

# Council Tax Exceptional Hardship Fund Application

Are you currently in receipt of Council Tax Support or were you in receipt of Council Tax Support on 31 March 2025?

Yes ☐ Please complete the form below in full.

No ☐ You will not be eligible for assistance under this scheme.  
Please contact the Council Tax team to discuss further options

## Applicant Information

First name:

Last name:

Council Tax Account Number (optional):

Address (please include postcode):

Daytime telephone number:

Email address:

Are there any other people in your home?

No ☐ If No, please go to General Information on page 2.

Yes ☐ If Yes, please complete Household Information below.

## Household Information

How many adults live in your home, not including yourself?

Details of other adults			
First Name	Last Name	Date of Birth	Relationship to you

How many children (under 18) live in your home?

Details of children			
First Name	Last Name	Date of Birth	Relationship to you

General Information

Please answer ALL the following questions, giving as much information as you can to help us with your application.

Please describe your current financial situation and explain why you consider this to be exceptional hardship?

Have you experienced any unforeseen exceptional event or crisis recently in your life, which has significantly impacted your ability to pay your council tax?

No ☐  
Yes ☐ If yes, please provide details:

How long do you expect this situation to continue for?

Does anybody in your household including yourself have any health problems or disabilities?

No ☐

Yes ☐

If yes, please provide details:

Please confirm if you have any outstanding debts.

No ☐

Yes ☐

If Yes, please list the debts and confirm how you are managing them:

Are you receiving any support or advice from a debt advice agency?

No ☐

Yes ☐

Please explain what steps you have taken to improve your situation:

Are there any other circumstances you'd like to tell us about to support your application for exceptional hardship?

## Financial Information

You will need to complete the financial information below:

You only have to complete the Weekly or Calendar Monthly box, whichever is easiest for you.

INCOME DETAILS	Weekly	Calendar Monthly	OUTGOINGS	Weekly	Calendar Monthly
Carer's Allowance			Mortgage/Rent		
Child Benefit			Council Tax		
Child Tax Credit			Electricity		
Disability Living Allowance			Gas		
Employment and Support Allowance			Other fuel		
Income Support			Arrears of rent / utility bills		
Jobseeker's Allowance			Water		
Maintenance received			Mobile telephone(s)		
Non-Dependants contribution			Landline telephone		
Personal Independence Payment			Television licence		
Universal Credit			Sky / Cable or other TV costs		
Wages / earnings of claimant			Travel costs		
Wages / earnings of partner			Insurances		
			Food		
			Household items		
			Maintenance paid out		
			Medical Costs		
			Clothing		
			Toiletries		
Works Pension (please specify)			Fines		
			Hire Purchase		
			Catalogues		
			Credit cards/loans (please specify)		
Other benefits (please specify)					
			Holidays		
Any other income (please specify)			Entertainment / eating out		
			Magazines / Newspapers		
			Alcohol / cigarettes / tobacco		
			Lottery / scratch cards / bookmakers		
			Any others (please specify)		
Total income			Total outgoings		

## Capital Savings

By capital we mean money held in bank accounts, building society accounts, premium bonds, national savings certificates, stocks and shares or other investments (this includes any paypal accounts, credit union accounts, ISAs or similar)

Total Savings:

## Document Upload

Please send us any documents that evidences the exceptional hardship you are experiencing.

I understand that I may be contacted to provide further evidence before my application is considered. ☐

## Declaration

Please review your answers.

I declare the information I have given on this form is correct and complete. Where it has been completed by another person I have read it fully or the entries have been read back to me and I agree that the details are correct and complete.

- If I give information that is incorrect or incomplete, the council will seek to recover any excess or overpaid award from my council tax account.
- The Council will check the information provided within my application against Council Tax and Council Tax Support records.

I consent to the council referring me to Citizens Advice for help and support in maximising my income and / or debt management

Yes ☐ No ☐

Name of person submitting form:

Relationship to applicant: