**Discretionary Council Tax Relief Application**

Discretionary Council Tax relief is made from a separate fund with a limited budget. It is awarded as a **short-term** measure to help claimants in exceptionally difficult circumstances with their Council Tax payments.

Applications must be made by the registered Council Tax payer or by a person with authority to act on their behalf. Whilst the application is being considered, the applicant should continue to pay their Council Tax instalments as billed.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Council Tax Reference** |  |
| **Home Telephone** |  |
| **Mobile** |  |
| **Work Telephone** |  |
| **Email** |  |

**Declaration**

I am responsible for completing this application, I have read and understood each question. I am aware that you may reduce my Council Tax as a result of the information that I give.

I know that I must inform you of any changes in my circumstances and I realise that it is a criminal offence to deliberately give false details or withhold information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Signature** |  | **Date** |  |

**Once completed, please send this application by email or post to the following:**

**Email** : [Ctax@lbbd.gov.uk](mailto:Ctax@lbbd.gov.uk)

**Post** : Council Tax, Roycraft House, Linton Road, Barking, IG11 8HE

**Part 1 - Household**

1. Are you in receipt of Council Tax support?

Yes

No

If you answered “Yes” please skip questions b) to e) and proceed directly to part 2 – Personal Circumstances.

If you answered “No”, please continue.

1. Please list everyone living in your household and their relationship to you, i.e. partner, husband, wife, child etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Relationship** | **Under 18?** (Y/N) | **Date of Birth**  (Only required if under 18) |
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1. Are all residents under 18 in full time education?

Yes

No

1. Are you currently working?

Yes

No

1. Is your partner, husband or wife currently working?

Yes

No

**Part 2 - Personal Circumstances**

We would like to know the specific personal circumstances that are affecting your ability to pay Council Tax.

You may have experienced an unexpected life event which has had an impact on your finances such as illness, disability, bereavement, divorce or redundancy.

You may have been a victim of a crime such as theft or your property may have been damaged through circumstances outside of your control, i.e. fire or flooding.

Please list all the reasons why you believe you should be considered for this relief on the next page. Please be as clear and concise with your response as possible.

*I feel that I should be considered for Council Tax Discretionary Relief due to the following unforeseen & unexpected circumstances which have impacted on my finances. These are as follows……………….*

**Part 3 – Money Advice Service**

There are a range of trusted organisations that can assist with free and impartial money and debt advice such as “Step Change” and the “Citizens Advice Bureau”. For more information on these organisations, please visit our website:

<https://www.lbbd.gov.uk/help-with-debt>

1. Have you attempted to resolve your financial difficulties by visiting a trusted money advice service?

Yes

No

If you have answered “Yes” please provide evidence of this by means of an Income and Expenditure form or Budgeting Statement.

Also, please give us the name of the organisation and contact details of your advisor.

|  |  |
| --- | --- |
| **Money Advice Service** |  |
| **Advisor Name** |  |
| **Telephone** |  |

If you have answered “No”, we strongly recommend that you visit our website and contact one of the trusted money advice organisations listed immediately.

**Part 4 – Budgeting Form**

If you have not already visited a trusted money advisor, you must complete our online [budgeting tool](https://betteroffcalculator.co.uk/#/calculator/new/step1).

Not only can this help you to manage your finances, but it can also help you see if there are any benefits that you may be missing out on.

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