

Application for discretionary housing payment/council tax discretionary relief



Postal Address
Revenues & Benefits
Service
York House
91 Granby Street
Leicester LE1 6FB

Personal Visitors
Customer Service Centre
91 Granby Street
Leicester LE1 6FB

If you have any queries
please call 0116 454 1006

If you need this form in
Braille, large print or a
different language
call 0116 454 1006

Name/address

Council tax account number:

Housing benefit claim number:

Contact number

Date of issue

Discretionary housing payments and council tax discretionary relief

A discretionary housing payment can be made to help you meet your housing costs if your housing benefit does not meet the amount of your rent that you are required to make.

In order to apply for discretionary housing payments you must:

- be entitled to housing benefit or universal credit; and
- Have a liability to pay rent; and
- require further assistance in order to meet your housing costs

A council tax discretionary relief payment can be made to help you meet your council tax liability only.

In order to qualify for council tax discretionary relief you must:

- be in receipt of a Leicester City council tax reduction and/or
- Universal credit (UC) and/or
- require further financial assistance and/or
- suffer hardship through an extreme event or natural disaster where your main or sole residence has structural damage, which could not reasonably have been rectified within the period of a council tax exemption

I am applying for (tick one only):

discretionary housing payment	<input type="checkbox"/>
council tax discretionary relief	<input type="checkbox"/>
both	<input type="checkbox"/>

Please complete this form providing all evidence in support of this request. Without this information, there may be a delay in our decision as we may have to write to you.

Please complete all sections of this form

Section 1: Reasons for your request

Please state why you need additional support with your housing costs (this includes council tax): This could be...

- to pay rent arrears. **You must provide evidence of your arrears** to help you for a set period in the past due to your circumstances at that time.
- for a short period to cover you until your circumstances change, for example you are expecting a baby and your benefits will change, or you are on a work based training course and hope to gain employment as a result..
- to assist you on an on-going basis, while you see if you can negotiate the rent with your landlord or find alternative accommodation.
- to help you to move home (e.g. help with removal costs).
- to pay a deposit or rent in advance for a new home.

Please give full details of why you need the additional financial assistance, and what effects a shortfall in funds to meet your housing costs will have on you and your family.

I would like to apply for additional support because.....

Section 2: Household information

Are you.....

Sole occupier, under 35 years old Sole occupier, over 35 years old A lone parent

A couple, under retirement age A couple, over retirement age

An expectant mother Date your baby is due / /

How many dependent children do you have (under 18 or 18-20 in full-time education)
 NB: These are children you will be getting child benefit for

Please complete details of your children below:	Age	Male ✓	Female ✓	Shares a bedroom? ✓	Disabled? ✓
First child					
Second child					
Third child					
Fourth child					
Fifth child					
Sixth child					

(please use a separate page if you have more than six children)

Please list all adults in your household (anyone aged 18 or over)

Name	Date of birth	Male/Female	Disabled	Income

Is anyone who normally lives in your household a member of the UK armed forces Yes No

Full Name Date Of Birth Male Female

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Section 3 Information about your accommodation and your housing costs

Council Tax

Do you have arrears of council tax? Yes No If yes, how much do you owe? £_____

Have you made an arrangement to pay these arrears? Yes No

Mortgage

Do you pay a mortgage? Yes No

Are you up to date with your mortgage payments? Yes No

If no, how much do you owe? £_____ **Proof must be provided.**

Rent

Do you pay rent for your home? Yes No Who do you pay?

Date you moved in..._____

If this is within the last 12 months, please explain why you moved to this address

Do you have rent arrears? Yes No

If YES, how much are your arrears? £_____

You must provide proof of these arrears (this should be in the form of a letter from your Landlord and/or your latest rent statement showing the arrears.)

If you do not have any arrears, please explain how you have met your rent shortfall

Have you asked your landlord to accept less rent? Yes No

If no, what reason has your landlord/lady given?

Section 3 Information about your accommodation and your housing costs

Has your landlord/lady asked you to leave the property Yes No

If yes, on what date did they ask you to leave? ___/___/_____

Adapted property

Has your property been adapted for your households disabled needs? Yes No

If yes please give full details of the adaptations.

Proof will be needed, this should be in the form of a letter from your Landlord explaining what adaptations have been done to your property.

Foster carers

Are you a registered foster carer needing additional bedrooms? Yes No

Are you currently fostering and have a child or children in your property? Yes No

Please confirm the date of your last placement ___/___/_____

Alternative accommodation

Have you applied for alternative accommodation? Yes No

If yes please give details

If no, please explain why

Section 3 Information about your accommodation and your housing costs

Are you registered with Leicester City Housing options service? Yes No

If yes, what have they advised you to do?

