

Discretionary council tax relief

Application form



Please complete this form to apply for discretionary council tax relief – for example if you are experiencing exceptional financial hardship, or if your council tax support has reduced and as a result you are experiencing exceptional financial hardship. To find out more about our relief policy, visit www.lichfielddc.gov.uk/discrelief

Please complete this form in full before submitting it. Please also provide all necessary evidence. Please email your completed form to revenues@lichfielddc.gov.uk

If you do not complete the application form in full or provide the relevant information, we may not be able to process your application.

1. Your details

Name	
Address	
Contact number	
Email address	

Please ensure that we have your current telephone number and e-mail address. If we need to contact you about your application, we will phone first, and then email.

2. About your circumstances

Discretionary relief for council tax, in most cases, is only a temporary measure and it is vital that you find a more permanent and sustainable solution to your living costs. Listed below are some alternative solutions that you need to have considered.

If you cannot do any of the suggested solutions, please tell us why (for example: *'I have registered with Homes Direct and have contacted estate agents to get a smaller property' or 'There are no other adults living in the household'.*)

Question	Yes/No	Please explain your answer in full
Are you applying because your council tax support has dropped because of the new council tax support scheme?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you considered moving to a house in a lower band? <ul style="list-style-type: none">If 'yes', please tell us what you have done to find another property.If 'no' please tell us why you could not move house.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you are in private rented accommodation, have you asked your landlord to consider reducing your rent? <ul style="list-style-type: none">If 'yes' please tell us what the outcome was.If 'no', please tell us why you have not approached your landlord.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Question	Yes/No	Please explain your answer in full
If you are working, can you increase your hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have anyone living with you that could contribute to the household? <ul style="list-style-type: none"> If 'yes' and they are not contributing anything, please tell us why. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you considered taking in a lodger? (subject to the landlord's permission) <ul style="list-style-type: none"> If 'yes' please tell us what you propose to do. If 'no' please tell us why you cannot consider this. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you and/or your partner are of working age, able to work but not working, are you looking for employment? <ul style="list-style-type: none"> If 'yes' please tell us what you are doing to find employment. If 'no', please tell us why. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have outstanding debts or have difficulty budgeting, have you sought professional advice? <ul style="list-style-type: none"> If 'yes' please tell us when and who you saw for advice. If 'no' please tell us why you have not sought advice. 	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please note: If you have answered 'no' to all of the above questions and have not provided compelling reasons why they are not suitable options, it is unlikely that you will be awarded any discretionary relief.

3. Your financial situation

We need to compare your income to expenditure. Please tell us about your income and capital (including current accounts) from all sources. **If you do not complete this section, we cannot process your application.**

Your income

Type of income	How much?	Frequency of payment i.e. weekly/fortnightly/monthly
Your net wages		
Your partner's wages (if appropriate)		
Benefits/allowances (please list). Evidence required: <ul style="list-style-type: none"> Please provide proof of Universal Credit. If you have any deductions taken from your benefits, please provide the notification letter that confirms the amounts. 		
Tax credits		
Child maintenance		
Pensions		
Contributions from people living with you		
Any other income – please tell us what it is.		

Your savings and money in accounts

Including post office, bonds, current accounts etc.

Name of bank/building society etc.	Type of account	Current balance
		£
		£
		£
		£

Your expenditure

Including post office, bonds, current accounts etc.

Type of expenditure	How much?	Frequency of payment i.e. weekly/fortnightly/monthly
Rent or mortgage payments	£	
Council tax	£	
Gas Evidence required: <ul style="list-style-type: none">Please send us evidence of this i.e., latest bill or last two months receipts	£	
Electricity Evidence required: <ul style="list-style-type: none">Please send us evidence of this i.e., latest bill or last two months receipts	£	
Water Evidence required: <ul style="list-style-type: none">Please send us evidence of this i.e., latest bill or last two months receipts	£	
Food	£	
Household toiletries	£	
Clothing	£	
Health related expenditure (i.e., cost of prescriptions, glasses etc) Details required: <ul style="list-style-type: none">Please include details of what the expenditure is.	£ Details:	
Phone (landline)	£	
Phone (mobile)	£	
Home Broadband/Internet	£	
Sky/cable TV package	£	
Buildings and contents insurance	£	
Life insurance	£	
School meals	£	
Childcare costs	£	
Maintenance/child support	£	
TV license	£	
Court fines Evidence required: <ul style="list-style-type: none">Please send us evidence of your payments	£	
Vet bills and/or pet insurance	£	
Car tax	£	
Car insurance	£	
MOT or other running costs	£	

Type of expenditure	How much?	Frequency of payment i.e. weekly/fortnightly/monthly
Petrol/diesel Details required: <ul style="list-style-type: none"> Please describe what your costs are for - for example travel to work, school run, leisure 	£ Details:	
Public transport costs	£	
Pension contributions	£	

Your outstanding debts/arrears

Please tell us about any outstanding debts you have that you are making a regular payment to. For example, this can be for arrears of rent, council tax or other utilities, loans or credit cards/store cards, hire purchase, catalogue payments etc. We may ask for evidence of these payments.

Type of debt	Current balance	Repayment amount	Frequency of payment i.e. weekly/fortnightly/monthly
	£	£	
	£	£	
	£	£	
	£	£	

Please note: In the first instance we will look at your priority expenditure/debts. These are the bills that you must pay because if you do not, the consequences of not paying them can be more serious than for other debts. Secondly, we will consider payments that you have committed to and are unable to withdraw from the agreement without financial penalty. Any other payments that are not essential may not be used to reduce your income.

4. Any other information

Please use the box below to give us any information that you have not been able to fully explain in the form provided or anything else you think is important to your application.

5. Declaration

I declare the information provided on this form is true and complete. I know that if I deliberately give false information or fail to tell you about a change in my circumstances, you can take legal action against me. I understand that I must pay back any money that I am overpaid. My partner agrees to me making this application for both of us.

	You	Your partner
Name		
Signature*		
Date		

*If you are filling this in on a computer, please just type in your name in the signature box.

Please email your completed application to revenues@lichfieldc.gov.uk and title your email discretionary council tax relief application. Please ensure you attach all the necessary evidence to your email together with your application. We can accept photographs of evidence, provided the photographs are clear and easy to read.