



Discretionary Payment Application Form

Please fill in this form to apply for a Discretionary Housing Payment and/or Council Tax Support Exceptional Hardship Payment. If you need any help to fill in this form, or you would like more information about the payments, please contact us. If you prefer you can contact Camberley Citizens Advice Bureau or any other local advice agency. Please read the policy documents on our website for more information on the payment schemes before completing this form

www.surreyheath.gov.uk

You must provide 3 months bank statements for all accounts that you hold to support this application, failure to do so will result in a delay in your application being considered.

1. Your Details

Full Name	
Address	
Day time contact telephone number	
Email address	
Claim reference or council tax account number	

If you have a representative helping you with this claim, such as an CAB advice worker or a solicitor, please give their full name and address including post code and telephone number. If you do not give your representatives full address and post code we will not be able to send them a copy of our decision.

2. Paying rent and council tax

Do you need help to pay your rent? Yes No

If yes, how much extra help do you think you need each week? £

Do you need extra help to pay your council tax? Yes No

If yes how much help do you think you need each week? £

Council Tax Support Exceptional Hardship Awards

Where a customer is not claiming a Council Tax discount or exemption to which they may be entitled or a welfare benefit or additional financial assistance, they will be advised, and where necessary assisted, in making a claim to maximise their income, before their claim for Exceptional Hardship Funds will be decided.

An Exceptional Hardship award may not be made until the customer has accepted assistance from the Council or a third party, such as the Citizens Advice Bureau or similar organisations, to enable them to manage their finances more effectively, including the termination of non-essential expenditure.

Why do you need extra help to pay your rent and/or council tax?

Please give as much detail as possible. Please continue on a separate piece of paper if needed

3. Income and expenses

We need to know how much money you have coming in and how much you have going out each week. We also need to know about any debts you have and any money you have in the bank, building society or other savings accounts. Please give the details below. It is important you take your time to fill this in fully and list everything, including all essential and non essential outgoings.

Income – please list income from all sources

What type of income	Who receives it	Amount	How often is it paid
e.g. Jobseeker's Allowance	e.g. Me	e.g. £71.70	e.g. weekly

Please give details of money held in banks, building societies or other accounts (including current accounts)

Bank / building society name	Amount
e.g. Alliance and Leicester	e.g. £190

Debts – please list any outstanding debts including rent, council tax, fuel, utilities, loans and credit cards

Company owed to	Amount owed
e.g. Scottish Power	e.g. £299

About your debts

Have you tried to re-negotiate any of your debts or reduce your regular payments?

Yes No

If yes please state which ones and the outcome

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.....

.....

Expenditure – please list all expenditure – including food bills, regular weekly/monthly payments for things like clothing, school meals, travel to work/school, TV licence and rental, court fines, payments for debts, special diet, regular bills such as water rates, rent or mortgage payments, gas and electricity, child care costs, telephone, home care, etc. *(this is not an exhaustive list)*

Type of expense	Any special circumstances that you want to be considered	Amount	How often is it paid
e.g. Food		£40	weekly
e.g. Taxi fares	Because of disability have difficulty using public transport	£11	weekly

4. If you have moved home in the last year:

What was your previous address?	Why did you leave?

How much was the rent at your previous address?	£
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How often was this paid – weekly, monthly or four weekly?	
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Are there any special reasons that made you decide to move to your current home?

Did you make any enquiries about the level of Housing Benefit and/or Council Tax Support you would receive before moving into the property? Please give details.

Did you negotiate a reduction in the rent your landlord wanted to charge before moving into the property? Please give details.

Have any adaptations been made to your current home? Are there any needed? Please give details.

If you or any members of your household have any health problems that mean that you need to live here, please say who and tell us briefly about the problems.

Have you any rent arrears at this property?

Yes

No

If Yes - Please state how much and send end evidence of this

£

If No - Please give details of how you have been meeting your full rent costs up to now

Has your landlord taken any action against you to recover any arrears?

Yes

No

If Yes please send a copy of any letters sent to you about the arrears

Have you asked your landlord if he/she will accept less rent from you? Yes No

If yes what was the result? Please give details

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Do you have any rent arrears from any previous addresses? Yes No

If yes please state how much and how the arrears built up £

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Have you looked for cheaper, suitable accommodation? Yes No

If Yes please state where, If No please state why not

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Are you on any re-housing lists? Yes No

Please state with whom and give the reference number

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5. About your circumstances

Do you need an extra bedroom (or bedrooms) for a child/children who stay with you on a part-time basis? Yes No

Do you have shared custody/overnight custody of a child/children? Yes No

If Yes – please provide proof (if you have a court order granting access please provide this. If you do not have a court order, please forward a copy of a letter from your ex-partner or other proof.)

Give the name(s) and usual home address of the child/children who stay with you

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What school(s) do they attend

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How often has the child/children stayed with you in the last six months?

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Do you have a carer?

If Yes – do they need to stay overnight?

If Yes – give their name and the address where they normally live or the name of the agency that employs them

6. Extra Information Please use this space to tell us anything else about your special circumstances for applying for a Discretionary Housing Payment and/or Council Tax Support Exceptional Hardship Payment. Tell us anything that is relevant even if it is not important.

Declaration

I declare that the information I have given on this form is correct and complete to the best of my knowledge. I understand I may be required to provide additional information as requested by the Council. I authorise the Council to make any enquiries necessary to verify the information on this form. I will notify the Council of any change of circumstance as they occur. I understand that if I give any information that is incorrect or incomplete or fail to report any changes to the Council then I **WILL** be liable to repay all or part of any Discretionary Housing or Council Tax Support Exceptional hardship Payment.

I have read and understood this declaration.

Signature:

Date:

If someone other than the person claiming filled in this form, please tell us why.....

Name of person filling in the form:.....

Relationship to person claiming:.....

I have confirmed with the person claiming that the information I have given is correct.

I have also explained the declaration above to the person who is claiming.

Signature of person filling in the form..... Date.....

Return form to : The Benefits Section
 Surrey Heath Borough Council
 Surrey Heath House
 Knoll Road
 Camberley
 Surrey GU15 3HD

Tel: 01276 707100
Email: revenues@surreyheath.gov.uk
Website: www.surreyheath.gov.uk