecuted. Examples of changes in circumstance include:

- Changes to your or your partner's income, capital or savings, including qualifying for a new benefit or a benefit ending
- Changes to the income of any other adults or children living with you, including qualifying for a new benefit or a benefit ending
- You, your partner or any other adults in your household stop receiving Income Support, Jobseeker's Allowance or any other benefit
- Any changes in the number of people living with you
- Any of your children leave school or college
- You or someone in your household starts work or changes how much they work
- Changes to your tenancy or rent (but not if you are a council tenant)
- You move to different accommodation - this includes a change of room within the same property
- You are likely to be away from your home for 13 weeks or more.

Please note: These are only examples. There are other changes that may affect your benefit. If you are not sure whether a change affects your benefit, please phone the Benefits Helpline on 020 8379 3798.

You must tell me about any changes immediately. If the change means that you would get more benefit, and you do not tell me within one month, I will not usually be able to update your award back to the date of the change.

Important: Any changes to your income or savings except those listed above will need to be notified to the Job Centre Plus.

Your sincerely

Enfield Benefits Service

Claim reference: 1623514

NI reference: JH653811D

How Your Housing Benefit Has Been Worked Out

From 04/04/2011 your Housing Benefit will be £78.44 each week.

The rent you are charged each week is £83.46.
Housing Benefit cannot pay for some service charges that are included in your rent. The rent you pay has to be reduced by the amount of these service charges. These amounts are shown below:

Actual amount for Ineligible Water	£5.02
Total deductions for services	**£5.02**

The amount of rent after deducting these charges is called your maximum eligible rent. Your rent of £83.46 must be reduced by £5.02, to £78.44 each week. This is your maximum eligible rent.

The maximum Housing Benefit you can get is £78.44 each week. This figure is used when working out 'your total weekly Housing Benefit'.

Your Total Weekly Housing Benefit

As you are receiving Income Support, I can pay the maximum Housing Benefit of £78.44 each week.

Claim reference: 1623514

NI reference: JH653811D

How Your Council Tax Benefit Has Been Worked Out

From 01/04/2011, your Council Tax Benefit is £15.73 each week.

Your Council Tax liability for the year is £822.59 which is £15.73 each week.
The maximum Council Tax Benefit you can get is £15.73 each week. This figure is used when working out 'your total weekly Council Tax Benefit'.

Your Total Weekly Council Tax Benefit

As you are receiving Income Support, I can pay the maximum Council Tax Benefit of £15.73 each

week.