Mansfield District Council

PRIVATE

Your full name: .....

Your address: .....

.....

.....

..... Postcode: .....

| For official use only | |
|---|---|
| Date we received your application: | |
| Date of issue: | |
| Reference: | |

# Application for Crisis & Resilience Housing Payments

| Please tick the box that applies to you: | | |
|---|---|---|
| Council Tenant | Private Tenant | Housing Association Tenant |
| | | |

Crisis and Resilience Housing Payments are available to help customers who need further help with their rent or with rent in advance/deposit/removal costs required to secure a new tenancy. They are payments to be made at the discretion of the local authority where it is considered that additional help with housing costs is needed.

However the amount of money available to the council to make these payments is strictly limited. To be able to apply for a Crisis and Resilience Housing Payment the customer must:

- Be entitled to Housing Benefit or a Housing Element paid within their Universal Credit
- Require further financial assistance to meet housing costs

Housing costs are the eligible rent. However, no award can be made to grant help with:

- Ineligible services
- Water, sewerage or environmental change
- An increase of rent due to outstanding rent arrears.
- Hardship which results from Social Security benefit sanctions or suspensions.

Crisis and Resilience Housing Payments are temporary and available for periods up to 12 months.

**In order for your application to be considered answer all the questions within this form as fully as possible and provide evidence of all expenditure. Failure to do so may result in no Crisis and Resilience Housing Payment being awarded.**

Please answer the questions below:

When did you move to this address?

If you have been offered a new tenancy and are claiming help with a deposit/rent in advance, what is that address?

If you are successful in being granted a Crisis and Resilience Housing Payment, for how long would you need this additional payment?

Do you have rent arrears? Yes ☐ No ☐

If **Yes**, how much?

How do you usually pay your rent?

Have you tried to negotiate a lower rent with your landlord or move to other accommodation? Yes ☐ No ☐

(*Private Tenants only)*

If **No**, please explain why not:

Were you able to afford the rent when you moved in? Yes ☐ No ☐

If **Yes**, please tell us how you were able to afford it *(e.g. in work)*

Are there any specific reasons why you must live in your current accommodation?
*(i.e. disabled adaptations)*

What disabilities or health problems do you or any member of your family have that would mean you have additional costs that could be considered:

Are family or friends able to financially assist you? Yes ☐ No ☐

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Do you have any saleable assets that could be sold i.e. property/stocks and shares? Yes ☐ No ☐

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Do you or your partner have your own transport? Yes ☐ No ☐

If **Yes**,

What type of transport do you own?

Car ☐ Motorbike ☐ Mobility scooter ☐

Please tell us what the transport is used for, e.g. travelling to work:

.....

Please tell us about the costs of running your transport:

| | Amount | How often *(delete as applicable)* |
|---|---|---|
| Petrol | £ | Weekly / Fortnightly / Monthly |
| Road Tax | £ | ½ Yearly/ Yearly |
| Insurance | £ | Weekly / Fortnightly / Monthly / Yearly |
| Maintenance (MOT etc.) | £ | Yearly |
| Mobility Scooter Batteries | £ | Weekly / Fortnightly / Monthly / Yearly |

A non dependant is someone over the age of 18 who lives in the property with the customer (but not as a partner) for example an adult son, daughter, relative or friend.

Are there any non-dependants in your household? Yes ☐ No ☐

If Yes, what contributions do they make to the householdexpenses?

Please give details why you need to apply for Crisis and Resilience Housing Payments or if you have been receiving a Housing Payment, please state exactly what steps you have taken during the award to improve your situation financially and / or seek other accommodation:

# Financial Statement

Please complete this form as accurately as possible, taking into account all your existing commitments. Then add up your outgoings from sections 6 to 9 and compare them to your total income in section 5. You can then calculate your disposable income to decide how much you believe you can afford to repay at section 10.

