

**Council Tax Discretionary Payment**

Are you finding it difficult to pay your Council Tax? If you are, you may want to apply for a Discretionary Award to reduce your Council Tax liability.

**What is a Discretionary Award for Council Tax?**

It is a lowering of your Council Tax liability for a short period to help you pay your Council Tax. Any award given will reduce income levels for the Council and its preceptors and will therefore be granted sparingly. The following items cannot be counted when we calculate a Discretionary Award for Council Tax:

• Ineligible service charges for example include personal use of heating, lighting, hot water and water rates,

• Charges for water, sewerage and environmental services,

• Increases in rent due to outstanding rent arrears,

• Sanctions applied to benefits paid to you. We will treat you as receiving the amount of benefit before a sanction is applied.

• Claims in respect of empty properties.

It is not a payment under the Local Council Tax Reduction scheme, which is claimed via the Benefits Team.

**Who can apply?**

Anyone liable for Council Tax can apply. Simply complete the attached form and return it to us. When you complete the form with details of your income and expenditure, please list the *weekly* amounts you receive/pay out.

**How will I hear about the decision?**

We will write to you to give you a decision, normally within 14 days of receiving your application and full supporting information.

**How much will I get?**

We cannot guarantee that by applying for help you will receive it. Also if you are granted this award it will only be for a short period of time. Repeat applications within twelve months will not be considered for an award.

**How long will the award be made for?**

It depends on your circumstances because the amount of money available is limited. Anyone who is awarded a Discretionary Award for Council Tax cannot be guaranteed to be reconsidered for any further payments when their Discretionary Award period ends.

**What if I disagree with the decision made?**

There is no formal right of appeal. However, if you write to us within one month of receiving your decision letter, telling us the reasons why you disagree with us, we will review your application. The review will be made by a different person to whoever considered the original application.

You can get money advice from the following organisations:

**Tamworth Community Action Network**

1 King Street

Tamworth Tel 01827 768809 [www.tamworth.gov.uk](http://www.tamworth.gov.uk)

**National Debt line** Tel 0808 808 4000 [www.nationaldebtline.co.uk](http://www.nationaldebtline.co.uk)

**To contact us you can;**

Phone Customer Services on 01827 709540

* Email benefits@tamworth.gov.uk
* Make an appointment to call in to see us at Marmion House, Lichfield Street,

 Tamworth, B79 7BZ

When you have completed this form, please return it as soon as possible to

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| The Benefits TeamTamworth Borough CouncilMarmion HouseLichfield StreetTamworth B79 7BZ | Tel 01827 709540Email benefits@tamworth.gov.ukWebsite: [www.tamworth.gov.uk](http://www.tamworth.gov.uk) |

**Council Tax Discretionary Award Application Form**

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| Name |  |
| Address |  |
| Council Tax account number |  |
| Phone number |  |
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| **Section A: Your Income & Savings** |  |
| 1. Please list below all of your household income (weekly amounts). Please include any salaries or benefits you receive. |
| **Income** | **Weekly Amount** |
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| 2. Do you have any capital such as Bank/ Building Society accounts, National Savings accounts, stocks and shares, land and property including timeshare and investments? |
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| Yes  |  |  | No |  |  |

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| **Section B: Your Weekly Outgoings** |  |
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| **Expenses** | **Weekly amount** |
| Rent |  |
| Council Tax |  |
| Water Rates |  |
| Electric |  |
| Gas |  |
| Other Fuel |  |
| Food |  |
| Telephone/Internet |  |
| Travel (please specify) |  |
| TV licence |  |
| Pet Food |  |
| Newspapers |  |
| Drinks/cigarettes |  |
| Leisure |  |
| Child's Pocket Money |  |
| School Meals |  |
| Clothing |  |
| Medical costs |  |
| Catalogue Payments |  |
| Bank Loans |  |
| Credit Card Payments |  |
| Maintenance |  |
| Child Care Fees |  |
| Fines |  |
| Buildings Insurance |  |
| Contents Insurance |  |
| Life Assurance |  |
| Pension Contributions |  |
| Social Fund Payments |  |
| Mobile Phone |  |
| Loans |  |
| Car Insurance |  |
| Road Tax |  |
| Car MOT |  |
| Vet Bills |  |
| TV/DVD rental |  |
| Cable/Satellite TV |  |
| Pet Insurance/ Expenses |  |
| Payments you make to a Carer  |  |
| Other (please specify) |  |

**Only reasonable expenses will be taken into account.** **You may be asked to provide proof of any of these outgoings.** |  |
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| **Section C: Your Council Tax** |  |
| 1. Have you made an application for Local Council Tax Reduction? |
| Yes  |  |  | No |  |  |
| 2. If yes, please tell us the outcome, if no, please tell us why not. |
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| 3. Have you made an application for a Council Tax discount (e.g. single person discount, disregard for students etc.)? |
| Yes  |  |  | No |  |  |
| 4. If yes, please tell us the outcome. |
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| **Section D: Any other matters** |  |
| Please use this section to provide any other information you feel may be useful to us in deciding this application |
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| **Section E: Declaration** |  |
| Please read this declaration and sign below if you would like to apply. I understand that:• if I give information which is incorrect or incomplete, you make take action against me, including prosecution,• you will use the information I have provided to process my claim. You may check some of the information with other Council departments or outside bodies.• you may use any information I have provided in connection with this and any other claim for reductions I have made or may make. You may give some information to other government organisations, if the law allows this. The other Council Tax bill payers (where appropriate) agrees to me making this application for both of us. |
| Signed | Dated |