

Dartford and Sevenoaks working together to deliver Revenues and Benefits Services

Date form sent:

Council Tax Exceptional Hardship Payment

Section 1: About Yourself

Name:

Address:

Postcode:

Telephone number:

1. What disabilities, health problems or special needs do you or any member of your family have?

Email Address:

2. Income and Outgoings

Income	You	Partner	How often	Outgoings	Amount	How often
Net earnings from employment				Rent (amount not covered by HB)		
Income Support, Jobseeker's Allowance, Employment and Support Allowance, Pension Credit or Universal Credit				Council Tax (you pay)		
Working Tax Credit				Electricity		
Child Tax Credit				Gas		

Maintenance/Child Support				Water rates/sewage		
Child Benefit				TV licence, satellite or cable rental		
State Retirement Pension				Phone - Home		
Private Pension				Phone - Mobile		
Occupational Pension				Broadband		
Incapacity Benefit				Household shopping		
Carers Allowance				Insurance policies - Home Personal Health/life Pet		
Disability Living Allowance (care component) or Personal Independence Payments (daily living)				Clothing		
Disability Living Allowance or Personal Independence Payments (mobility component)				Car - Tax - Insurance - Petrol/Diesel Car - MOT & maintenance		
Money received from family or friends				Transport costs (buses and trains)		
Income from lodgers				Maintenance payments paid out		
Other Benefits				Childcare (the amount you pay after Government funding has been deducted)		
Other Income				Other		
				Other		
				Other		

Please provide your last months bank statement that shows the payments of your outgoings.

3. Declaration

Please read this declaration carefully before you sign and date it.

I understand the following

If I give information that is incorrect or incomplete, you may take action against me. You will use the information I have provided to process my claim for Exceptional Hardship Payment. You may check some of the information with other sources within the Council, rent offices and other Councils.

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

Signature:.....

Date:.....

Print full name:.....

Data Protection - how we collect and use information

All personal data is processed in compliance with the Data Protection Act 2018. We will not give information about you to anyone else, or use information about you for another purpose, unless the law allows us to. We may check information you have provided, or information that someone else has provided, with other information we hold. We may get information about you from certain third parties, or give them information to:

- make sure the information is accurate
- prevent or detect crime
- protect public funds
- make checks on undeclared co-habitors

These third parties include Government departments, local authorities and private sector companies such as banks and organisations that may lend you money.

Dartford Borough Council and Sevenoaks District Council are the data controllers. Any information you provide us with will be treated in accordance with our Privacy Notice which can be found at www.dartford.gov.uk for Dartford residents or www.sevenoaks.gov.uk for Sevenoaks residents.

If the form has been filled in by someone other than the claimant, please complete below:

Signature:.....

Date:.....

Name of person:.....

Relationship to person applying:

Contact

Please contact your local Council using the email, telephone or postal details below. For personal visits please choose whichever location you prefer as we can now deal with enquiries or receive documents for both Councils at any of the contact points listed below.

Dartford Borough Council
Civic Centre, Home Gardens
Dartford DA1 1DR

Tel: (01322) 343705
Fax: (01322) 343968
Email: benefits@dartford.gov.uk
Web: www.dartford.gov.uk

Sevenoaks District Council
PO Box 102, Argyle Road
Sevenoaks TN13 1GT

Tel: (01732) 227000
Fax: (01732) 743052
Email: benefits@sevenoaks.gov.uk
Web: www.sevenoaks.gov.uk

Main office – Civic Centre, Dartford
Monday to Thursday – 8:45am to 5:15pm
Friday – 8:45am to 4:45pm

Main office – Argyle Road, Sevenoaks
Monday to Wednesday – 8:45am to 5:00pm
Thursday – 9:30am to 5:00pm
Friday – 8:45am to 4:45pm

Or you may wish to hand your form in at one of our local offices. Please check our website for exact locations, dates and times.