



London Borough of Hounslow

Guidance for revised housing applications and change of circumstances

Application form to tell us that you have changed address

You must complete and return the housing application form and provide the following documents, in person, to the Civic Centre, Lampton Road, to enable us to assess your application:

- Proof of current address: An original document to confirm your current address. This must be dated within the last 6 months and must show your name and address. Acceptable documents are utility bills, tenancy agreements, bank/credit/store card statements, benefit/pension books, payslips or P60 tax forms.

Change of circumstances form

You must complete and return the change of circumstances form and provide the following documents, in person, to the Civic Centre, Lampton Road, to enable us to assess your application:

- Proof of identity and immigration status of the person you wish to add: Original passport, full UK birth certificate (2 parts) or Home Office documents. Documents must be provided for all persons named on the application. Please note that birth certificates **MUST** show the names of the parents.

Please note that only partners and dependant children aged 21 or under can be included on your application. The only exception to this is if another family member has an essential need to live with you because they require care and there are no other housing options available to them.

Your application will not be accepted if you do not submit originals of the required documents, with your completed application form.

Please do not send original documents by post. Please note that we will not accept any responsibility for lost or damaged documents.

Documents can be submitted from Monday to Friday, between the hours of 9am and 4pm. Please note that you will not be seen outside of these hours. If you require any further information please contact us on 020 8583 4422.