

Application Form

The South Staffordshire Water Charitable Trust helps customers who are unable to pay their water and sewerage bill because of genuine difficulties, poverty, hardship or distress. It can help if you are:

- Unemployed
- Receiving very low wages
- Have a chronic and/or serious illness
- Are being made redundant
- · Suffering from a relationship breakdown or bereavement

The information required on this form is needed so that we can assess your claim. It will only be shared with those detailed in the Declaration Section at the end of this form.

If you have any problems filling it in, you can get advice from the Charitable Trust Administrator, from your local Citizens Advice Bureau, or from the StepChange Debt Charity (see contact details at the end of this form).

Completed forms should be returned to:

The Administrator South Staffordshire Water Charitable Trust Green Lane Walsall WS2 7PD

Date	
Your personal details	
Title	First name
Middle name(s)	
Surname	
Date of birth	National Insurance number
Daytime telephone no	Evening telephone no
Email address	
Account number (found at top	of your bill)

Your property details

Address
Postcode
Do you own or rent your property? Own Rent
Have you lived at this address for more than six years? Yes No
If not, please supply previous address details
Address
Postcode
FromTo
Address
Postcode
FromTo
Please continue on a separate sheet if necessary.
Employment details
Are you currently working? Yes No
If yes, are you working full time or part time? Full time Part time
Your employer details:
Name
Address
Postcode
If you are not currently working, are you actively seeking employment? Yes No
If no, please state why not:

Household details Who normally shares your home with you? (Tick all boxes that apply) Children Partner ____ Other I live alone Spouse/civil partner Please give full name(s) and occupation(s) of ALL residents aged over 16: Occupation Name Age How many children under 16 live with you? Are you, or is anyone in your household, disabled or diagnosed with a medical condition which requires you to use more water than normal? Yes No | | Do you have three or more children in your property under 19, in full time education and are you in receipt of either: **Working Tax Credits** · Child Tax Credits **Income Support Income related Employment Support allowance** Job Seeker's Allowance **Pension Credits**

Yes No

Housing Benefit, Council Tax Benefit Universal Credit

If you have answered YES to either of the above questions and you have a water meter installed, you may be able to get help from your water company's WaterSure scheme. Please call them directly or visit their website for further information.

Financial details

Table A: Income

Please complete the financial statement below using **WEEKLY** amounts.

To change monthly figures to weekly – multiply by 12 and then divide by 52.

	Weekly £
Your take home pay	
Partner's take home pay	
Regular overtime/bonus/commission	
Working Tax Credit	
Child Tax Credit	
Pension Credit	
Housing Benefit	
Council Tax Benefit	
Job Seeker's Allowance	
Universal Credit	
Income Support	
Maternity Pay/Allowance	
Statutory Sick Pay	
Incapacity Benefit/Income related Employment Support Allowance	
Carer's Allowance	
Disability Living Allowance (care)	
Disability Living Allowance (mobility)	
Attendance Allowance	
Industrial Injuries Benefits	
Severe Disablement Allowance	
Widow's Pension/Allowance	
Works Pension	
State Pension	
Other Pension	
Child Benefit	
Child or spousal maintenance	
Student grant/loan	
Son's/daughter's income	
Maintenance payments	
Other income (please list)	
Box A: Total weekly income	

Table B: Water and sewerage charges

	Total amount owed £	Arrears £	Agreed weekly payment £	Paid direct from benefits £
Water and sewerage charges				
		Box B: Total		

Please explain what arrangements you have made to keep up with your payments for water in future: (Continue on a separate sheet if necessary)

Table C: Priority debts

Please list the following outstanding arrears

	Total amount owed	Arrears £	Agreed weekly payment £	Paid direct from benefits £
Rent (after benefit)				
Mortgage				
Second mortgage				
Secured loan				
Council Tax				
Gas				
Electricity				
Telephone				
Social Fund Loan				
Court fines				
Benefit overpayment				

Box C: Total

Table D: Other debts

Please this section to list other outstanding debts for example HP, loans, credit and store cards, catalogues

Creditor	Total amount owed £	Arrears £	Agreed weekly payment £
Total			
		Box D: Total	

Table E: Other weekly expenditure

	Regular weekly payment £	Contribution to arrears (weekly) £
Food/general housekeeping		
Other fuel e.g. coal, bottled gas		
Clothing		
Telephone		
TV/video rental		
TV licence		
Child care		
School meals		
Ground rent/service charge		
Life Assurance		
Buildings/contents insurance		
Endowment policy		
Public transport costs		
Car running costs (Petrol etc)		
Car insurance and tax		
Car HP		
Maintenance (child/spouse)		
Prescriptions (regular)		
Children's pocket money		
Laundry/washing machine rental		
Satellite/Cable TV		
Newspaper/magazines		
Cigarettes		
Entertainment: e.g. pub, cinema		
Subscriptions		
Other expenditure (specify below)		
Box E: Total		

