

## Application for a Council Tax Hardship Payment

Name:			
Address:			
Postcode:		NI Number:	
Council Tax account reference:			
Email address:		Phone Number:	

Council Tax Hardship Payments (CTHP) are made from a fund with a limited budget and are given to help customers who are in extremely difficult financial circumstances.

**Please note:**

- You must be the liable person for Council Tax to apply for a CTHP
- You must have already made an application and received a decision for Council Tax Support (it doesn't matter if the claim was not successful due to your income being too high to qualify to apply for a CTHP)

**Please tell us if your financial circumstances have changed recently or if they have changed temporarily due to the Coronavirus pandemic?**

**Do you know when and if your financial circumstances will improve in the future?**

**What measures are you taking to increase your current household income?**

**Please list the full names and date of births of all people living with you and their relationship to you;**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Please include details of the income of any person over the age of 18 living in your property if applicable;**

**Are you currently getting support to manage your finances? Or have you received advice from any financial organisation/charity? If not, please explain why you haven't sought help?**

## Income and Expenses

Income	You		Your Partner	
	Amount	How often? (eg. 1/2/4 weekly, monthly etc.)	Amount	How often? (eg. 1/2/4 weekly, monthly etc.)
Housing Benefit	£		£	
Council Tax Support	£		£	
Universal Credit	£		£	
Income Support /Jobseekers Allowance	£		£	
Earnings	£		£	
Child Benefit	£		£	
Child Tax Credit	£		£	
Working Tax Credit	£		£	
Maintenance payments	£		£	
Retirement pension	£		£	
Pension Credit	£		£	
Occupational pension	£		£	
ESA/Incapacity Benefit	£		£	
Other disability benefits	£		£	
Contributions (from non-dependants/lodgers)	£		£	
Government Grants				
Other income - please specify	£		£	
<b>Total</b>	<b>£</b>		<b>£</b>	

Outgoings	Amount	How often? (eg. 1/2/4 weekly, monthly etc.)	Total arrears (if any)
Total rent/mortgage	£		£
Council Tax	£		£
Water rates	£		£
Gas /electricity	£		£
Telephone/internet	£		£
Mobile phone	£		£
TV licence	£		£
Satellite/digital TV	£		£
Food/housekeeping	£		£
Clothing	£		£
Maintenance paid voluntary/CMS/court order	£		£
Childcare	£		£
Insurances - please specify	£		£
Loans/debts -please specify	£		£
Car expenses - tax, mot, fuel	£		£
Other travel expenses – please specify	£		£
Cigarettes/tobacco/alcohol	£		£
Other - please specify	£		£
<b>Total</b>	<b>£</b>		<b>£</b>

## Savings/Investments

Please list all capital held by you or your partner, this should include; current accounts, ISA's, shares, premium bonds, other savings/investments	Balance
	£
	£
	£
	£
	£
	£
	£
	£
<b>Total</b>	<b>£</b>

### Extra Information

Please use this space for anything else you want to tell us about. Use a separate sheet of paper and attach it to this form if you need to.

## Evidence

The following must be provided, please tick to confirm you have provided all the required evidence.

- The last 2 months statements for each bank, building society, savings or Post Office account that you hold
- Proof of all income and outgoings, if not previously provided to this office in the last 3 months
- Current rent proof/ rent arrears statement  
Mortgage statement – showing full breakdown of charge

**Declaration** I know that I must inform the Benefit section at Eastleigh Borough Council if there is any change in my circumstances that may affect my claim. I declare that the information I have given on this form is correct and complete.

Claimant's Signature:		Date:	
Partner's Signature:		Date:	

**If you are filling this form in on behalf of someone else, please confirm with the person the answers you have written are correct**

Name of the person who filled in the form	
Signature of the person who filled in the form	
Relationship to the person claiming	
Date	

This information can be provided in alternative formats including large print, audio tape, Braille and other languages by calling 023 8068 8470 or [revbens@eastleigh.gov.uk](mailto:revbens@eastleigh.gov.uk)

## **What to do next**

Please make sure that you have signed this form.

Please send your completed form and your evidence via email to [revbens@eastleigh.gov.uk](mailto:revbens@eastleigh.gov.uk).

You can send the form and evidence electronically by taking either photos or screenshots using a smart phone and attach these to an email. Please title your email Council Tax Hardship Payment (CTHP).

Alternatively, you can post your completed form and evidence to the following;

Revenues  
Eastleigh House  
Upper Market Street  
Eastleigh  
SO50 9YN

If you can't get all the evidence straightaway, don't worry. You can still send the application with any evidence you have now. You must provide the rest of the evidence within one month for your application to be considered.

**When posting evidence to us after you have sent in your form, please ensure your full name and address is visible on each document.**

**If you are sending evidence by email, please title your email Council Tax Hardship Payment (CTHP) and ensure your name and address is visible within the email or on your documents.**

## **Useful contacts**

Department of Work and Pensions (DWP): [www.gov.uk](http://www.gov.uk)

Citizens Advice Bureau: [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

Email: [admin@citizensadvicееastleigh.org.uk](mailto:admin@citizensadvicееastleigh.org.uk)

Phone: 03444 111 306

Money Advice Service: [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)

Phone: 0800 138 7777

Eastleigh Basics Bank: [www.eastleighbasicsbank.co.uk](http://www.eastleighbasicsbank.co.uk)

Phone: 07563 609994