



## Application for Empty Home Discretionary Discount

Name and Address:

Council Tax account number:

Date of issue:

18 May 2018

Please complete this form and the attached budget statement if you are experiencing genuine financial hardship and can't afford to pay Council Tax for an empty home that you own. We will aim to respond to your application within two weeks of the date submitted.

**1. Please provide the address of the property that you own:**

Address:

Post Code:

**2. Please provide the date that you became the owner of the property:**

Date: \_\_/\_\_/\_\_\_\_ (DD/MM/YYYY)

**3. Are you the sole owner of the property?                      Yes / No**

**4. If no, please provide the name and addresses for all of the other owners:**

Name:

Address:

Name:

Address:

**5. Please tick the statement that best describes your circumstances:**

**Tick**

I am unemployed and claiming out of work benefits	
I am unable to work due to ill health or disability and I am claiming benefits	
I am working but I have a low income	
I am a carer and I receive carers benefits	
I am receiving care	
I am retired and I am in receipt of state pension and/or pension credit	
None of the above: ( please describe your circumstances below)	

**6. Please describe your financial hardship:**

**7. Please tell us why you own an empty home and what you intend to do with it?**  
*E.g. I inherited the property when my Uncle died and I intend to sell it.*

**8. Is the property up for sale?      Yes / No      (go to Q9 or Q10)**

**9. If No, can you tell us why not?**

**10. If Yes, please provide the name and address of the Estate Agent:**

Name:
Address:

**11. Please provide details of all savings (bank accounts, savings accounts etc):**

£	£
£	£
Total savings held £	

**12. Please give details of any debts (loans, fines, credit cards etc):**

£	£
£	£
Total debts owing £	

**13. If you have debts above £1,000 have you sought debt advice? Yes/No**  
**If yes please specify who from and when:**

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**14. Is there anything else you think we should know?**  
**Please tell us about any other difficulties or anything you have not already told us, these may be things like family problems or coping after a crisis. Tell us about anything that makes your situation unusually difficult and how this affects you or a member of your household:**

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**15. Please complete the attached weekly budget statement. If any expenses are unusually high then please tell us why:**

**16. We may need to contact you to ask you to provide supporting evidence to support your claim. i.e. evidence of income, bank statements. Please provide your contact details:**

phone number:

  

email address:

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk) or by writing to us at **Data Protection, Catmose House, Oakham, Rutland LE15 6HP**

Your information will be used so that we can process your application for discretionary crisis support in accordance with the policy.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may also share the data with other local authorities and organisations and may check your credit report to make sure that your information is accurate; to prevent or detect crime and to pursue debtors to protect public funds. We may share the data with third parties if we are required by law to do so which, may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for seven financial years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling'*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.

**Please read this declaration carefully before you sign:**

I declare that the information I have given on this form is correct and complete.

I am aware that it is an offence to deliberately give false statement or withhold information in order to obtain financial support and that I may be prosecuted under the Theft Act 1968 if I do this.

I authorise Rutland County Council to make any enquiries which it feels are necessary in order to satisfy itself that the information given is true and complete.

I agree that any information previously given on benefit applications may be used to decide any Discretionary Crisis Support.

I understand that this information may be used to tell me about other benefits which I may be able to claim.

Applicant's signature:		Date:	
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Partner's signature:		Date:	
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**INCOME & EXPENSES DETAILS:**

<b>INCOME</b>	<b>Customer to complete (weekly/monthly)</b>	<b>Office use only (weekly/monthly)</b>
<b>Wages/Salary – self</b>		
<b>Wages/Salary – partner</b>		
<b>Pensions</b>		
<b>Income Support/JSA</b>		
<b>Child Benefit</b>		
<b>Child/Working Tax Credit</b>		
<b>Maintenance</b>		
<b>Non-dependent contribution</b>		
<b>Housing Benefit</b>		
<b>Other</b>		
<b>TOTAL INCOME</b>		

<b>EXPENSES</b>	<b>(Weekly/monthly)</b>	<b>(Weekly/monthly)</b>
<b>Rent</b>		
<b>Council Tax</b>		
<b>Water Rates</b>		
<b>Insurance</b>		
<b>Gas</b>		
<b>Electricity</b>		
<b>Telephone inc mobiles</b>		
<b>Food</b>		
<b>TV Licence</b>		
<b>Maintenance paid</b>		
<b>Travel/Vehicle</b>		
<b>School meals</b>		
<b>Clothing and shoes</b>		
<b>Laundry</b>		
<b>Entertainment</b>		
<b>Cigarettes</b>		
<b>Prescriptions</b>		
<b>Court fines</b>		
<b>Child care</b>		
<b>Other e.g. Hire Purchase</b>		
<b>Other e.g. Fines</b>		
<b>Other e.g. Catalogues</b>		
<b>TOTAL EXPENSES</b>		
<b>INCOME LESS EXPENSES LEAVES</b>		

In order to validate your application we may ask you to provide evidence of the information you have supplied.