## Section 1: Personal Details

| | |
|---|---|
| Name: | |
| Address: | |
| | |
| | |
| Postcode: | |

| | |
|---|---|
| Claim Reference: | |
| National Insurance Number: | |
| Telephone Number(s): | |
| Married / Single / Other | |
| Employed / Self Employed / Unemployed / Pensioner | |

## Section 2: People you look after financially

| Dependants Name | Age | DOB | Relationship |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## Section 3: Main Employer Details

| | |
|---|---|
| Employer name | |
| Works number or pay reference: | |
| Employer Address | |
| | |
| | |

## Section 4: Your bank / building society accounts – an account will be needed to pay any award

| Bank/Building Society | Account Number | Sort Code | Account Balance |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## Section 5: Income

| Income Description | Weekly/ Monthly |
|---|---|
| My usual take home pay (including overtime, bonuses, commission) | |
| My partner's usual take home pay | |
| Universal Credit | |
| Pension Credit Guaranteed | |
| Employment Support Allowance | |
| Child Benefit | |
| Other State Benefits | |
| State Pension(s) | |
| Private/Occupational Pension(s) | |
| Money from boarders/ those who live in the home | |
| Maintenance received | |
| Disability Living Allowance/PIP | |
| Attendance Allowance | |
| Other income(s) Please list below | |
| | |
| | |
| | |
| | |
| **Total Income** | |

## Section 6: Expenses

| Expense Description | Weekly/ Monthly |
|---|---|
| Mortgage Payments | |
| Rent | |
| Rent in advance | |
| Deposit | |
| Council Tax | |
| Gas | |
| Electricity | |
| Water Rates/Charges | |
| Television (rental / licence) | |
| Housekeeping, Food, School Meals | |
| Travelling Expenses | |
| Clothing | |
| Maintenance Payments | |
| Mobile Phone | |
| Other Expense(s) Please list below | |
| | |
| | |
| | |
| **Total Expenses** | |

## Section 7: Priority Debts

| Debt Description | Weekly/ Monthly |
|---|---|
| Rent Arrears | |
| Mortgage Arrears | |
| Water Rates / Charges Arrears | |
| Gas Debts | |
| Electricity Debts | |
| Maintenance Arrears | |
| Other Debt(s) Please list below | |
| | |
| | |
| **Total Priority Debts** | |

## Section 8: Court Orders

| Court | Claim Number | Weekly/ Monthly |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| **Total Court Order Instalments** | | |

## Section 9: Credit Debts

| Credit Card / Loan Type | Amount of Debt Owed | Weekly Payment | Monthly Payment |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| **Total Credit Debt payments** | | | |

## Section 10: Declaration

Even if someone else has filled in this form for you, you must sign this declaration if you can. If you have a partner, they must sign this declaration as well.

**Please read this declaration carefully before you sign and date it.**
**I have read and understand the following:**

- If I give information that is incorrect or incomplete, you may take action against me. This may include prosecution.
- You may check some of the information with other sources within the council, rent offices and other councils.
- You may use any information I have provided in connection with this and any other claim for social security benefits I have made or may make. You may give some information to other government organisations, if the law allows this.

I know I must let the council know about any change in my circumstances, which might affect my claim for Crisis & Resilience Housing Payments/Housing Benefit/Council Tax Reduction.

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

Signature: _____ Date: _____

Partner Signature: _____ Date: _____

## Help and advice

If you require help and assistance, or wish to discuss the matter, please contact us by:

- Phone on **(01623) 463463** and select option 2
- Email at **benefits@mansfield.gov.uk**
- Visiting our Revenues Enquiry Counter at the Civic Centre

### Please return your completed form to:

Mansfield District Council
Civic Centre
Chesterfield Road South
Mansfield
Nottinghamshire
NG19 7BH

### Homefinder

If you wish to be considered for re-housing to a smaller property please contact the Housing Department's Homefinder Team on **(01623) 463402** or visit **www.amhomefinder.co.uk**

### Citizens Advice Bureau

There are also independent advisory services such as the Citizens Advice Bureau who may be able to help you with budgeting advice or negotiating with your creditors on your behalf.

Mansfield Citizens Advice
Bureau Advicehub
16 Regent Street
Mansfield
Nottinghamshire
NG18 1SS

Phone: 0844 8563411

## National Debtline

The National Debtline also offer free, confidential and independent advice during office hours on 0808 8084000.

## Privacy Notice

**General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.**
Under the GDPR and DPA, Mansfield District Council, Chesterfield Road South, Mansfield, Nottinghamshire. NG19 7BH is a Data Controller for the information it holds about you. The Council will hold all personal information provided by you for your application for Crisis and Resilience Housing Payments and Council Tax Hardship payments. The lawful basis under which the Council uses personal data for this purpose is Public Task

The information provided by you includes the following special categories of personal data

- physical or mental health

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for 6 years after the end of your claim. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement www.mansfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the above address or by email to dpo@mansfield.gov.uk . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.