

**Section 13a Application**

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| Name  |   |
| Property address where relief is being requested  |   |
| Council Tax Reference  |   |
| Benefit claim reference  |   |
| Telephone number  |   |
| Email address  |   |

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| Please provide details in the space below to explain why you feel you should be considered for a Section 13a discretionary relief payment.  |
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| Are you waiting for the outcome of an application/appeal for any other benefit? (Please tick)  |
| Yes  |   | No  |   |
| If yes please provide further details below  |
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| Do you have any capital/savings/stocks/shares or financial interest in other properties?  |
| Yes  |   | No  |   |
| If yes please provide further details below  |
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| Please complete the income and expenditure form (Appendix 1) Please provide as much information as possible on this form. The Council may ask you to provide further documentation to evidence any information that you have provided.   |
| **Documents to provide** All applicants must provide documentary evidence in support of their claim. * Confirmation of all income received
* Last 3 months bank statements for all accounts held
* Documented evidence of any other savings/stocks/shares/financial interest in other properties
* Any other relevant additional information

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| **Privacy notice**  You have made an application for assistance to Croydon council’s Enablement and Move on Team within Housing Needs and Solutions Division. In order to progress your application and determine whether you are eligible for our services, we may need to make enquiries on your behalf and speak to a number of people within the Council and with other external organisations about the personal information that you have provided us with.  Housing Needs and Solutions Division collects Personal and Special Categories of Data as defined in the General Data Protection Legislation (GDPR) 2018 and the Data Protection Act 2018 about the individuals and families who approach our service.   To comply with Data Protection Law, we will inform you whether you are required by law to provide us with certain personal information; if you do have a choice as to whether to provide information that is not mandatory, we will request your consent. This means that we will explain the different ways that we will use your information and provide you with sufficient information to make a choice as to whether or not you wish to continue using our service.   Your consent may be withdrawn at any time. If you wish to withdraw your consent, please inform the Council without delay by contacting dhp2@croydon.gov.uk and tell us which service you are involved with so we can deal with your request. If you withdraw your consent, we may not be able to provide certain products or services to you. If this is the case, we will tell you. Where applicable the Council and its partners may re-visit and ask you for your consent in respect of how we use your personal data.  Your personal data is collected, stored, destroyed and maybe shared in compliance with our legal obligations under the GDPR and Data Protection Act 2018. For more information about how and why the Council uses your data and your individual data rights, please see the Council’s corporate Privacy Notice at [Housing Services - Privacy notice | Croydon Council](https://www.croydon.gov.uk/council-and-elections/privacy-and-open-data/privacy-notices/housing-services-privacy-notice) **What information we hold about you**  When dealing with your application, this may include all or some of the following: * name
* date of birth
* address
* email address
* contact phone number
* health (for example, any disabilities, illnesses, mental health problems, addictions/dependencies, any support you receive in relation to these)
* ethnicity
* benefits
* employment status
* gender
* first language and other languages
* financial information e.g. earnings, debts, arrears
* caring responsibilities
* whether you have a bank or building society

 **How your information will be used and shared:**  The Enablement and Move on Team aims to provide support to customers by creating long-term solutions such as stable housing and maximising income and also helping you to support yourself independently.  We also provide:  * Help to identify the assistance you need, e.g. assisting Croydon residents to claim extra benefits which can help towards regular costs such as fuel bills, healthier food, care, mobility and council tax.
* Provide support and advice on managing your money
* Support you to live in affordable accommodation

 To assess your eligibility to access our services, we may need to share your personal information as listed above with the following agencies including but not limited to:  * Internal Council departments (e.g. environmental services, social services, income and benefits, early years help, education department, Housing, Council Tax, Children’s Services (including Early Help and or Social Care), Adult Services, Education / Schools etc)
* Department for Work and Pensions (DWP)
* Government and other agencies (e.g. HM Revenue & Customs, the Police)
* Landlords (previous and current)
* Partner agencies (e.g. charities, CAB and Employment Agencies).
* Health and medical professionals
* Credit reference agencies such as Experian

