

## Council Tax Hardship Application: Stage 1 of 2.

Please download and complete this financial statement form.  
Then email it to us at the email address below.

Email Address: [hbenefits@redditchbc.gov.uk](mailto:hbenefits@redditchbc.gov.uk)

Please note that both stages 1 and 2 needs to be complete in order for us to proceed with your council tax hardship application.



# Financial Statement

Name.....

Council Tax Reference number .....

Email address.....

Contact Telephone number .....

Date of Birth ..... N I Number .....

Dependant Children Under 16 ..... 16-18 .....

Other Dependants ..... Total no. of people in household .....

Income £	Weekly	Monthly	Annual
Wages/salary - Name and address of employer			
Wages/salary (Partner) - Name and address of employer			
Universal Credit			
JSA/JSA (c)			
ESA/ESA (c)			
Income support			
Child Benefit			
Child Tax Credits			
PIP/DLA Living Component			
PIP/DLA Mobility Component			
Attendance and/or carers allowance			
Money from other people including maintenance payments			
Other state Benefits i.e. state maternity pay/pensions			
Bereavement Benefits			
Severe Disability allowance			
Student grant/loan			
Income from non-dependent contribution*			
<b>Total income £</b>			

\* This is any financial contribution someone who lives with you who is not a dependent child (under 18) or your partner, that is able to contribute to the household income.

**Please provide copies of your last 2 months payslips and bank statements showing your self employed income/wage or benefit payment.**

<b>Outgoings £</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annual</b>
Mortgage/Rent			
Second mortgage/secured loan (after Ground rent/service charges (after benefit)			
Buildings/contents insurance			
Life insurance/endowment			
Council tax			
Gas			
Electricity			
Water			
Food/housekeeping			
Car costs - Petrol			
- Insurance			
- Tax			
- MOT / Repairs			
Travel costs			
Internet/landline			
Mobile			
TV licence			
TV packages Sky, Virgin, BT			
Clothing			
Prescriptions/health costs			
maintenance payments			
Cigarettes/alcohol			
Other			
<b>Total outgoings £</b>			

<b>Priority debts £ (Type of debt)</b>	<b>Money owed</b>	<b>Payments negotiated to pay off debts (weekly/monthly)</b>
Rent arrears		
Mortgage/2nd mortgage arrears		
Council tax arrears		
Gas arrears		
Electricity arrears		
Fines/Court orders		
Maintenance arrears		
Other		
<b>Total £</b>		

***Please note we may require you to provide evidence of your outgoings. Any supporting documentation requested must be dated within the last 3 months.***

<b>Non-priority debts £ (fill in name of creditor).</b>	<b>Money Owed.</b>	<b>Offer (weekly/monthly)</b>

<b>Total £</b>
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**Redditch Borough Council Debt** *(Please provide account numbers for all accounts with outstanding balances owed to the local authority)*

<b>Account Number or Invoice Number(s)</b>		
<b>Offer of payment £ (Amount, frequency, method)</b>		

**Vulnerabilities**

If you consider that you are a vulnerable household could you please provide details of who in your property is vulnerable, the nature of their vulnerability and how this affects the ability to pay or deal with this debt.

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<b>Signed</b>		
<b>Date</b>		
<b>Name/details/signature of person completing form other than customer</b>		

This completed form will be accepted by email to [hbenefits@redditchbc.gov.uk](mailto:hbenefits@redditchbc.gov.uk), by post or in person

**“Arrangements will not be considered unless the form is completed in full and returned with your last 2 months bank statements for all accounts held by yourself and your partner if you are a couple. Further documentary evidence may be required.”**

## Privacy Notice

The information the council collects is required for the calculation of entitlement to the Council Tax Hardship Scheme. We will use the information in order to assess your eligibility to receive support in accordance with The Local Government Finance Act 2012 amended by Section 13A of the Local Government Finance 1992. The Hardship Fund Policy forms part of this Scheme.

The information we will collect about you, your family and other parties is:

- Household income and expenditure (financial statement form) with details of households finances.
- Name, address, phone number, email address, existing claim number.
- Information about any health problems the claimant and/or members of their household are experiencing that are having an impact on their financial circumstances.
- Information about other adult members (non-dependants) of the household and their financial contribution towards the household finances.

If you don't provide the information, we will not be able to assess your eligibility to the scheme or make an award.

We will make a decision on whether to award your application based on your eligibility, and your reasons for applying. This will not be automated.

We will check some of the information with other sources to ensure the information you have provided is accurate or if there is further benefit or support that could be provided to you.

All remaining information can be found in the wider Housing Benefit's Privacy Notice on our website at <https://www.redditchbc.gov.uk/council/corporate/your-access-to-information/privacy-notice/housing-benefit-privacy-notice.aspx>