

Guidance Notes for completing a full Test of Resources Form

In order to continue an application for a Disabled Facilities Grant, a full Financial Information form must be completed. This will enable the Council to advise you if your initial contribution you had may have changed towards the costs of works.

- 1) All parts numbered 1.1 to 1.17 **must** be completed.
- 2) All parts of section two should be completed.
- 3) If you are in receipt of any of the benefits below, you should indicate this on section 3.1 to 3.1c and then go to the end of the form and **sign and date the declaration.**
 - Income Support or Income Based Job Seekers Allowance
 - Guaranteed element of Pension Credit
 - Child Tax Credit where the assessed income is less than £15,050
 - Working Tax Credit where the assessed income is less than £15,050
 - Housing Benefit
 - Council Tax Benefit
 - Income Based Employment Support Allowance
- 4) If you are not in receipt of any of the benefits mentioned in point 3, then you must complete 3.1 to 3.40 and **sign and date the declaration.**
- 5) If you are in receipt of any other benefits you will need to send in award letters from the relevant organisation (e.g. DWP).
- 6) You will also need to provide documentation in respect of any other income or bank accounts you hold. You will also need to provide proof of any shares/bonds you hold
- 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.
- 8) If the work is for a disabled child or young person and **Child Benefit** is still in payment, you only need to follow instructions as listed in points 1, 3 and 6. Proof of Child Benefit and the date of birth of the child or young person will also be required.

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

Private 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.