



COUNCIL TAX – Hardship Fund Application

Council Tax Discretionary Relief is intended for customers who are suffering from hardship due to exceptional circumstances.

Name	
Council Tax Account Number:	
Address:	
Email:	

Please give full details of why you need additional financial help, and what effects a shortfall in funds to meet your costs will have on you and your family:

Section 1: Reasons for your application (please include information regarding your household income and detail how this has been impacted and the period, amount, or percentage of your Council Tax bill you are asking for help with)

I am applying for additional support because....

Section 2: About your household

Please provide your details and those of other adults in the household:

Full Name	Date of Birth	NINO	Disabled (Y/N)

How many dependent children do you have living with you (under 18 or 18-20 in full-time education):

Please give their details below:

Full Name	Date of Birth	Disabled (Y/N)	Child Benefit in Payment (Y/N)

Section 3: Accommodation and housing costs

Homeowner		Rental Properties	
Mortgage payment per month	£	Rent payment per month	£
Payment holiday requested from bank Y/N		Rent support requested from landlord Y/N	
Until (date)		If Y, what support has been offered by your landlord	
Are you under threat of eviction Y/N		What date have you been asked to leave?	

Section 4: About your household income and outgoings – Please note you must supply supporting evidence for any items marked * by including your last 2 months bank statements along with this application

Income	How much (£)	How often	Outgoings	How much (£)	How often
Net wages (for you)			Mortgage / Rent *		
Net wages (partner or other adult/s resident)			Arrears of the above*		
Self-employed earnings			Council Tax		
Working Tax Credit			Arrears payment of the above		
Child Tax Credit			Electricity		
Child Benefit			Gas		
JSA			Arrears of the above*		
Income Support			Water		
Pension Credit			Child care		
State retirement pension			Food		
Private Pension			Clothing		
Maintenance received			Telephone/Internet		
Incapacity Benefit			TV Licence		
Disability Living Allowance			Petrol / car costs		
Personal Independence Payment			Maintenance*		
Universal Credit			Credit payments*		
Any other income			Insurance		
Total Income			Total Outgoings		

Section 5: Declaration

I declare that the information I have given on this form is correct and complete. I understand that you will share the information you hold to prevent errors and detect fraud. I accept that you may prosecute any person who gives incorrect, incomplete or misleading information to fraudulently claim a discount from Council Tax and may seek to recover the value of discount awarded.

I understand that any support given is short term. Both the amount of the award and period of the award will be determined at the discretion of the Council and will be done so on the basis of the evidence supplied and the circumstances of the application.

Signed:	Print Name:
Date:	Contact Number:

What happens next?

Westmorland and Furness Council will process your application and aim to notify you of the decision within 14 days of the application being made, or as soon as practicable. Where an award is made, the notification will set out the amount and duration of the award along with the relevant Council Tax bill. Where an award is refused, the notification will detail the reasons for refusal, along with the relevant Council Tax bill.

Please return the completed form along with:

- Copies of your last two months bank statements;
- Copies of evidence to support your application given in section 1 above.

Please return the form to the council office where you live.

If you live in the former Barrow area, you can email it to counciltax1@westmorlandandfurness.gov.uk

If you live in the former Eden area, you can email it to counciltax2@westmorlandandfurness.gov.uk

If you live in the former South Lakeland area, you can email it to counciltax3@westmorlandandfurness.gov.uk

Alternatively, if you are submitting your application, please send it to:

Revenues Team
Town Hall
Duke Street
Barrow, Cumbria
LA14 2LD

Local Taxation Team
Town Hall
Penrith
Cumbria
CA11 7QF

Revenues Team
South Lakeland House
Lowther Street
Kendal, Cumbria
LA9 4DQ

If you need any further advice or information, please contact us on 0300 373 3300