**Discretionary Payments:**

**Help with rent and/or Council Tax costs**

Are you finding it difficult to pay your rent and/or Council Tax? If you are, you may want to apply for a Discretionary Payment.

**What is a Discretionary Payment?**

**They are not payments of Housing Benefit or Council Tax Reduction**. They are extra payments we can make to help you pay the rental and/or your Council Tax liabilities (costs or charges) for your home. Discretionary payments are funded from a limited annual budget, and we look at each application we receive on its own individual merits.

**Who can apply?**

* Anyone receiving **Housing Benefit** or **Housing Costs within their Universal Credit payment** and who does not have enough income left to cover the shortfall in their rent can apply for a Discretionary Housing Payment.
* Anyone who’s name is shown on a **Council Tax** bill issued by the Council and does not have enough income left to cover the shortfall in their Council Tax payments can apply for a Discretionary Council Tax payment.

Simply complete the attached form and return it to us. To assess your application, we require details of who lives in your household, you and your partner’s (if you have one) income, savings, capital and investments as well as your outgoings. As you complete your application form with details of your income and expenditure, please state **how much** you receive/pay out and **how often** you receive/pay that amount.

You **must** include copies of your last two month’s bank statements with your application – unfortunately, we cannot accept screenshots of statements or statements where amounts have been redacted (crossed out). **Any applications received without bank statements will not be considered.** If we need any further information from you, we will write and ask you to send it to us.

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

We will write to you with our decision, normally within 14 days of receiving your application and all supporting information.

**How much will I get?**

We cannot guarantee that by applying for help you will receive it. Our decision letter will tell you how much we can give you.

**How long will payments be made for?**

It depends on your circumstances and available funding.

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

Because these are discretionary awards there is no formal right of appeal. However, if you write to us within one month of the date of our decision letter, telling us the reasons why you disagree with our decision, we will review your application.

**Where can I get advice about debt?**

You can get free money advice from the following organisations:

|  |  |  |
| --- | --- | --- |
| **Citizens Advice Mid Mercia**  114 Church Street  Church Gresley  Swadlincote DE11 9NR | Tel 08082 787972 | [www.citizensadvicemidmercia.org.uk](http://www.citizensadvicemidmercia.org.uk) |
| **Community Together CIC**  The Hub, The Old Swimming Baths  Castle Grounds, River Drive  Tamworth B79 7ND | Tel 0808 175 4041 | [www.communitytogethercic.org.uk](http://www.communitytogethercic.org.uk) |
| **National Debt line** | Tel 0808 808 4000 | [www.nationaldebtline.co.uk](http://www.nationaldebtline.co.uk) |
| **Step Change Debt Charity** | Tel 0800 138 1111 | [www.stepchange.org](http://www.stepchange.org) |

*You can find more advice organisations at* [*www.gov.uk/debt-advice*](http://www.gov.uk/debt-advice)

**If you have any questions about this form, please contact us in one of the following ways:**

* Telephone 01827 709540.
* Email [benefits@tamworth.gov.uk](mailto:benefits@tamworth.gov.uk)
* Visit our Customer Services reception Marmion House, Lichfield Street, Tamworth, B79 7BZ. Opening hours are Monday, Wednesday, Friday between 10.00am and 2.00pm and Tuesday and Thursday 2.00pm - 6.00pm.

**Discretionary Payment application**

**Please tick which discretionary payment you are applying for:**

**Help with rental costs** **Help with Council Tax payments**

**Section 1: About you and your home**

|  |  |
| --- | --- |
| **Your name:** |  |
| **Your address:** |  |
| **Your National Insurance number:** |  |
| **Your Date of birth:** |  |
| **Your telephone number:** |  |
| **Your email address:** |  |

**1a) How many bedrooms are in your home? \_\_\_\_**

**1b) Is there anyone else who lives in your home with you?** *(please tick)* **Yes No**

# 

# If yes, please complete the following details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Person 1** | **Person 2** | **Person 3** | **Person 4** |
| Their Name |  |  |  |  |
| Their relationship to you |  |  |  |  |
| Do they contribute to the household financially? |  |  |  |  |

If more than four people live in your home with you, please add their details in **Section 5: Other Information** at the end of this form.

# Section 2: Your Income and Savings

We need to know about all your and your partner’s (if you have one) income and savings.

Please list what payments you receive, how much you receive and how often you receive the payments.

Please also list all bank/building society accounts you and your partner have (if you have one), as well as any other capital, savings, investments you (both) have.

**Remember to send your last two month’s bank/building society statements with this application.** If you receive Universal Credit, please send a copy of your latest breakdown with your application form.

|  |  |  |
| --- | --- | --- |
| **Income** | **How much received £** | **How often received** |
| *e.g Child Maintenance* | *£500.00* | *Every 4 weeks* |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

If you need to add more income, please add the details in **Section 5: Other Information** at the end of this form.

