



BOROUGH OF HYNDBURN
HOME OF THE ACCRINGTON PALS

**BENEFITS, REVENUES
AND CUSTOMER CONTACT**
Accrington Town Hall
Broadway Offices
Accrington
BB5 1EZ

Discretionary Housing Payments and Council Tax Support Exceptional Hardship Fund

This information guide and application form is for both Discretionary Housing Payments and Council Tax Support Exceptional Hardship Fund payments – as we require very similar information to process these applications we have made it easier for you to apply on one form. However, the two funds are administered separately using different regulations and your application will be assessed twice using different policies which may mean that you are awarded payment from one fund but not both.

Discretionary Housing Payments

Sometimes people need short term extra help towards their rent to support them while they find cheaper housing or re-organise their budget or they may need help with payments for deposits, rent in advance or removal fees. Discretionary Housing Payments are payments awarded at the discretion of Hyndburn Borough Council. They are not payments of benefit but you must be in receipt of Housing Benefit to qualify.

Council Tax Support Exceptional Hardship Fund

The Council Tax Support Exceptional Hardship Fund has been set up by the Council to assist applicants of Council Tax Support who are facing exceptional financial hardship. The fund has been created to provide further financial assistance where an applicant is in receipt of Council Tax Support and is suffering exceptional hardship. You must be in receipt of Council Tax Support to qualify.

How can I apply?

Please complete the form on the next few pages. Please provide as much detail as you can. Once you have completed the form, please return it to the address detailed above along with any supporting evidence the form asks for and your application will be considered by one of our senior assessment officers. We may need to contact you about your application, so please ensure that you include your telephone number. Please return this form as soon as possible as it may affect your payments.

What happens next?

We may need to contact you to ask you to provide proof of the details you have provided on this form. We aim to write to all applicants within two weeks of receiving their application.

Where to send this form

You can provide this information by post to the address at the top of this page or by using our secure postbox on the outside of our Broadway Offices.

We are open for enquiries from 9am-5pm on weekdays (Wednesdays from 10am)

Discretionary Housing Payments and Council Tax Support Exceptional Hardship Fund

Section 1: Your details (the applicant)

Your Council Tax Support reference number

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Your Title:

Your surname:

Your first name(s):

Your date of birth:

Your full address:

Postcode:

Preferred telephone number:

Email address:

If someone else is helping you with this form, please give their details:

Their surname:

Their first name(s):

Their full address:

Postcode:

Their preferred telephone number:

Relationship to you:

Please tell us which fund you are applying for:

DHP

EHF

Both

For Discretionary Housing Payments, please tell us why you are applying:

For a
rental
deposit

For rent
in
advance

For
removal
fees

For my
rent

Section 2: about your current circumstances

To help us make a decision we need information about your current financial circumstances and what in particular has caused you hardship. For each answer, if you have any documents to support the information you have provided, please provide it with this form. Originals will be returned to you. Please answer each question with as much detail as you can.

1. What is the address that the request for help is for?

2. How much is the rental deposit/rent in advance? And what period does this cover? Please provide evidence of deposits or rent in advance.

3. Who is the landlord of the property?

4. How much are the removal fees? Please provide evidence of charges.

Questions 5 - 12 are about your rent – please answer these questions if you are applying for a Discretionary Housing Payment for help with your rent:

5. When did you move in to this address? If it was within the last 12 months please provide your previous address.

6. Were you able to afford the rent when you moved in? If so, how?

7. Have you asked your landlord to reduce your rent? If so what was the outcome?

8. If you owe rent, how much do you owe? Please provide a copy of your rent book and any evidence of rent arrears.

9. What is your landlord doing to get this money?

10. Have you been served with a notice to quit by your landlord?

11. Do you have anyone that could help you with accommodation or with your rent, even temporarily?

12. If your request is based on a medical need for you or someone in your household, please give any details that you think are relevant to your claim:

Please answer questions 13-16 if you are applying to the Council Tax Support Exceptional Hardship Fund:

13. Is the property undergoing any major structural renovations?

14. Is the property occupied? If not by you, please provide the occupant's details:

15. Please outline other current debts and how you are meeting these payments. Please specify if any debts are subject to any court orders.

16. Please outline how you are paying for utilities and food.

Questions 17-23 are for all applicants.

17. Has there been a death in the household in the last 12 months?

18. Do you have any savings or property here or abroad?

19. Are you receiving financial support from any other fund or have you applied to any other hardship funds? If so, please tell us which:

20. What are the current circumstances which are causing you hardship?

21. How long do you expect these circumstances to continue?

22. What have you done to improve this situation?

23. Please provide any additional information you think will support your claim. Please continue on a separate piece of paper if you need to:

Section 3: statement of income and expenditure – for all applicants.

Please provide details of all people living with you:

Name	Date of Birth	Relationship to you

Please provide details of all income for you and your partner if you have one:

Type of income	You: £ per month	Your partner: £ per month
Wages		
Jobseeker’s allowance (JSA)		
Employment Support Allowance (ESA)		
Incapacity Benefit		
Income Support		
Working Tax Credits		
Child Tax Credits		
Child Benefit		

Pension Credit		
Saving Credit		
Maintenance payments		
Disability Living Allowance		
Personal Independence Payments		
Universal Credit		
Any other income		

Please provide proof of all income listed above.

Please provide details of all expenditure for you and your partner combined if you have one:

Type of expenditure	Amount per month
Rent/Mortgage	
2 nd mortgage or secured loan	
Council Tax	
Water Rates	
Gas	
Electricity	
Food/household expenses	
TV Licence	
Building and contents insurance	
Telephone bills (including all mobile phones)	
Sky or cable television	
Internet or broadband	
Car payments	
Car insurance	
Petrol	
Other travel expenses	
Medication inc. prescription charges	
Clothing/laundry	
Credit cards	
Loans	
Store cards	
Hire purchase agreements	
Socialising (including cigarettes)	
Child care	
Child maintenance	
Student loans	
Court fines	
Any other insurance (inc. life, ill health etc.)	

Any other expenditure (please specify below)	
1.	
2.	
3.	
4.	
Total expenditure:	£

Section 4: declaration

I declare that the information I have given on this form is true and correct. I understand that I may be prosecuted if I try to get a Discretionary Housing Payment and/or Council Tax Support Exceptional Hardship Payment dishonestly. I authorise Hyndburn Borough Council to make enquiries necessary to verify the details I have given on this form.

Your signature:

Date

Section 4a: declaration to be signed if you have completed this form on behalf of someone else:

I declare that the information I have given on this form is true and correct. I understand that I may be prosecuted if I try to get a Discretionary Housing Payment and/or Council Tax Support Exceptional Hardship Payment dishonestly on behalf of the person named in Section 1 as the applicant.

I confirm that I have been given permission by the applicant to complete this form on their behalf. I confirm that I understand that I may not be entitled to any information about this applicant or this application as a result of completing this form. I authorise Hyndburn Borough Council to make enquiries necessary to verify the details I have given on this form.

Your signature:

Date: