

## Application for Discretionary Council Tax Hardship

Discretionary Council Tax Hardship Payments are available to help customers who need further help with Council Tax. They are payments to be made at the discretion of the Council where it is considered that additional help with Council Tax costs is needed. These payments are not part of Council Tax Funding.

The amount of money available to the Council to make these payments is strictly limited.

To be able to apply for Discretionary Council Tax Hardship Payments the customer must:

- Be entitled to Council Tax Reduction Scheme;
- Have received a discount in the previous twelve months but no longer receive a discount but face financial hardship due to the changes to the Council Tax Reduction scheme effective from 1<sup>st</sup> April 2016
- Require further financial assistance in order to meet the difference between Council Tax liability and Council Tax Reduction Scheme.

Please complete this form and send it back straight away. There is an income and expenditure section on pages 2 and 3, please complete this fully and accurately. We will ask you to provide documentary evidence to support your application

**Please answer all of the questions:**

1. From what date do you want to claim a Discretionary Council Tax t Reduction payment for?

Date: \_ \_ / \_ \_ / \_ \_ \_ \_ to Date: \_ \_ / \_ \_ / \_ \_ \_ \_

2. Please give details why you need to apply for Discretionary Council Tax? Please state what has changed in your circumstances, which now means you can no longer pay your Council Tax .

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3. Could anyone who lives with you help you with Council Tax payments? **Yes / No**
4. Are your circumstances likely to change in the near future? **Yes / No**
5. Do you or any members of your family have any special needs as a result of a medical condition or anything else we may need to consider for this application? **Yes / No**
6. Can you increase your level of income? (for example starting work, taking in a lodger) **Yes / No**

**If No, why not?** -----  
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7. Can you decrease your expenditure? (for example downsizing to a more affordable property, reviewing your outgoings on fuel, saving scheme). **Yes / No**

**If No, why not?** -----  
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8. Please give any additional information that you feel will support your claim:

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**Part A – Personal Budget**

Please give us a breakdown of your and your partners income.

<b>We need to see proof of your and your partner's income.</b>	<b>Weekly</b>	<b>Monthly</b>
Your wages	£	£
Your partner's wages	£	£
Company pension	£	£
Employment Support Allowance	£	£
Income Support	£	£
Jobseeker's Allowance	£	£
Child Benefit	£	£
Working Tax Credit	£	£
Child Tax Credit	£	£
Incapacity Benefit	£	£
Pension Credit	£	£
Other state benefits	£	£
Maintenance	£	£
Money from anyone who lives with you	£	£
Housing Benefit	£	£
Other:	£	£
Other:		
Other:		
Other:		
Other		
Other:	£	£
<b>Total income</b>	£	£

**Part B**

Please give us a breakdown of your spending below

<b>Your spending (we need to see proof of all regular spending.)</b>	<b>Weekly</b>	<b>Monthly</b>
Rent	£	£
Council Tax	£	£
Loans	£	£
Landline - Telephone	£	£
Mobile -	£	£
Water charges	£	£
Service Charges	£	£
Buildings and contents insurance	£	£
Life assurance or endowment premiums	£	£
Gas	£	£
Electricity	£	£
Toiletries	£	£
Groceries	£	£
TV rental and license	£	£
Magistrates' court fines	£	£
Maintenance payments	£	£
Traveling expenses	£	£

Clothing	£	£
Prescriptions	£	£
Sky, Virgin Packages	£	£
Child minding costs	£	£
Catalogue accounts	£	£
Credit card debts	£	£
Other: Please state	£	£
	£	£
	£	£
	£	£
<b>Total expenses</b>	£	£
<b>For office use only:</b>	<b>Weekly</b>	<b>Monthly</b>
Total income	£	£
Minus total expenses	£	£
Balance	£	£

### Part C – Your debts

Please show the amounts you are paying towards any debts you have

Please provide proof of the current balance outstanding for all of your debts.	Weekly	Monthly
Rent arrears	£	£
Mortgage arrears	£	£
Unpaid Council Tax Benefit	£	£
Unpaid Council Tax Benefit Reduction scheme	£	£
Overdue water rates	£	£
Fuel debts: gas	£	£
electricity	£	£
other	£	£
Magistrates' fines	£	£
Unpaid maintenance	£	£
Other (Please list below)	£	£
.....	£	£
.....	£	£
<b>Total debts</b>	£	£

### Part D Bank and Building Society Accounts

If you have any bank or building society accounts or other savings, tell us about them here.

Name of bank or building society	Account number	Amount held

**Please read this declaration carefully before you sign and date it.**

**I have read and understand the following:**

- If I give information that is incorrect or incomplete, you may take action against me. This may include prosecution.
- You may check some of the information with other sources within the Council, Rent Officers and other Councils.
- You may use any information I have provided in connection with this and any other claim for Social Security Benefits I have made or may make. You may give some information to other Government organisations, if the law allows this.
- I know I must let the Council know about any change in my circumstances, which might affect my claim for Council Tax Discretionary Hardship Payment.

I declare that the information I have given on this form is correct and complete.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_ / \_\_ / \_\_\_\_