

Discretionary housing payment and council tax reduction scheme application form



To qualify for a discretionary housing payment to help with your rent:

- You must be getting some Housing Benefit **and**
- Your Housing Benefit must be less than the rent you pay for your home (we cannot pay a discretionary housing payment to help with water or service charges for things like heating and food) **and**
- We must be satisfied that you need more financial help

To qualify for a discretionary council tax reduction

- You must be the person responsible for the council tax (you can apply for the property where you live and for the other properties that you own, even if they are unoccupied), **and**
- We must be satisfied that you need financial help

We will look at your application and decide whether

- You should receive help towards your rent or council tax **and**
- How much help you will receive **and**
- For how long the help will be given; this support is not intended to be given for long term or indefinite periods

If you disagree with a decision we have made about your discretionary housing payment or discretionary council tax reduction, you can ask us to look at it again.

You cannot appeal to a tribunal about a discretionary housing payment decision. You can appeal to a tribunal about a discretionary council tax reduction decision.

You may be asked to provide evidence in support of your application and we will phone or write to you about this. **Please provide a daytime phone number.**

Name	Home address
Email address	Daytime phone no

I need help paying my

Rent

☐

Council tax

☐

If different from above, what is the address of the property you need help with

Is this property currently unoccupied	Yes / No	(delete as appropriate)

Have you had a reduction in your housing benefit because you have 1 or more bedrooms than your household needs?

Yes ☐

Not applicable ☐

No ☐

Please tell us why you need extra help with your rent or council tax

About you and your household

Does anyone else live with you at your home address Yes ☐ No ☐ **If no, please go to section 1**

Please give details of everyone who lives with you.

Name	Date of Birth	Relationship to you

Do any of the people named above suffer from an illness or disability?

Yes ☐ Please give details

No ☐

Complete section 1 if you are applying for help with rent for the property you are living in.

Complete section 2 if you are applying for help with council tax for an unoccupied property where you are the council tax payer

Section 3 must be completed by all applicants

Section 1 – more information about your rent

If you are applying for help with your rent please answer the following questions

1) Were you able to afford the rent when you moved in? Yes ☐ No ☐

If yes, please explain what has changed.

2) Give details of any negotiations you have had with your landlord to try and reduce the rent.

3) Have you tried to find cheaper accommodation? If yes, what steps have you taken? If no, state why not?

4) Is there any reason why you could not move?

5) When does your current tenancy end?

6) How much notice would you need to give?

7) Do you have any rent arrears? If yes, how much do you owe and has your landlord taken any action to recover them

8) Have you registered with Homes for Bolton? Give addresses of any tenancies you have been offered.

9) If you need help with a deposit for a new property, state why you are moving, how much your deposit will be and confirm how much rent you will be charged at your new address.

Section 2

If you are applying for help with a property you own that is unoccupied please answer the following questions

1) Is the property up for sale? If yes, how long has it been for sale and who is the property up for sale with.

2) Please confirm why you aren't living in the property.

3) What is the approximate value of the property?

4) Is there an outstanding mortgage on the property, if yes, please state how much is still outstanding. Please provide a mortgage statement to confirm this.

5) Are there any other charges or charging orders due to be paid when the property is sold? If yes, please list below

Description of charge	Amount outstanding / owed

6) Are you considering renting the property out?

7) Please list any other properties that you own

Section 3: Income and expenses. This must be completed by all applicants.

Do you have any savings? Yes ☐ No ☐

Please list your bank accounts and the amounts in each below:.

Bank account name and number	Balance/Amount

Your Income - Please give details of any income you receive. This includes earnings, benefits, or money you get from another source.

Income	You	Your Partner	Weekly/ Monthly
Wages (take home pay)			
Income support			
Job seekers allowance			
Child benefit			
Child tax credit			
Working tax credit			
Maintenance / child support			
Private pension / occupational pension			
Disability living allowance			
Personal independence payment			
Attendance allowance			
Pension credits / state retirement pension			
Employment & support allowance			
Rental income			
Other - please state			

Your Expenses - Please give details of any expenses you currently have.

Expenses	Amount you pay (state if weekly or monthly)	Expenses	Amount you pay (state if weekly or monthly)
Mortgage payment		TV/Sky/cable	
Mortgage insurance		TV licence	
2nd mortgage		Court fines	
Rent		School meals	
Council tax		Meals at work	
Water rates		Bank charges	
Gas		Car insurance	
Electricity		Car maintenance	
Maintenance payments		Petrol	
Childcare costs		Bus/train fares	
Mobile/telephone costs		Clothing	
Laundry		Prescriptions/health costs	
Buildings/contents insurance		Housekeeping/food	

If you have any other expenses please give details here.

Could you reduce your weekly expenditure Yes ☐ No ☐

Are any of your expenses due to end? Yes ☐ No ☐

Please give details

Please give details of any debts you currently have outstanding.

Debts/Arrears owed	Total amount outstanding	Amount you repay (state if weekly or monthly)	Date you started repaying the debt	Date you expect to have repaid the debt/arrears
Mortgage				
2nd mortgage				
Rent				
Council tax				
Water rates				
Gas				
Electricity				
Maintenance / child support				
Magistrates court fines				
Hire purchase				
Loans				
Others;				

Please now sign and date this form and return it to Revenues and Benefits, Bolton Council, PO Box 4, Town Hall, Bolton, BL1 1YZ. Your application cannot be considered without your signature.

Declaration

I declare the information I have given is true and complete. I will inform the Council of any changes in my circumstances and if I fail to, any overpayment may be recovered from me.

I authorise the Council to make any necessary enquiries to verify the information I have given.

Signature:

Date:

If someone is filling this form in on your behalf please confirm their name, address and contact number. Please also confirm their relationship to you.