

# Council Tax Reduction and Discretionary Housing Payment Income & Expenditure form



South Hams District Council



West Devon Borough Council

Please complete all sections as fully as possible.

<b>Name:</b>		<b>Benefit Ref:</b>	
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<b>Address:</b>	
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## Your weekly household budget

Weekly outgoings	
Food	£
Household Items	£
Clothing	£
Rent	£
Rent Arrears	£
Council Tax	£
Council Tax Arrears	£
Electricity	£
Gas	£
Coal/Heating Oil	£
Water Rates	£
Telephone	£
TV/DVD/Video Rental	£
Insurances	£
Car Expenses	£
Petrol	£
Bus Fares	£
Childcare Costs	£
Travel to work	£
HP Payments	£
Loan Payments	£
Credit Card Payments	£
Others (please give details)	
	£
	£
	£
	£
	£
	£
<b>Weekly Total</b>	<b>£</b>

Weekly income	
IS/JSA/ESA Other Benefits	£
Wages for you	£
Wages for your partner	£
Child Benefit	£
Child Tax Credit	£
Working Tax Credit	£
Pension Credit	
DLA (Mobility)	£
DLA (Care)	£
Attendance Allowance	£
Maintenance Received	£
Others (please give details)	
	£
	£
	£
	£
	£
	£
	£
<b>Weekly Total</b>	<b>£</b>

## 1. Why do you need this extra help?

Tell us about your weekly income within the household and the way you spend it.

- Can you get help towards the shortfall in your housing costs from other members of your family?
- What sort of contribution are you prepared to make, to meet the shortfall?
- Tell us about any debts you have and how much they are, including any rent or Council Tax Arrears (continue on a separate sheet of paper if necessary and provide evidence of any rent arrears).

Based on your budget, what is the most you can afford to pay towards your rent?

£  a week

Based on your budget, what is the most you can afford to pay towards your Council Tax bill?

£  a month

## 2. What are your family circumstances?

Tell about any disabilities, health problems, special needs etc. for you or your family. Has your property been adapted to assist with any disability? If you receive DLA or PIP how do you spend this money? (continue on a separate sheet of paper if necessary).

**If you own your property and are applying for help with your Council Tax only go straight to Question 6. Declaration**

### **3. What have you done to help yourself?**

Tell us if you have tried to re-negotiate the rent with your landlord, you have looked for cheaper accommodation or signed up with Devon Home Choice. Is there a particular reason why you cannot move, were you aware that your rent would not be met in full when you accepted the tenancy and if so, how you had planned to meet it. Have you sought any debt advice and if so where from?

### **4. If you have recently moved to this address please explain the reason for your move.**

### **5. Is there anything else that you can tell us about your need for a discretionary housing payment?**

## 6. Declaration

**Please check that you have completed the form accurately and then read and sign the following declaration.**

**I understand all of the following:**

- If I give information that is incorrect or incomplete you may take action against me. This may include court action.
- You will use the information I have provided to check my claims for Discretionary Housing Payments, Council Tax Reduction / Housing Benefit. You may check some of the information with other council records and with other councils.

I know that I must let the Benefits Team know about any changes in my circumstances that may affect my claim.

I declare that the information I have given on this form is correct and complete.

I give consent for the details in my application to be shared with the councils Housing Department for the purposes of Homelessness Prevention and enquiries and with the Ministry of Housing and Communities and Local Government for the purposes of statistical data analysis.

Signature of person claiming

Your daytime telephone number

If someone else has helped you complete this form, please give their details here:

Full Name

Relationship to you

**Please email your completed form to - [benefits@swdevon.gov.uk](mailto:benefits@swdevon.gov.uk)**



**South Hams  
District Council**



**West Devon  
Borough Council**