



ADUR & WORTHING
COUNCILS

Revenues & Benefits

Adur & Worthing Councils
Portland House
44 Richmond Road
Worthing
West Sussex, BN11 1HS
www.adur-worthing.gov.uk

**APPLICANTS MUST BE IN RECEIPT OF COUNCIL TAX SUPPORT
TO APPLY FOR THIS DISCRETIONARY PAYMENT**

Discretionary Council Tax Support application

Council Tax Account Number:

Benefit Claim Number:

Please complete all of the sections in this form and return it to the address shown above.

Your name:

Address of the property that your application is for:

Please explain why you, or a member of your family, will suffer exceptional financial hardship if you do not get extra financial help with your Council Tax:

What are the circumstances that are causing you exceptional financial hardship?

We will normally award any extra help from the Monday after the date we receive this form. However, we can consider awarding help starting from up to twelve months ago. What date would you like any extra help to start from and why?

How long do you expect your current exceptional financial hardship to continue and why?

What have you done to try and improve your financial situation before you made this claim?

How much help do you think you might need?

Either

The weekly amount:

(£).....

Or

The monthly amount:

(£).....

Or

The total amount:

(£).....

If you don't receive extra help how this will affect you and your family?

About your Savings, Investments and other assets including property

We need to know if you and your partner have any bank accounts, savings investments or property in the United Kingdom or abroad.

You must provide proof of any savings and investments or property with this application form

| | | | |
|---|--|----------------|---------------------|
| Bank accounts (name) including ISAs | Sort Code | Account Number | Account Balance (£) |
| Building Society accounts (name) including ISAs | Sort Code | Account Number | Account Balance (£) |
| Post Office accounts | | Account Number | Account Balance (£) |
| | Premium Bonds | Total held: £ | |
| | Income Bonds/Pensioner Bonds/Capital Bonds | Total held (£) | |
| | Money or property held in a Trust | Total held (£) | |

Do you or your partner have any other savings or investments that are not mentioned in the headings above? If so, please give details below:

Please complete the financial statement below to tell us about all the weekly income and expenditure for both you and your partner:

| Weekly Income | | Weekly Expenditure | |
|--------------------------------|---|-----------------------------|---|
| Your net Pay | £ | Rent / Mortgage | £ |
| Your partner's net Pay | £ | Council Tax | £ |
| Child Benefit | £ | Water charges | £ |
| Jobseeker's Allowance | £ | Electricity | £ |
| Income Support | £ | Gas | £ |
| Incapacity Benefit | £ | Telephone | £ |
| Employment & Support Allowance | £ | TV Licence | £ |
| Disability Allowances | £ | Food | £ |
| Working Tax Credit | £ | Motoring** | £ |
| Child Tax Credit | £ | Loans / Hire Purchase* | £ |
| Pension Credit | £ | Overdrafts* | £ |
| State Pensions | £ | Court Orders* | £ |
| Private / Occupational Pension | £ | Insurances* | £ |
| Maintenance received | £ | Catalogues* | £ |
| Rental Income | £ | Credit Cards / Store Cards* | £ |
| Family Contributions** | £ | Fares / Travel** | £ |
| Other income** | £ | Maintenance Paid* | £ |
| Other Income** | £ | Other expenditure** | £ |
| Total Income | £ | Total Expenditure | £ |

* Supporting documentation must be provided ** Please provide details on a separate sheet

Your Declaration: Please read this declaration carefully before you sign and date it.

I understand the following;

- If I give information that is incorrect or incomplete you may take action against me, which may include prosecution.
- You may make the information provided (together with Housing Benefit, Council Tax Support and Council Tax records) available to Officers and Members of the Council so that a decision about my application for a Discretionary Housing Payment/ Discretionary Council Tax Support can be made.
- You may check some of the information with other sources within the Council, the Rent Service and other Councils.
- You may use the information I have provided in connection with any claim for benefits I have made or may make and for my Council Tax liability.
- You may give some information to other government organisations, if the law allows this.
- You will put the information I have given on this form into a database and use it to maintain records for Discretionary Housing Payment, Housing Benefit and Council Tax Support. You may also cross-check it against Council Tax & Non-Domestic Rate records.
- The address where I am claiming benefit is the place where I normally live.
- I know I must always tell the council about any changes in my circumstances that might affect my claim. If I do not tell you about any changes of circumstances and you pay me too much as a result, I will have to pay back any overpayment and I may be prosecuted.
- I declare the information I have given on this form is correct and complete.

Signature of person claiming Date

Partner's signature Date