



## Financial Assistance Enquiry Form

Please complete as much of this form as you can before sending it back to the address shown at the end of this form. The information will be used to determine what form of financial assistance may be most appropriate to your circumstances.

The form asks for brief details of your finances. This is because any financial assistance that we may be able to offer you is means tested. The information you provide will be used to assess whether you qualify for either a grant or a loan under any of our existing schemes. **Please be as accurate as you can with the figures.**

### 1.0 What is the address of the property where the work will be carried out?

Post Code:

### 1.1 Please give your name

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### 2.0 How long have you lived at the address to be improved?

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### 2.1 Please tick which of the following applies:

I am an existing owner occupier	<input type="checkbox"/>
I am a tenant of a private landlord	<input type="checkbox"/>
I am a tenant of a Social Landlord (eg. Pavilion)	<input type="checkbox"/>
I am a landlord	<input type="checkbox"/>
I am intending to move into the property	<input type="checkbox"/>

### 2.2 If the property to be adapted belongs to a Social Landlord, please give their name:

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### 2.3 Do you own any other property?

Yes  No

**2.4 What are your contact details?**

Address:
Post Code:
Home Telephone Number:
Work Telephone Number:

**2.5 What works are required?**


**2.6 How much do you think this work will cost?  
(do not worry if you do not know)**

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**2.7 Who lives in the property to be improved?  
(please include yourself if relevant)**

Name	Relationship (son/brother/ lodger etc)	Date of Birth	In full time Education? Yes/No	In receipt of Income Support? Yes/No	Registered Blind? Yes/No

**3.0 How much do you earn a week?  
(Do not include pensions or benefits)**

Gross Pay per week £	Tax you pay per week £	National Insurance you pay per week £	Pension contribution (if any) per week £

**3.1 How much does your partner earn a week?  
(Do not include pensions or benefits)**

Gross Pay per week £	Tax you pay per week £	National Insurance you pay per week £	Pension contribution (if any) per week £

**3.2 Do you receive any other income?  
(i.e. rent from lodger, settlement/maintenance payments etc.)**

Who receives the payment	Amount per week. £

**3.3 Does your partner receive any other income?  
(i.e. rent from lodger, settlement/maintenance payments etc.)**

Who receives the payment	Amount per week. £

**4.0 What pensions do you receive?**

Type of Pension? (eg. State pension, company pension)	Amount per week. £	Who receives the pension?

**4.1 What pensions does your partner receive?**

Type of Pension? (eg. State pension, company pension)	Amount per week. £	Who receives the pension?

**5.0 Benefits**

**Please show benefits separately and their breakdown e.g. Higher Rate Care, Lower Rate Mobility, car supplements, Long Term Incapacity Benefit etc.**

**5.1 What benefits do you receive?**

Type of Benefit? (eg. Child Benefit, DLA, Working Tax Credit etc.)	Amount per week. £	Who receives the benefit or pension?

## 5.2 What benefits does your partner receive?

Type of Benefit? (eg. Child Benefit, DLA, Working Tax Credit etc.)	Amount per week. £	Who receives the benefit or pension?

## 5.3 What benefits do your children receive?

Type of Benefit? (eg. Disability Living Allowance etc.)	Amount per week. £	Who receives the benefit or pension?

## 6.0 Savings

You should include the balance in any bank accounts or building society accounts as well as any shares, PEPs, ISAs, bonds, insurance policies or cash you may have.

### 6.1 What savings do you have?

Whose Name are the savings in?	Type of Savings (bank account, shares etc.)	Amount £

### 6.2 What savings does your partner have?

Whose Name are the savings in?	Type of Savings (bank account, shares etc.)	Amount £

### 6.3 Please give details of any savings that your children have

Whose Name are the savings in?	Type of Savings (bank account, shares etc.)	Amount £

**7.0 Income Tax**

**7.1 Do you or your partner pay income tax? Please tick yes or no.**

Yes	
NO	

<b>Signed:</b>		<b>Dated:</b>	
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**Please return this form as soon as possible to:**

**Private Sector Housing, Rushmoor Borough Council**  
Council Offices, Farnborough Road  
Farnborough, Hampshire, GU14 7JU

## **Privacy Notice for financial assistance enquiry form**

V1.0 May 2018

### 1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398980, via email to [privatehousing@rushmoor.gov.uk](mailto:privatehousing@rushmoor.gov.uk) or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at [data.protection@rushmoor.gov.uk](mailto:data.protection@rushmoor.gov.uk).

### 2. What we need your information for and the legal basis for it

We need your personal information, some of which may be sensitive, to process your enquiry for financial assistance to carry out repairs or improvements to your home. The law allows us to use your personal information in this way to carry out responsibilities under the Housing Grants, Construction and Regeneration Act 1996, in line with the Council's adopted financial assistance policy for housing grants and loans. This is one of the Council's public tasks and is in the public interest, in accordance with the requirements of UK law.

### 3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

### 4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Planning, Council Tax, Housing Benefits, Building Control, IT, Parking, Legal Services and Waste Management in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as Hampshire County Council, HMRC, Fire Authority and the Police in carrying out criminal investigations.

### 5. How we will store and look after your information

Your data will be held initially in paper format and on completion of the grant; it will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

### 6. How long we will retain your information

We will keep your information on our records for a period determined within our retention guidelines, or as long as we are required to do so by law, or in accordance with our operational requirements. For information on our policy for retaining personal information, please see our retention guidelines as published on Rushmoor Borough Council's website.

### 7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

### 8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities under the Housing Grants, Construction and Regeneration Act 1996. If you do not provide it, we will be unable to process your application for financial assistance to carry out repairs or improvements to your home.