



South Staffordshire Water
Charitable Trust

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

From To

Address

Postcode

From To

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

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)

I live alone Spouse/civil partner Partner Children Other

Please give full name(s) and occupation(s) of ALL residents aged over 16:

Name	Age	Occupation

How many children under 16 live with you?

Ages

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
- Housing Benefit,
- Council Tax Benefit
- Universal Credit

Yes No

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.

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)

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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 use 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			

Have you sought financial advice in respect of your outstanding debts?

Yes No

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

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.....

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

Date

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)

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Green Lane
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