

Crisis and Resilience Fund- Housing Payment and Council Tax Support Exceptional Hardship Payment application form

Preston and Lancaster Shared Services

**This form is not to be used for upfront rent, deposits or
removal costs (to assist with a move to a new property). An
additional form is available on our website for this.**

Crisis and Resilience Fund- Housing Payment (CRF- HP)

A CRF- HP may be claimed if you receive Housing Benefit or the Housing Costs Element within Universal Credit but are having difficulty paying the rest of your rent yourself.

A CRF- HP may be used to pay for:

- Rent arrears (but not if you were receiving enough Housing Benefit or Housing Costs Element of Universal Credit, to pay all of your rent at the time the arrears built up).
- A shortfall between Housing Benefit or Housing Costs Element of Universal Credit and the eligible rent.

A CRF- HP cannot be paid towards ineligible service charges, or if the reason for the shortfall is that your Housing Benefit or Housing Costs Element of Universal Credit has been reduced to recover an overpayment, or because your benefits have been sanctioned.

The local authority will consider any special circumstances that contribute to your financial difficulties, for example, if:

- You are under-occupying a Council or housing association property
- You are impacted by benefit cap
- The Local Housing Allowance rate is lower than your rent charge
- You have additional travel costs because you travel to a doctor or hospital or you care for a relative or friend,
- You are likely to become homeless if payment is not made.

You will be asked for details of your income and outgoings.

You should send copies of relevant bills or bank statements along with your application.

Please also provide any information about your circumstances that make things difficult for you financially.

Please provide all details within fourteen days of the date of the request or a decision will have to be made based on the available information.

Council Tax Support Exceptional Hardship Payment Scheme (EHP)

If you want us to consider an EHP to help with your Council Tax, you must be the liable person at the address and you must be in receipt of Council Tax Support.

An EHP will be considered if you cannot afford to pay the shortfall in your Council Tax Liability.

You will be asked for details of your income and outgoings.

You should send copies of relevant bills or bank statements along with your application.

Please also provide any information about your circumstances that make things difficult for you financially.

Please provide all details within fourteen days of the date of the request or a decision will have to be made based on the available information.

RETURN ADDRESS:

**HEAD OF REVENUE SERVICES
PO BOX 4
TOWN HALL
LANCASTER
LA1 1QR**

Or hand in at Lancaster or Morecambe Town Halls

Do not forget to enclose any documentary evidence that you have, to support your claim.

Application Form

Name -

Address -

Date of Birth –

Telephone / E-Mail

HB Ref -

What date do you want your CRF- HP/EHP to start?

Does anyone else live with you? YES /NO

If yes, please give their details below –

Name	Date of birth	Relationship to you	Weekly income if over 16 and not dependent on you

Do you have rent arrears? If yes, how much and for what period?

(Please provide your most recent rent statement)

Are you about to be evicted?

If yes, please provide all notices and eviction letters/court letters

Please tell us why you want a Crisis and Resilience Fund – Housing Payment/Exceptional Hardship Payment (CRF- HP/EHP). Tell us anything about your special circumstances, (please include information regarding health problems, disabilities, carers, recent “life events” including bereavements). Please provide as much supporting evidence as possible:

Income Details

Please complete the income in the relevant column that you receive it. There are blank rows to complete for incomes not listed.

Income	Amount per week	Amount per calendar month	Amount per year
Wages/Salary			
Partner's Wages/Salary			
Rent/Board from members of household			
Universal Credit			
Job Seekers Allowance			
Employment Support Allowance			
Retirement Pension			
Private/Works Pension			
Pension Credit (Guaranteed Credit)			
Pension Credit (Savings Credit)			
Disability Living Allowance (care and mobility) for yourself or any children.			
Personal Independence Payments (daily living and mobility)			
Carers allowance			
Attendance Allowance			
Bereavement Support Payment			
Incapacity Benefit			
Maternity Allowance			
Industrial Disablement Benefit			
Child Benefit			
Maintenance received			
Total Income			

Expenditure details

Please complete the amounts in the relevant columns. There are some blanks at the end if there is expenditure that we have not listed.

Outgoings	Amount per week	Amount per calendar month	Amount per year
Rent (shortfall)			
Council Tax			
Gas			
Electricity			
Water Rates			
House insurance			
Life insurance			
TV licence			
Sky/TV Subscriptions			
Telephone			
Mobile Phones			
Internet			
Travel (bus/taxi fare)			
Clothing/Footwear			
Prescriptions			
Dentist/Opticians			
Court fines			
Cigarettes/tobacco/vapes			
Car/bike insurance			
MOT			
Car tax			
Petrol/diesel			
Car loan/finance			
Housekeeping/essential shopping			

Laundry			
Debt repayments			
Total outgoings			

Please provide your last 2 months banks statements/building society accounts for any accounts held by you or your partner.

Details of your current property

If you are in receipt of Universal Credit, we do not hold details about your tenancy. Please provide proof of your rent and your most recent Universal Credit statement, showing the breakdown of the award elements and any deductions.

Name, address, and telephone number for your landlord:

Date moved in: _____

Date tenancy started (please provide tenancy agreement):

Rent charge and how often (e.g. £475.00 per calendar month):

Amount of rent arrears and period they cover:

Please provide a rent statement showing where arrears accrued.

Type of property (e.g., flat, house): _____

Detail what rooms you have for you and your household and which, if any, you share:

State which, if any, bills, and service charges are included in the rent charge:

Debts – please list any outstanding debts, including rent, Council Tax, fuel, utilities, and credit cards etc. Please provide proof.

Company	Amount owing	Repayment amount and frequency

Loans/HP agreements - please provide copies of all agreements

Loan/Hire Purchase Company	Start date	Amount owing	Reason for loan	Repayment amount and frequency

DECLARATION

The information on this form is correct and complete to the best of my knowledge. I give my permission for the Council to make necessary enquiries to check the information. I know I must tell the Benefits Team about any change in my circumstances which could affect my Crisis and Resilience Fund- Housing Payment/Exceptional Hardship Payment application. I also understand that any false declaration may be used by the Council in connection with its prevention and detection of fraud.

I give all other agencies (e.g. Social Services, Citizens Advice Service, NHS, support workers etc.) permission to discuss any relevant details and provide information pertinent to the CRF-HP/EHP claim with the officers dealing with my application.

Personal information will be kept safe and secure and will only be kept for as long as is necessary. Further information can be found in the Privacy Notice on the Council's website <http://www.lancaster.gov.uk/benefits-and-support/housing-benefit-and-council-tax-reduction-scheme-privacy-notice>

Your signature _____ Date _____

Name and telephone number of person filling in the form, if not you.

Relationship to person _____

Signature of person filling in the form _____