

Guidance Notes for completing a Preliminary Test of Resources Form

In order to apply for a Grant, a Financial Information form must be completed. This will enable the Council to advise you of any contribution you may have towards the costs of works.

You should complete the form to the best of your ability and give as accurate figures as possible.

- 1) All parts numbered 1.1 to 1.17 **must** be completed.
- 2) If you are in receipt of
 - Income Support,
 - Income Based Jobseekers Allowance
 - Income Based Employment Support Allowance,
 - Council Tax and/or Housing Benefit,
 - Tax Credits with an assessed income of less than £16040
 - Guaranteed Credit element of Pension Credit,

you only need to tick the box for question 3.1. You should then go to the end of the form and **sign and date the declaration**.

- 3) If you are not in receipt of any of the above benefits, then you must complete 3.1 to 3.40 and **sign and date the declaration**.
- 4) If you are unsure about any of the benefits you receive or which rates you are on, please send in award letters from the relevant organisation (e.g. DWP).
- 5) You will be contacted by telephone or letter if any other information is required – although this will generally be required when your full application is processed.
- 6) Once a means test has been carried out, you will be notified of any contribution.
- 7) If you have any contribution and the works go ahead, you will need to pay your contribution to the contractor(s), not the Council.

If you have any questions relating to the filling in of this form, please call (01509) 634651. The form should be returned to:

Strategic & Private Sector Housing
Charnwood Borough Council
Southfields
Loughborough
Leics
LE11 2TX

Please also note that it may cost more than a first class stamp to return the form.