



Claim reference number _____

Sharing Information with your Landlord

Your details

Full name: _____

Home address: _____

Home phone number: _____ Email address: _____

Sharing information with your landlord

Sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.

The law requires that we inform your landlord of certain decisions we make on your claim, for example, when a decision is made to pay benefit to your landlord.

Under the Data Protection Act 1998 we need your permission to discuss anything else.

If you decide you are happy for us to discuss the details of your claim with your landlord you can give us permission by signing the box below. If you give us permission, we would be able to tell your landlord whether:

- you have claimed Housing Benefit, or
- we have made a decision on your claim, or
- we need more information to make a decision on your claim, and what the information may be.

We will also be able to tell your landlord about:

- any personal or household circumstances that affect your claim
- any financial circumstances that affect your claim

We will not give your landlord any information about:

- your forwarding address if you leave their property, unless you give us permission to do so.

You can withdraw your permission at anytime. **It will not affect your claim if you do not give us permission to discuss your claim with your landlord.** If you want to give us permission to discuss your claim with your landlord please sign below.

I give Shepway District Council permission to share information about my Housing Benefit claim with my landlord or their representative.

Signature: _____ Date: _____

Name (in BLOCK CAPITALS): _____

Returning this form:

Please fill in and send this form to:

**Customer Contact, Shepway District Council, Castle Hill Avenue,
Folkestone, Kent, CT20 2QY**

Telephone: (01303) 853555

Email: revenues.benefits@shepway.gov.uk