 The Enablement and Move on Team will treat your information as confidential and we will not share it with any other organisation unless we are required by law to share it or unless you or any other person will come to some harm if we do not share it. We will only ever share the minimum information we need to share.  Your information may be also used by other Council departments to provide you with a complete service where necessary and in compliance with the GDPR and DPA 2018. This also assists us to provide other statutory functions and helps us build a picture of your wider circumstances, to avoid duplication where we already may have information about you, and to produce statistics and reports to plan our services. Statistics are used in such a way that individuals cannot be identified from them unless you have agreed that your personal information can be used for that research.  Where we share your information to other organisations we ensure the process complies with the standards of the GDPR and the Data Protection Act 2018,  We will not share your information with third parties for commercial or marketing purposes.   |
| **Declaration**  I confirm that the information that I have provided the Enablement and Move on Team is correct to the best of my knowledge and I have not withheld any information.  I authorise Croydon Council to make such enquiries as are necessary to confirm and verify any details given and/or to share any of my personal information with our partner agencies for the purposes outlined above.  I give my consent for the Enablement and Move on Team to share my personal information as appropriate for the provision of services for the purposes outlined above.    I understand that I may withdraw my consent to the disclosure of such information by notifying Croydon Council in writing or via email to: dhp2@croydon.gov.uk   I also understand that if I do not provide the information required, the Enablement and Move on Team may not be able to process my application properly or at all.  I understand I must inform the Enablement and Move on Team of any changes in my circumstances during the period of the award.  I have read (or have had read to me) and agree with the Council’s Privacy Notice.  I have read (or have had read to me) and agree with this consent form.   **Customer signature:**  **Date:**   |

Appendix 1 - Budget planner

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| Name  |   |
| Address  |    |
| Council Tax Account number  |   |

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| **INCOME**  | **INCOME (Monthly)**  |
| Wages or salary  |   |
| Wages or salary (partner)  |   |
| Company Pension  |   |
| Jobseekers allowance  |   |
| Income Support or Pension Credit  |   |
| Working Tax Credit  |   |
| Retirement or works pension  |   |
| Child Benefit (Child tax credit)  |   |
| Employment Support Allowance / Income capacity  |   |
| Incapacity Benefit  |   |
| Bereavement Benefit  |   |
| Maintenance  |   |
| Non dependents’ contributions  |   |
| Carers' Allowance  |   |
| Housing Benefit  |   |
| Council Tax Benefit  |   |
| Student Loan or Grant  |   |
| Universal Credit  |   |
| Other  |   |
| **TOTAL INCOME**  |  £                                          |

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| --- | --- |
| **OUTGOINGS**  | **OUTGOINGS (Monthly)**  |
| Broadband   |   |
| Buildings insurance   |   |
| Car Insurance & general Maintenance  |   |
| Child minding costs  |   |
| Child’s pocket money  |   |
| Clothing  |   |
| Clothing and shoes  |   |
| Contents Insurance  |   |
| Council Tax  |   |
| Electricity  |   |
| Gas  |   |
| Ground Rent  |   |
| Hire-purchase   |   |
| Housekeeping inc food, toiletries, cleaning  |   |
| Internet  |   |
| Laundry  |   |
| Leisure expenditure such as the cost of trips to the cinema, alcohol and cigarettes.  |   |
| Life assurance or endowment premiums  |   |
| Life Insurance and pension  |   |
| loan which your home is security for  |   |
| Magistrates’ courts fines  |   |
| Maintenance payments  |   |
| Meals at work  |   |
| Mobile Phone  |   |
| Mobile Phone insurance  |   |
| Mortgage payments  |   |
| Mortgage protection policy  |   |
| Other    |   |
| Other fuel or heating costs  |   |
| Pension payments including additional voluntary contributions (AVCs)  |   |
| Pet costs  |   |
| Phone – landline  |   |
| Phone – mobile  |   |
| Prescriptions and health costs  |   |
| Prescriptions, dentist and glasses costs  |   |
| Rent  |   |
| Repayments on any finance or loan  |   |
| Savings or Child Trust  |   |
| School meals   |   |
| School meals and meals at work  |   |
| Second mortgage  |   |
| Service charge   |   |
| Travel expenses  |   |
| TV Licence  |   |
| TV rental  |   |
| Water Charges  |   |
| **TOTAL OUTGOINGS**  | **£**   |