

## **Application for a council tax discretionary hardship payment**

This is an interactive PDF that you can fill in electronically. When you have completed the form – please send to Herefordshire Council, Council Tax Section, Plough Lane, Hereford HR4 0LE. Alternatively you can scan and email to [counciltax@herefordshire.gov.uk](mailto:counciltax@herefordshire.gov.uk)

### Guidance to applicants

Section 13A of the Local Government Finance Act 1992 (as amended) allows Local Authorities to reduce the amount of council tax payable through access to a general fund.

Council Tax discretionary hardship payment is available based on individual merit and taking into account the following considerations:-

1. Customers who are facing exceptional and temporary hardship and do not have access to other funds or assets to help meet council tax liability;
2. Customers who are in receipt of council tax reduction, of working age and are experiencing financial hardship;
3. There are unusual and unforeseen circumstances which prevent the property from being occupied and this situation cannot be rectified within a reasonable period of time, for example because of flooding;
4. Eligibility for council tax reduction and all statutory reductions has been determined;
5. Customers have taken reasonable steps to resolve the situation prior to making an application;
6. The applicant can demonstrate that their current circumstances are unlikely to improve in the following six months;
7. Any payment awarded under the Council Tax Discretionary Hardship scheme is intended as short term assistance rather than a way of reducing council tax liability on a long term basis;

To be considered for this funding please complete this application form.

Please write clearly in black ink and using BLOCK CAPITALS

If you have any questions, please phone 01432 260360 or write to us at the address above or email the Council's Council Tax Section at [counciltax@herefordshire.gov.uk](mailto:counciltax@herefordshire.gov.uk)

Your name:

Your address:

Postcode:

Telephone:

Council Tax reference No:

**Section 1 - Form filled in by someone else**

Council tax reference No:

Are you filling this form in for someone else? Yes                      No

Please tell us the reason you are filling in this form for someone else:

Name of the person completing the form:

Relationship to the person applying:

**Section 2 - Information about you and your family**

Do you or any of your family have health  
problems which mean you have to live at this address?              Yes              No

If Yes, please use the space below to give us their names and tell us what the health problems are, how long they have had the problems and why you or they have to live here:

If we do not award you Council Tax Discretionary Hardship payment , how will this affect the health of these people?

Please give details of any disability benefits you or your partner receive for yourselves or any children:

### **Section 3**

How is the shortfall in Council Tax Reduction affecting you and /or family (please use the space below)

### **Section 4**

Complete Section 4 and Section 5 and all questions to the end of the form if you require help with your Council Tax payments

Please confirm the amount of help you feel you need from the Council Tax Discretionary Hardship Fund per week or per month

Please confirm the period over which you require this payment from the discretionary hardship fund:

to

Please confirm the reasons why you chose this amount and this period and why you feel you need further help with your Council Tax:

Section 5 - Questions relating to income and expenditure details

Do you have a choice in paying any of your outgoings?    Yes                  No

If yes, please state which ones:

To help us understand why you need this extra payment, please give us full details of your correct income and expenditures:

**Income**                  Weekly                  Monthly                                  **Expenditure:** Weekly                  Monthly

Wages/Salary			Mortgage	
Wages/Salary - Partner			2nd Mortgage	
Job seekers allowance			Rent	
Income support			Council tax	
Working tax credit			Water rate	
Child tax credit			Ground rent	
State retirement pension			Service charge	
Private pension			Buildings insurance	
Child benefit			Contents insurance	
Incapacity benefit / Employment & support allowance			Life insurance/Pension	
Maintenance			Gas	
Non-dependants contribution			Electricity	
Income from Capital Investments			Other fuel	
Disability Living Allowance (Care)			Housekeeping (food and toiletries)	

Disability Living Allowance (Mobility)		TV rental	
Other income		TV License	
		Maintenance payments	
Total income		Petrol/Diesel	
		Other motoring costs	
<b>Capital</b>	<b>Value/Balance £</b>	Public transport	
		Schools meals/ meals at work	
Bank Current Account		Clothing	
Bank Deposit Account		Laundry	
Building society		Telephone	
Post office account		Prescriptions	
Premium Bonds		Childminding	
Income Bonds		Hobbies/Leisure	
National Savings Certificates		Hire purchase agreements	
Shares, Stocks or Unit Trusts		Loads	
Life Assurance/Endowments		Credit Card Depts	
Tessa, PEPS or ISA's		Court fines	
Land or buildings other than your home		Alcohol	
Other Capital		Tobacco	
		Other expenses	
<b>TOTAL CAPITAL</b>		<b>TOTAL EXPENSES</b>	

Do you anticipate your income and expenditure position will be changing soon?

Stay the same

Get worse

Get better

Please explain

Give the date you think the position will change:

If you have have listed loan, credit card debts or store cards as part of your expenditure, you must provide proof of the minimum payments you are required to make and explain for what goods or services these loans were taken out:

Have you taken the steps to negotiate lower repayments on your debts? Yes No

Please provide proof of this:

Is there anything else you want us to consider in deciding your council tax Discretionary Hardship payment claim?

For security reasons, please list below any documents that have sent with this application

- 1.
- 2.
- 3.
- 4.
- 5.

### **How we collect and use information**

We must protect the public funds we handle, so we may use the information provided on this form to prevent and detect fraud. We may share this information with other organisations that handle public funds for the same purpose. We may use this information to promote other council services you may be entitled to. We will keep information about you

on computer and we will keep to the rules laid down by the Data Protection Act 1998. Herefordshire District Council is the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.

## **Declaration**

The information on this form is correct.

- I will notify the Council immediately, in writing, if there is any change in my financial or other circumstances or if I change my address.
- I have read and understood the section above "How we collect and use information".
- I understand that if a discretionary hardship payment is made, it is not classed as Council Tax and is not subject to the same rules and regulations that govern the administration of Council Tax.
- I understand that failure to inform the Council's Council Tax Services of any change in my circumstances, misrepresentation or failure to disclose material facts, may result in an overpayment which will have to be repaid to the Council.

## **Signed**

Claimant:

Partner:

Date:

If you are making a claim for a Council Tax Discretionary Hardship payment, then you must be in receipt of Council Tax Reduction.

Therefore, as a reminder, you must tell us straight away in writing about any changes in your circumstances which could affect the amount of council tax reduction and any council tax discretionary hardship payment that you receive.

For example, you must tell us if:

- any of your children leave school or leave home;
- anyone moves into or out of your home, including lodgers and subtenants;
- your income or any benefits you receive changes or the income and benefits of anyone living with you changes;
- there are changes to your savings or investments;
- you or anyone living with you becomes a student, goes on a youth training scheme, goes into hospital or a nursing home, goes into prison, or changes or leaves a job;
- your rent changes;
- you move house;
- you or your partner are going to be away from home for more than a month;
- you or anyone living with you starts work;
- you receive any decision from the Home Office on your right to live and claim benefits in the UK;
- any of the details you have told us about on this form change.

This is not a full list. If you are not sure what you should tell us about, ask us. You must also tell us about any changes in writing – a phone call is not enough.

If you do not tell us about any changes, you may lose money you are entitled to or you may get too much which you will have to pay back.

You must make sure that you tell us about any changes. Do not rely on someone else to pass the message on.

It is a criminal offence not to tell us about any changes that may affect your claim. We may take court action against you, and if we pay you too much , you will probably have to pay it back.