Hartlepool Borough Council

APPLICATION FOR A COUNCIL TAX SECTION 13A REDUCTION

APPLICANT NAME:

PROPERTY ADDRESS:

TELEPHONE: EMAIL:

For your application to be considered, you must complete all parts of the application form.

You can return the form by post, by sending it to: Revenues Section, Civic Centre, Hartlepool, TS24 8AY. Alternatively, you can email it to revenues@hartlepool.gov.uk.

1. Please confirm whether you require a reduction for the full Council Tax year or part of it? If part, please confirm exactly what period you require i.e. dates.
   (Please remember, the reduction can only be considered for the current financial year)

2. What is the reason for the request? (please give as much information as possible)

3. Please confirm if you have applied for Local Council Tax Support. If not, please explain why.

Please continue overleaf, if required.

Additional Info:

FINANCIAL INFORMATION

Please complete ALL parts of this form. Please state whether each amount is weekly or monthly.

INCOME:

	You	Partner
Net Earnings		
Universal Credit / Jobseekers Allowance / Employment Support Allowance		
Housing Benefit (please include even if paid direct to your landlord)		
Child Benefit		
State Retirement Pension		
Works / Other Pension		
Disability Living Allowance / Personal Independence Payment		
Any other state benefit		
Child / Spouse Maintenance		
Payments from non-dependants / boarders / lodgers		
Any other income (please specify)		
Total Weekly/Monthly Income		

OUTGOINGS:

	You	Partner	Are you in arrears – Yes or No?
Rent/Mortgage			
Council Tax			
Electricity			
Gas			
Water Rates			
TV License			
Telephone (landline / mobile)			
Food			
Household products			
Clothing			
Car expenses e.g. fuel, tax, insurance, services			
Maintenance			
Fines			
Public transport			
Satellite/cable TV			
Broadband			
Lottery			
Tobacco			
Alcohol			
Any other expenses (please specify)			
Any other expenses (please specify)			
Any other expenses (please specify)			
Total Weekly/Monthly Outgoings			

OTHER DEBTS: Please provide details of any other debts you owe:

Name of creditor	Balance owing	Weekly/Monthly repayment
1.		
2.		
3.		
Total Weekly/Monthly Repayments		

DEDUCTIONS: Please provide details of any deductions that are being taken from income:

	You	Partner
Water		
Social Fund/Budge Loan/Universal Credit Advance		
Gas		
Electricity		
Fines		
Benefit Overpayment		
Rent arrears		
Council Tax arrears		
Other (please specify)		

Have you sought independent budgeting or debt advice? If so, please provide details.
(If you haven't already, you may be asked to seek independent advice).

CAPITAL / SAVINGS:

	You	Partner
Bank accounts (including any current accounts)		
Building Society/Post Office accounts		
Other e.g. ISA's, shares, premium bonds etc.		
Total Capital / Savings		

HOUSEHOLD: Please provide details of all household members.

DECLARATION

If someone else filled in this form on your behalf, please provide their details:

Please sign and date the declaration below to confirm that the information given on this form is correct (if you have a partner, they should sign also).

Signed:

Applicant		Date	
Partner		Date	

Hartlepool Borough Council reserves the right to cross-check the information provided on this form with other information held by the Council

Fraud

The Council is committed to the fight against fraud in all its forms. Any applicant who tries to fraudulently claim a S13A reduction might have committed an offence under the Fraud Act 2006.
If the Council suspects that fraud may have occurred, the matter will be investigated as appropriate and could lead to criminal proceedings.