**Section 3: Your Outgoings**

From the table below, please list your outgoings stating how much you pay and how often. We may ask you to provide proof of them.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Outgoings** | **How much paid £** | **How often paid** |
| 3.1 | Rent |  |  |
| 3.2 | Council Tax |  |  |
| 3.3 | Water Rates |  |  |
| 3.4 | Electric |  |  |
| 3.5 | Gas |  |  |
| 3.6 | Other Fuel |  |  |
| 3.7 | Food |  |  |
| 3.8 | Telephone/Internet |  |  |
| 3.9 | Travel (please specify) |  |  |
| 3.10 | TV licence |  |  |
| 3.11 | Pet Food |  |  |
| 3.12 | Newspapers |  |  |
| 3.13 | Drinks/cigarettes |  |  |
| 3.14 | Leisure |  |  |
| 3.15 | Child's Pocket Money |  |  |
| 3.16 | School Meals |  |  |
| 3.17 | Clothing |  |  |
| 3.18 | Medical costs |  |  |
| 3.19 | Catalogue Payments |  |  |
| 3.20 | Bank Loans |  |  |
| 3.21 | Credit Card Payments |  |  |
| 3.22 | Maintenance |  |  |
| 3.23 | Child Care Fees |  |  |
| 3.24 | Fines |  |  |
| 3.25 | Buildings Insurance |  |  |
| 3.26 | Contents Insurance |  |  |
| 3.27 | Life Assurance |  |  |
| 3.28 | Pension Contributions |  |  |
| 3.29 | Social Fund Payments |  |  |
| 3.30 | Mobile Phone |  |  |
| 3.31 | Loans |  |  |
| 3.32 | Car Insurance |  |  |
| 3.33 | Road Tax |  |  |
| 3.34 | Car MOT |  |  |
| 3.35 | Vet Bills |  |  |
| 3.36 | TV/DVD rental |  |  |
| 3.37 | Cable/Satellite TV |  |  |
| 3.38 | Pet Insurance/ Expenses |  |  |
| 3.39 | Other expenses not listed (please specify) |  |  |

## Section 4: Your rent and/or Council Tax liability for your home

# *(if you don’t need help towards rental costs, please go straight to Part 4B – Council Tax liability).*

# Part 4A – Rental Liability

**4 a (i) Who do you rent your home from?** *(please tick which option applies to you)*

✓

|  |  |
| --- | --- |
| **I rent my home from the Council** |  |
| **I rent my home from a Housing Association** |  |
| **I rent my home from a Private Landlord** |  |

**4 a (ii) How much rent does your landlord charge you for your home and how often should you pay your rent?**

|  |  |
| --- | --- |
| **My landlord charges this amount of rent for my home** | **£** |
| **I must pay my rent every:**  *(eg week / calendar month / 4 weeks)* |  |

**4 a (iii) Why do you need help with your rental costs?**

*(please tick which option applies to you and provide evidence of the arrears/costs)*

✓

|  |  |
| --- | --- |
| * **I need help with my rent arrears**   **How much are your arrears? £\_\_\_\_\_\_\_\_**  *(Make sure you provide evidence of the arrears with this application)* |  |
| * **I need help with a rent deposit**   **How much is the deposit? £\_\_\_\_\_\_\_\_**  *(Make sure you provide evidence of these costs with this application)* |  |
| * **I need help with costs of moving into a new rental home**   **How much are these costs? £\_\_\_\_\_\_\_\_**  *(Make sure you provide evidence of these costs with this application)* |  |
| * **I need help with the shortfall in my rent**   **How much is the shortfall you must pay? £\_\_\_\_\_\_\_\_**  *\*\*If you are not a Council Tenant, make sure you provide evidence of your current rent liability with this application\*\** |  |
| * **Other reason:**   *(please provide more details, including amounts, and provide evidence of these costs with this application)* |  |

**4 a (iv) What action are you taking to reduce the problem and meet these costs?**

|  |
| --- |
|  |

**4 a (v) Please provide details in the table below of the Bank or Building Society account that Discretionary Housing Payments, if awarded, should be made to.**

|  |  |
| --- | --- |
| **Name of Bank/Building Society:** |  |
| **Bank Account Number:** |  |
| **Bank Account Sort Code:** | * - |
| **Name(s) of the Account Holder(s) as shown on the Bank Account:** |  |

Please note – any awards to help with rent arrears will be paid to your landlord. Make sure you provide your landlord’s bank details in the table above

# Part 4B – Council Tax liability

|  |  |
| --- | --- |
| **What is your Council Tax account reference number?**  *(This is a 9-digit number beginning with 1 and is shown on the front of your Council Tax bill. Discretionary awards are credited to the Council Tax account)* | **1 \_ \_ \_ \_ \_ \_ \_ \_** |
| **Who else is responsible for paying the Council Tax charge for your home?**  *(This will be your partner or other occupiers, and the details are shown on the front of your Council Tax bill)* |  |

## Section 5: Other Information

Please add any further information into the box below to support your information, e.g. other types of income or other people who live in your home that you haven’t already told us about.

|  |
| --- |
|  |

**Section 6: Checklist and Declaration**

**6A Checklist**

* Have you fully completed Section 1?
* Have you entered all your income in Section 2?
* Have you entered all your outgoings in Section 3?
* Have you fully completed section 4?
* Have you got your last two month’s bank statements for each bank/building society you have ready to submit with your application?
* Have you completed the box in Section 5 if there is any other information you think helps your application?

**6B Declaration**

Please read and sign the following declaration before sending your application to us. **Applications that are not signed will not be considered**.

I understand that:

• if I give information which is incorrect or incomplete, the Council may take action against me, which could include prosecution.

• the Council will use the information I have provided to process my application and may check some of the information with other council departments or the Department for Work and Pensions.

• the Council may use any information I have provided in connection with this and any other claim for social security benefits I have made or may make. The Council may give some information to other government organisations, if the law allows this. My partner (where appropriate) agrees to me making this application for both of us.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |

Once you have completed your application please return it, along with all relevant documentary evidence and information to the **Benefits Team** at:

**Tamworth Borough Council, Marmion House, Lichfield Street, Tamworth, B79 7BZ**

Email: [benefits@tamworth.gov.uk](mailto:benefits@tamworth.gov.uk)

Website: [www.tamworth.gov.uk](http://www.tamworth.gov.uk)