

**REQUEST FOR GUIDANCE ON ISSUES RELATING TO CHAPTERS
C6, C7 & C8 OF THE HOUSING BENEFIT GUIDANCE MANUAL**

Department for Work and Pensions, ACI (Leeds) Office Support,
E-mail address: ACI-Office-Support-Leeds@dwp.gsi.gov.uk

Sender's full name	
<u>Full</u> business address	
Section name:	
Full name of your Local Authority	
Your direct phone number and extension (All enquiries)	
Subject involved (e.g. supersession, revision)	

Priority case:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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We will treat a request as priority if one of the following applies. Please tick below as appropriate:

An appeal submission is outstanding	<input type="checkbox"/>	An urgent payment of HB/CTB is required	<input type="checkbox"/>
An award of HB/CTB is suspended	<input type="checkbox"/>	An MP's enquiry or PCA (Ombudsman) complaint	<input type="checkbox"/>

Reason for enquiry: (Continue on a separate sheet if necessary)

Please state what guidance/legislation you have considered so far:

No of attachments:

Signed:	Date:
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