

DIRECTION OF RIBBLE VALLEY BOROUGH COUNCIL UNDER THE HOUSING BENEFIT (ELECTRONIC COMMUNICATIONS) (MISCELLANEOUS BENEFITS) ORDER 2006 AND THE COUNCIL TAX REDUCTION SCHEME (PRESCRIBED REQUIREMENTS) (ENGLAND) 2012

Ribble Valley Borough Council, ("the Authority") in accordance with the following Regulations and scheme:

- Regulation 83, 83A, 87, 88, 88A and Schedule 11 of the Housing Benefit Regulations 2006,
- Regulation 64, 64A, 68, 69, 69A and Schedule 8 of the Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006,
- Sections 101 to 106A of the Council – Ribble Valley Borough Council Tax Reduction Scheme

(the Regulations and Scheme), hereby makes the following directions-

An individual who, in accordance with the Regulations and Scheme cited above, makes a claim for Housing Benefit and/or Council Tax Reduction or reports a change of circumstances in accordance with those regulations or scheme he/she is authorised to do so provided that the individual uses the method approved by the Authority in relation to that action.

The methods acceptable to the authority are as follows:

New Claims

- By the Department of Work and Pensions authority's approved electronic form such as Universal Credit or Pension age claims.

Change in Circumstances


- By completion of the Department or Work and Pensions of HMRC approved electronic changes of circumstances such as Universal Credit/Atlas notifications, downloads ;
- By sending to the published email address for reporting such changes an email with all details required by the authority;
- By telephone to a number published for that purpose
- Notwithstanding the authority's intention to make the claiming of benefit/reduction and notification of changes more efficient and accessible through the use of electronic means, the authority reserves the right to request further evidence in an individual case or class of cases.

Without prejudice to section 233 of the Local Government Act 1972, Service Of Notices By Local Authorities, in accordance with regulation 2 of The Council Tax (Administration and Enforcement) Regulations 1992 this authority will serve notices by

electronic means when asked to do so for the purposes of Council Tax or when asked to do so by virtue of an electronic application for a Council Tax Reduction.

Any Housing Benefit notification can also be issued by those same electronic means in accordance with Schedule 11 of the Housing Benefit Regulations 2006 and Schedule 11 of the Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006 whether by the authority in accordance with paragraph 2 of that schedule or by an intermediary acting as the authority in accordance with paragraph 3 of that schedule.

Signed

A handwritten signature in black ink, appearing to read "M. H. Scott".

Marshal Scott

Chief Executive