 **Chiltern**

**District Council**

# Discretionary Housing and Council Tax Payment Application

**Section 1 About yourself**

Name

Address

Phone Number: E mail:

Claim Ref:

**Section 2 Application Type**

**I am applying for a discretionary payment for (please tick box):**

Housing Benefit Shortfall  Rent in Advance/Deposit

Universal Credit Shortfall  Council Tax Assistance

Other

**Please specify the reasons you are applying for discretionary payments, why do you need extra help?**

**Section 3 About you**

**Why do you need to live at this address?**

**Please state any specific reasons e.g. adapted accommodation, care and support, schooling, health etc.**

|  |
| --- |
| (Please continue on a separate sheet if required) |

**Is your situation likely to change in the next 6 – 12 months?**

(Please continue on a separate sheet if required)

**Have you considered what other options you may have to improve the situation?**

**e.g. increase working hours, overtime, look for alternative accommodation, obtain other assistance i.e., benefit check for income maximisation.**

**Have you asked for help from any other agencies or organisations? If so who?**

(Please continue on a separate sheet if required)

**Section 4 Housing Details**

|  |
| --- |
| Were you able to afford the rent/ council tax when you moved into the property?  If yes what has changed? |
| Have you asked the landlord to reduce the rent?  If so please give details. |
| Have you tried to find cheaper accommodation?  If yes please advise what actions you have taken  If no please advise why? |
| Is there any reason why you could not move if you found cheaper accommodation? |
| Do you have any other means at your disposal to help you with your rent? (E.g. is there anyone else willing to make the shortfall, is there anyone who lives with you that could help you with your rent etc.) – please give details. |
| Have your circumstances changed recently causing you hardship? If yes, please let us know when the change happened and what the change was. |

**Section 5 Income and Expenditure**

|  |  |  |
| --- | --- | --- |
| **Type of Income** | **How Much** | **How often** |
| Take home pay from employment |  |  |
|  |  |  |
| Works Pension |  |  |
| Private Pension/Annuities |  |  |
| Universal Credit |  |  |
| Income Support/Job Seekers Allowance |  |  |
| Working Tax Credit |  |  |
| Child Tax Credit |  |  |
| Child Benefit |  |  |
| Child Maintenance |  |  |
| State Pension |  |  |
| Any other Income |  |  |
|  |  |  |
| **Total Income** |  |  |
| Disability Benefits i.e. DLA or PIP |  |  |
| Current balance of all bank accounts |  |  |
| Any other assets or savings total value |  |  |

**Credit Agreements, Fines and Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Debt** | **Amount paid** | **Frequency** | **End Date** | **Amount Outstanding** |
| Rent Arrears |  |  |  |  |
| Mortgage Arrears |  |  |  |  |
| Council Tax Debt |  |  |  |  |
| Hire Purchase |  |  |  |  |
| Provident/Clubs/Catalogues |  |  |  |  |
| County Court debts |  |  |  |  |
| Magistrate Court Fines |  |  |  |  |
| Other fines |  |  |  |  |
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|  |  |  |  |  |
| Other please specify |  |  |  |  |
| **Total Debts** |  |  |  |  |

**Expenditure Details**

**Regular household expenditure**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **Amount** | **Frequency** | **Arrears** |
| Mortgage |  |  |  |
| Rent/Board Lodgings |  |  |  |
| Council Tax |  |  |  |
| Ground Rent/Service Charges |  |  |  |
| Gas |  |  |  |
| Electricity |  |  |  |
| Water |  |  |  |
| TV Licence |  |  |  |
| Childcare costs |  |  |  |
| Food |  |  |  |
| Housekeeping |  |  |  |
| House Insurance |  |  |  |
| House Phone |  |  |  |
| Mobile |  |  |  |
| TV Broadband package |  |  |  |
| Bus Fares |  |  |  |
| Motor Expenses |  |  |  |
| Maintenance Orders |  |  |  |
| Personal expenses (clothing |  |  |  |
| Endowments or Life Assurance |  |  |  |
| School Meals |  |  |  |
| Children’s Clubs |  |  |  |
| Other |  |  |  |
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| Total Expenditure |  |  |  |

**Additional Information**

Please provide relevant proof of your circumstances to enable us to consider your circumstances in full.

Note: This is not compulsory; it is your choice whether or not you want to provide these details, but providing it will help us make an informed decision.

|  |  |  |
| --- | --- | --- |
|  | Enclosed | To Follow |
| Letter from social/welfare agency | | |
| GP or consultant letter |  |  |
| Proof of rent arrears |  |  |
| Proof of mortgage arrears |  |  |
| Proof of loans |  |  |
| Proof of court orders/fines |  |  |
| Other please specify |  |  |

**Section 6 Declaration**

|  |  |
| --- | --- |
| Signature of applicant: | Date |
| Completed by: |  |
| Signed on behalf of: |  |
| Relationship to applicant: |  |

Please return this for to:

**Chiltern District Council,**

Revenue and Benefits Section, King George V House, King George V Road, Amersham HP6 5AW

**South Bucks District Council,**

Revenue and Benefits Section, Capswood, Oxford Road, Denham UB9 4L

We will reply to you in writing, telling you about our decision.