

COUNCIL TAX

Section 13a Discretionary Application

Council Tax Discretionary Relief is intended for customers who are suffering from hardship due to exceptional circumstances.

Name	
Council Tax Account Number:	
Address:	
Email:	

Please give full details of why you need additional financial help, and what effects a shortfall in funds to meet your costs will have on you and your family:

Section 1: Reasons for your application I am applying for additional support because....

Section 2: About your household

Please provide your details and those of other adults in the household:

Full Name	Date of Birth	NINO	Disabled (Y/N)

How many dependent children do you have living with you (under 18 or 18-20 in full-time education):

Please give their details below:

Full Name	Date of Birth	Disabled (Y/N)	Child Benefit in Payment (Y/N)

Section 3: Accommodation and housing costs

Homeowner		Rental Properties	
Mortgage payment per month	£	Rent payment per month	£
Payment holiday requested from bank Y/N		Rent support requested from landlord Y/N	
Agreed by bank Y/N		Are you under threat of eviction Y/N	
Until (date)		What date have you been asked to leave?	

Section 4: About your household income and outgoings – Please note you must supply supporting evidence for any items marked * by including your last 2 months bank statements along with this application

Income	How much (£)	How often	Outgoings	How much (£)	How often
Net wages (for you)			Mortgage / Rent *		
Net wages (partner or other adult/s resident)			Arrears of the above*		
Self-employed earnings			Council Tax		
Working Tax Credit			Arrears payment of the above		
Child Tax Credit			Electricity		
Child Benefit			Gas		
JSA			Arrears of the above*		
Income Support			Water		
Pension Credit			Child care		
State retirement pension			Food		
Private Pension			Clothing		
Maintenance received			Telephone/Internet		
Incapacity Benefit			TV Licence		
Disability Living Allowance			Petrol / car costs		
Personal Independence Payment			Maintenance*		
Universal Credit			Credit payments*		
Any other income			Insurance		
Total Income			Total Outgoings		

Section 5: Declaration

I declare that the information I have given on this form is correct and complete. I understand that you will share the information you hold to prevent errors and detect fraud. I accept that you may prosecute any person who gives incorrect, incomplete or misleading information to fraudulently claim a discount from Council Tax.

I understand that any support given is short term. Both the amount of the award and period of the award will be determined at the discretion of the Council and will be done so on the basis of the evidence supplied and the circumstances of the application.

Signed:	Print Name:
Date:	Contact Number:

What happens next?

Barrow Borough Council will process your application and aim to notify you of the decision within 14 days of the application being made, or as soon as practicable. Where an award is made, the notification will set out the amount and duration of the award, where an award is refused, the notification will detail the reasons for refusal.

Please return the completed form to counciltax1@westmorlandandfurness.gov.uk along with:

- Copies of your last two months bank statements;
- Copies of evidence to support your assertion under section 1 above.

For any questions, please contact the council tax team on 01229 404242, or via email : counciltax1@westmorlandandfurness.gov.uk