If you have registered with housing options, are you actively bidding on alternative properties?

Yes No

Do you have exceptional reasons why you cannot move?

i.e. severe illness or recent bereavement. Yes No

Section 4: Budget Statement

Please state the Income and Outgoings for you and your partner (if you have one)

You MUST supply supporting evidence for any items marked with a *

INCOME	How much	How often	OUTGOINGS	How much	How often	Office use only
Net wages (self)			Mortgage/rent			
Net wages (partner)			Rent arrears *			
Self-employed earnings			Water rates			
JSA (CB)			Council tax			
JSA (IB)			Council Tax arrears *			
Income support			Endowments/life assurance *			
Pension credit (guarantee)			Mortgage protection *			
Pension credit (savings)			Home insurance			
State retirement pension			Electricity *			
Superannuation/ private pension			Gas *			
Maintenance received			Arrears of fuel bills			
Working tax credit			Telephone bill			
Child tax credit			Food bills			
Child benefit			Housekeeping costs			
Incapacity benefit			TV licence/rental			
Employment and support allowance			School meals			
Attendance allowance			Clothing			
Disability living allowance			Laundry			
Housing benefit			Maintenance paid *			
Contributions from children living at home			Child minding			
Contributions from other residents			Credit card *			
Any other income			Loans/hire purchase *			
Vouchers or tokens in lieu of payments			Deductions for social fund loan			
			Other deductions from benefit *			
			Travelling expenses *			
			Road tax/car insurance			
			Oil/petrol *			
			Servicing *			
Total £ . p			Prescriptions			
			Court Fines *			
			Catalogue			
			Cigarettes			
			Any other outgoings *			
			Total £ . p			

You must provide your last 2 months bank statements

Do you run a car? If yes, please explain why this is required

Please confirm if you have any other debts outstanding:

Have you sought any advice on how to deal with these debts? ...

Please read this declaration carefully before you sign and date it

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

I am aware that it is an offence to deliberately give false statement or withhold information in order to obtain a discretionary payment and that I may be prosecuted under the Theft Act 1968 if I do this.

I authorise Leicester City Council to make any enquiries it feels necessary to satisfy itself that the information I have given is true and complete.

I understand that the information that I have given on this form may be used by other departments of the council and may be checked against the records of other councils and government departments.

I agree to notify the council immediately of any changes in my circumstances which may affect the amount of discount that I receive; e.g. changes in the amount of any benefits or allowances that I receive, changes to the number of people who live with me, children leaving full-time education or any other matter that is covered by this form.

I also agree that the DWP or Job Centre Plus may provide the council with information about any benefits that I receive where it is relevant to this claim.

I fully understand that if I do not notify Leicester City Council's revenues and benefits service of any change to my income or family circumstances at the time of the change, my discretionary relief will be adjusted from the date that the change happened and I will have to repay any discretionary payment that I was not entitled to.

I agree that any information previously given on benefit applications or council tax reduction applications may be used to decide any discretionary payment.

I understand that the information that I have given on this form will be put on to a computer which has been registered under the Data Protection Act 1998 and that this information will be used to tell me about other benefits which I may be able to claim.

I live at the address given on this form.

YOU MUST SIGN THIS DECLARATION. IF YOU DO NOT SIGN THIS DECLARATION WE WILL RETURN THIS FORM TO YOU TO BE SIGNED.

Your signature

Today's date: / /

If someone else has completed this form for you please provide their details here:

Signature	Full Name	Address	Relationship to you

Section : Details of your household

In order to meet your needs and improve our service we need to know a bit more about you. Please help us by completing this form. You will not be disadvantaged in any way. This information is confidential.

The information you have provided will be kept in accordance with terms of the Data Protection Act 1998 and will only be used for the purpose of monitoring. Your details will not be passed on to any other individual, organisation or group. Leicester City Council will be responsible for managing the information on this form for the purposes of the Data Protection Act.

What is your ethnic background?

Asian or Asian British

Bangladeshi Indian Pakistani

Any other Asian background (please confirm).....

Black or Black British

Caribbean Somali Other African

Any other Black background (please confirm).....

Chinese

Dual/Multiple Heritage

White and Asian White and Black African White and Black Caribbean

Any other heritage background (please confirm).....

White

British European Irish

Any other White background (please confirm).....