



# Discretionary Housing and Council Tax Payment Application

## Section 1

## About yourself

Name Address

Phone

Number: Claim

E mail:

Ref:

## Section 2

## Application Type

**I am applying for a discretionary payment for (please tick box):**

Housing Benefit Shortfall

Rent in Advance/Deposit

Universal Credit

Council Tax Assistance

Shortfall Other

**Please specify the reasons you are applying for discretionary payments, why do you need extra help? If you are in receipt of Universal Credit please supply a copy of your tenancy agreement and Universal Credit award letter.**

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**Section 3**

**About you**

**Why do you need to live at this address?**

**Please state any specific reasons e.g. adapted accommodation, care and support, schooling, health etc.**

(Please continue on a separate sheet if required)

**Is your situation likely to change in the next 6 – 12 months?**

(Please continue on a separate sheet if required)

**Have you considered what other options you may have to improve the situation?  
e.g. increase working hours, overtime, look for alternative accommodation, obtain  
other assistance i.e., benefit check for income maximisation.  
Have you asked for help from any other agencies or organisations? If so who?**

(Please continue on a separate sheet if required)

**Section 4**

**Housing Details**

Were you able to afford the rent/ council tax when you moved into the property? If yes what has changed?

Have you asked the landlord to reduce the rent? If so please give details.

Have you tried to find cheaper accommodation? If yes please advise what actions you have taken If no please advise why?

Is there any reason why you could not move if you found cheaper accommodation?

Do you have any other means at your disposal to help you with your rent? (E.g. is there anyone else willing to make the shortfall, is there anyone who lives with you that could help you with your rent etc.) – please give details.

Have your circumstances changed recently causing you hardship? If yes, please let us know when the change happened and what the change was.

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<b>Section 5</b>	<b>Income and Expenditure</b>
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Type of Income	How Much	How often
Take home pay from employment		
Works Pension		
Private Pension/Annuities		
Universal Credit		
Income Support/Job Seekers Allowance		
Working Tax Credit		
Child Tax Credit		
Child Benefit		
Child Maintenance		
State Pension		
Any other Income		
<b>Total Income</b>		
Disability Benefits i.e. DLA or PIP		
Current balance of all bank accounts		
Any other assets or savings total value		

<b>Credit Agreements, Fines and Other Costs</b>
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Type of Debt	Amount paid	Frequency	End Date	Amount Outstanding
Rent Arrears				
Mortgage Arrears				
Council Tax Debt				
Hire Purchase				
Provident/Clubs/Catalogues				
County Court debts				
Magistrate Court Fines				
Other fines				
Other please specify				
<b>Total Debts</b>				



<p><b>Additional Information</b></p> <p>Please provide relevant proof of your circumstances to enable us to consider your circumstances in full.</p> <p>Note: This is not compulsory; it is your choice whether or not you want to provide these details, but providing it will help us make an informed decision.</p>
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	Enclosed	To Follow
Letter from social/welfare agency		
GP or consultant letter		
Proof of rent arrears		
Proof of mortgage arrears		
Proof of loans		
Proof of court orders/fines		
Other please specify		

<p><b>Section 6</b></p>	<p><b>Declaration</b></p>
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	Date
Signature of applicant:	
Completed by:	
Signed on behalf of:	
Relationship to applicant:	

Please return this for to:

**Buckinghamshire Council, Chiltern Area**

Revenue and Benefits Section, King George V House, King George V Road, Amersham HP6 5AW

**Buckinghamshire Council, South Bucks Area**

Revenue and Benefits Section, Council Offices, Capswood Business Centre, Oxford Road, Denham UB9 4L

ClassificationMarking

We will reply to you in writing, telling you about our decision.