

Application for Council Tax Discretionary Reduction under s13A (1) (c) of The Local Government Finance Act 1992.

In exceptional circumstances, a person's liability to pay council tax may be reduced or remitted to such an extent as the Council thinks fit with regard to their own mitigating circumstances.

There are financial implications to awarding any discounts other than those currently available under the statutory legislation and the cost of a Section 13A discount has to be met through an increase in the general level of council tax for other payers.

As a consequence of this, the Council will only consider using its powers to reduce council tax liability for any council tax payer or class of payer in exceptional circumstances. The Council will treat all applications on their individual merits, however some or all of the following criteria should be met for each case:

- There must be evidence of financial hardship or personal circumstances that justifies a reduction in council tax liability
- The taxpayer must satisfy the Council that all reasonable steps have been taken to resolve their situation prior to application
- The customer has made an application for council tax support. The reduction scheme system exists to ensure that those on low incomes receive financial assistance with their council tax
- All other eligible discounts/reliefs have been awarded
- The taxpayer does not have access to other assets that could be used to pay council tax
- Can the situation be resolved by some other legitimate means? If it can, it is unlikely that an award will be made
- The Council's finances allow for a reduction to be made
- The situation and reason for the application must be outside of the taxpayer's control
- The amount outstanding must not be the result of wilful refusal to pay or culpable neglect
- In the case of an unoccupied property it must not be the sole or main residence of a taxpayer

Having taken this criterion into consideration, if you feel that you would like to submit an application for consideration, please can you complete and return the attached application form, along with the Income and Expenditure form. Please also provide the supporting evidence requested and anything else that may support your claim.

London Borough of Camden - Council Tax Discretionary Reduction Application

1. Name of applicant:

* Please note that if a joint bill has been issued then the application must be made in both names.

2. Please provide a contact address, telephone number and email address:

3. Address of property for which a reduction is being claimed:

4. Owner(s) Names(s) and contact Details:

5. Is the property currently vacant? **YES/NO**

6. What is the value of equity in the property? **£**

7. Is the property currently marketed for sale? *YES/NO

* Please provide details of marketing/estate agent for the property.

8. Is the property currently marketed for rent? *YES/NO

* Please provide details of marketing/estate agent for the property

9. Please provide details of any other properties owned by you and the value of any rental income you are in receipt of.

10. If you have left the property empty to move to more suitable accommodation or to receive or provide care due to old age, disablement, illness, alcohol or drug abuse or mental disorder then please provide details below:

11. Has an application for council tax support been made? ***YES/NO**

* Please give details.

12. Do you own any other properties? If the answer is YES, please provide full details.

13. Have you approached any organisation to assist with your current financial situation such as Citizen Advice Bureau / Welfare Rights etc? ***YES/NO**

* Please give details.

14. What are the circumstances causing your inability to pay your council tax bill and how long do you expect them to last?

15. How are these circumstances affecting your financial situation?

16. Are you receiving financial assistance from any other source? If the answer is YES please provide full details.

17. Please provide details of any stocks/shares/savings/money you may have or money you are owed.

18. Please give any additional information you wish to provide in support of your application. (Continue on a separate sheet if necessary).

All applicants must provide documentary evidence in support of their hardship claim. We will require the following documents to consider your application:-

- Confirmation of all income received
- Bank Statements – (For the last three months)
- Copy of mortgage statement
- If you are a tenant, a copy of your tenancy agreement. (Camden Council tenants are not required to supply this.)
- Any additional information to support the application

I declare that the information given on this form is, to the best of my knowledge, accurate and complete. I understand it is a criminal offence to provide false information.

I understand that a copy of this form may also be sent to the Welfare Rights who may be able to offer me further advice and assistance.

I also understand that whilst this application for relief is pending I am not entitled to withhold payment of council tax due to the Council.

Signed:

Capacity of person signing:

Date:

Daytime telephone number:

Please return your completed application form, along with your Income and Expenditure form to:-

**The London Borough of Camden
Taxation Manager (Recovery)
4th Floor
5 St Pancras Square
London
N1C 4AG**

Please note that any information that you give to support your claim will be checked against existing Council records.

If you have any queries relating to completion of this form, please do not hesitate to contact us on 020 7974 6414.

Council Tax – Income & Expenditure Form

Issue Date	
Account Number:	
Property Address	
Number of Bedrooms:	
e-mail address:	
Telephone Number:	

Employer's Name : (if employed)	If Claiming Benefit :
Address :	Agency Address :
Payroll No :	NI No.
Partner's Employer :	If self-employed, please give details :
Address :	
Payroll No :	
Marital Status:	No. of Dependants
Name of Dependants:	Age of Dependants:
Name of any Non-Dependants living at the property :	Employment Status of Non-Dependants:

<u>Income</u>	<u>Amount</u>	<u>Weekly/Monthly</u>
Wages		
Wages (Partner)		
JSA/Income Support		
Working Family Tax Credit		
Disabled Tax Credit		
Retirement/Works Pension		
Guaranteed Pension Credit		
Savings Credit		
Child Benefit		
Incapacity Benefit/Employment Support Allowance		
Maintenance		
Any Other Income		
Total Income		£

Credit Commitments/County Court Judgements

Company Name/Creditor	Payment Arrangement Agreed	Balance Outstanding
Total		£

Expenditure	Amount	Monthly
Rent/Mortgage		
Council Tax		
Water Rates		
House Insurance		
Life Insurance		
Gas/Electricity/Fuel		
Food		
Telephone/Mobile		
TV Rental/TV Licence		
Travel to Work		
Car Tax & Petrol		
Car Insurance		
Clothing		
Hire Purchase/Provident etc		
Social (Cigarettes/alcohol)		
Credit Cards/Store cards Loans (state to whom payable)		
Holidays		
Other Expenses (specify)		
Total Expenditure	£	£

I hereby certify that the above information is an accurate record of my present financial position.

Signed:	
Dated:	