Table F: Total outgoings

	Regular weekly payment £	Weekly arrears instalment £
Water and sewerage charges	Box B	
Priority debts	Box C	
Other debts	Box D	
Other weekly expenditure	Box E	
Total outgoings	Box F	

Disposable income

Please use the information from the shaded boxes in tables A-D to find out your disposable income

	£
Total income (Box A)	
Total outgoings (Box F)	
Disposable income (Box A - Box F)	

Why have you not been able to pay your bill(s)?

lease tell us why you have not been able to pay your water charges. Give us as much information a ossible about your circumstances, particularly any hardship or illness which has led to your difficulary on have any illness or medical condition(s) your application must be accompanied by details of youndition(s). Where possible, provide dates when the condition began, details of any doctors you have onsulted and any proof you may have available.	lties ⁄our

Documented proof

I have provided the following documented evidence as proof of my personal circumstances:
Document 1
Document 2
Document 3
Document 4
Document 5
Do you feel able to make a small contribution towards the cost of your water and sewerage bill? Yes No D Please explain why
riease explain wily
Have you made payment arrangements in respect of your outstanding debts? Yes No No I If you have answered no please advise us how you intend to deal with them

Have you sought financial advice in respect of your outstanding debts? Yes No D
Please note that you can receive free impartial debt advice from a number of sources such as your local Citizens Advice Bureau or council run Welfare Rights Services.
If you have answered no would you be happy for us to refer you to a local Citizens Advice Bureau, StepChange Debt Charity or other free debt advice agency? Yes No
If you would not like to be referred please provide your reasons below
If you ticked yes , please give details below if you would like us to refer you to a particular branch of the Citizens Advice Bureau or other agency, otherwise we will refer you to the StepChange Debt Charity.
Name of organisation
Address
Postcode
Telephone number
I authorise the Charitable Trust Administrator to refer the details on this application form to you, for financial advice based on my outstanding debts.
Signed Dated

Declaration

If anyone has helped you to complete this form and you are happy for us to discuss your application with them (for example, an advice worker) please give their details below.

If this section is not completed we will write directly to you.

Name
Job title
Organisation
Address
Telephone number
Email
Declaration to be signed by the applicant: I consent to the personal data (including sensitive personal data, such as medical information) I have provided on this form being shared with, processed and held by the provider of my water services, the provider of my sewerage services and their respective business partners and suppliers for the purpose of processing my application (including contacting me directly), managing my water/sewerage account, to enable future budgeting of water and sewerage charges and to provide me with water/sewerage and associated services.
I authorise the Trust or their representatives to (a) contact the supplier of my water/sewerage service, the Department for Work and Pensions, any third party from whom I receive benefits or from whom I have received advice; or my doctor or consultant, to verify any of the details I have included in my application form or obtain other information that the Trustees consider relevant to my application.
I declare that the information I have given on this application form is complete and correct to the best of my knowledge. I understand that any false information may disqualify my claim and could lead to prosecution.
I declare that I will notify the Charitable Trust immediately if my circumstances change.
Tick the box to confirm the above declaration:
Signed
Print name
Data

Where to get advice

Charitable Trust Administrator

If you require any assistance in completing this form, please contact our Administrator on:

0300 3300033

Seek independent advice

If you want independent advice you can contact the **National Debt Helpline** on **0808 808 400** Monday to Friday 9am-9pm and Saturday 9.30am-1pm, or visit their website at **www.nationaldebtline.co.uk**

You can also contact organisations such as:

Citizens Advice Bureau (CAB)

Citizens Advice Bureaux help people resolve their legal, money and other problems by providing free, independent and confidential advice, and by influencing policymakers.

www.citizensadvice.org.uk

Details of the telephone number and location of your local CAB are available on the above website or in your local telephone directory.

StepChange Debt charity

StepChange Debt Charity is the new name for the UK's leading debt advice organisation. Previously known as Consumer Credit Counselling Service (CCCS) they have over 20 years' experience of helping people become debt free.

Its website includes a free 60-second debt check which gives straightforward advice based on your circumstances.

www.stepchange.org

0800 138 1111 (Freephone, including mobiles)

South Staffordshire Water Charitable Trust Green Lane Walsall WS2 7PD

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