

# Housing Benefit and Council Tax Benefit

## Urgent Bulletin

Department for Work and Pensions, The Adelphi, 1 - 11 John Adam Street, London WC2N 6HT  
<http://www.dwp.gov.uk/housingbenefit/>

**HB/CTB U13/2006**

**20 October 2006**

<b>Contact</b>	Queries about the <ul style="list-style-type: none"><li>• <b>technical content of this bulletin</b>, contact<ul style="list-style-type: none"><li>- Email: <a href="mailto:SAFE-VF@dwp.gsi.gov.uk">SAFE-VF@dwp.gsi.gov.uk</a></li></ul></li><li>• <b>distribution of this bulletin</b>, contact Corporate Document Services Ltd Orderline<ul style="list-style-type: none"><li>- Tel: 0113 399 4040</li><li>- Fax: 0113 399 4205</li><li>- Email: <a href="mailto:orderline@cds.co.uk">orderline@cds.co.uk</a></li></ul></li><li>• <b>bulletin in general</b>, contact Kath Murphy<ul style="list-style-type: none"><li>- <a href="mailto:Kath.Murphy@dwp.gsi.gov.uk">Kath.Murphy@dwp.gsi.gov.uk</a></li></ul></li></ul>
<b>Who should read</b>	All Housing Benefit (HB) and Council Tax Benefit (CTB) staff
<b>Action</b>	For information  Update: WIB 4b form for LA returns on cautions and administrative penalties (immediate action needed)

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## Update: New WIB 4b form for LA returns on cautions and administrative penalties

- 1 DWP has become aware of problems caused by the redesigned WIB 4b form which was circulated as part of the *G10 General Bulletin* on 16 October 2006. As a result, local authorities should suspend use of the redesigned form and revert to using the original style of the form (unchanged from the template provided in the 2006/07 *Housing Benefit and Council Tax Benefit Security Guidance* at Appendix 17b – which accompanies this bulletin).
- 2 As requested in the *G10 bulletin*, we would still like the WIB 4b forms to be sent to the new address in Newcastle (shown below), and not the current 'The Adelphi' address in London

HBDS  
Information Directorate  
Department for Work and Pensions  
Room BP5201  
Benton Park View  
Benton Park Road  
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- 3 If you have any questions about the WIB4b form, please email:  
  
SAFE-VF@dwp.gsi.gov.uk
- 4 We apologise for any inconvenience caused. Thank you for your cooperation.