



STROUD DISTRICT COUNCIL

Council Offices • Ebley Mill • Ebley Wharf • Stroud • GL5 4UB

www.stroud.gov.uk

Email benefit.services@stroud.gov.uk

Discretionary Council Tax Hardship Payment

You may apply for a Discretionary Council Tax Hardship Payment (DCTHP) if you are already entitled to Council Tax Support, but receiving less than the full amount. Please bear in mind that many people will be getting less benefit following government welfare reforms. You must explain:

1. Why you need a DCTHP; and
2. Why it is exceptional / unusual

You should send in evidence in support of your application wherever possible. We will contact you if we need additional evidence. Please note if you are receiving Universal Credit we will need to see your award letter in full

Claim No: _____ **Name:** _____

Address: _____

I or a member of my family will suffer difficulty if I do not receive additional help.

The need is: _____

I think I should receive further financial assistance because: _____

You must answer the following questions because this will be taken into account when we consider your application, and we will check your responses.

What are you doing to help yourself? Please circle the correct answer. Are you:

- Have you contacted Citizens Advice for help with:
 - Debts? Yes / No
 - Budgeting? Yes / No
 - Any other help? Yes / No
- Have you contacted any other body for help with debt advice / budgeting?

- If your property is adapted for your disability, what are the adaptations?:

Do you want to tell us anything else, not mentioned already, that you think will help your application?

Signed: _____

Date: _____



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REQUEST FOR INFORMATION

Please complete and return this form within 14 days.

If you need help in completing the form, please telephone or visit us at Ebley Mill.

	You	Partner
1. Employment Details – If you are not employed, go to question 3		
Employer(s) Name (Main job):	<input type="text"/>	<input type="text"/>
Employer(s) Address (Main job):	<input type="text"/>	<input type="text"/>
Pay reference or works number (if known):	<input type="text"/>	<input type="text"/>
Department/shift you work in:	<input type="text"/>	<input type="text"/>

	You	Partner
2. Pay Details – What is your normal take home pay, including overtime and bonuses?		
Main job:	<input type="text"/>	<input type="text"/>
2nd Job (if you have one)	<input type="text"/>	<input type="text"/>
How often do you get paid and what date?	<input type="text"/>	<input type="text"/>
Are there any deductions (other than Tax, National Insurance and Pension contributions) made from your wages? If YES, please give details		
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
If self-employed, what are your average earnings?	<input type="text"/>	<input type="text"/>

3. Other income – **Please indicate whether figures are weekly or monthly**

	You	Partner
Income Support/Job Seekers Allowance/ Employment and Support Allowance		
Child Benefit		
Child Tax Credits		
Maintenance		
Disability Living Allowance / Personal Independence Allowance: NB please tell us if you have a mobility vehicle		
Attendance Allowance		
Universal Credit: <ul style="list-style-type: none"> • Living costs • Housing Costs 		
Carer's Allowance		
State Retirement Pension		
Private pension / works pension / annuity		
Income from investments		
Housekeeping from other household members		
Any other income		

4. Dependants

Do you have any dependants within your household, for example, children or an elderly relative?

If yes, please give details (including age):

5. Outgoings – Please state your family’s outgoings and **indicate whether weekly / monthly.**

Amount £		Amount £	
Rent arrears		Petrol /diesel	
Council Tax		Motoring costs (road tax, insurance, etc)	
Housekeeping (food)		Public transport costs	
Water rates		Clothes	
Electricity		School meals	
Gas		Childcare costs	
Any other fuel		Maintenance you pay	
TV licence		Insurance including life, building, contents, etc	
Internet		Cigarettes / alcohol	
Telephone		Prescription (if you pay)	
Mobile Phone		Any other expenses	

Please continue below if there are any further details/expenses you would like us to be aware of.

6. Loans / other debts

Provide details of loans and other weekly payments

Amount £		Amount £	
Mortgage		Credit card 2	
Personal Loan		Catalogue	
Other Loan (please say what)		Hire purchase	
Court orders / fines		Store cards	
Credit card 1		Any other debt/loan	

7. Are there any other relevant details you wish to add?

8. Declaration

- I/We declare that the information given on this form is true and complete.
- I/We will let you know if there are any changes of circumstance in my household.
- I/We understand you may check any of the information I have given
- I/We understand that I give false or incorrect information I will be asked to repay any overpayment and I may be prosecuted
- The Council must protect the public funds it administers and so may use the information provided on this form to deter and detect fraud. The Council may share this information, for the same purposes, with other organisations that handle public funds; this includes other departments in the Council
- You will use the information I/we have provided for my Housing Benefit or Council Tax Support claim and the information provided on this form to process my DCTHP application.

You

Partner

Signed

Print your full name

Date

HAVE YOU FILLED IN THE EXPENDITURE SHEET COMPLETELY AND MARKED IF PAYMENTS ARE WEEKLY OR MONTHLY? We will return forms that are not completed

You will find our full DCTHGP policy at www.stroud.gov.uk on our benefits link.

Please note that we can only award DCTHP to cover the Council Tax charge, and not any other amount payable, ie, Court Costs, Enforcement Fees, etc.

How to get more help

Financial Advice

Citizens Advice offers a debt counselling service. They are experts in dealing with and advising people on money and legal problems. They can help you contact the people you owe money and work out a payment plan. Their phone number is 0808 800 0510.

Christians Against Poverty (CAP) also offer debt counselling. Contact them on 0800 328 006 or visit their website www.capdebthelp.org.