

# Halton Local User Discount Support Scheme Application for Those on Low Income

The Halton Local User Discount Support Scheme (HLUDSS) provides access to the Local User Discount Scheme (LUDS) for those residents of Halton Borough who are ineligible to apply because they live in a house in Council Tax Band G or H, but have a low household income.

This application form is to be completed only by residents of Halton Borough who live in a house that is in Council Tax Band G or H. If you are unsure of your Council Tax Band, you can check this information at [www.gov.uk/council-tax-bands](http://www.gov.uk/council-tax-bands).

To qualify on the grounds of low income, your household income should be equal to or lower than the Benefit Cap, which is defined at [www.gov.uk/benefit-cap/benefit-cap-amounts](http://www.gov.uk/benefit-cap/benefit-cap-amounts).

This application form is only used to determine your household income. If you are successful in this application you will still need to apply for the LUDS through Merseyflow.

To qualify for LUDS you must still provide;

- your driving Licence;
- your HLUSS acceptance letter (in place of your Council Tax bill)
- your vehicle registration document (V5C, cars or small vans only) (**Note: Special rules apply for Halton residents who have a disability, do not have a blue badge or do not have a vehicle registered in their name**).
- £10 annual fee

Full eligibility criteria can be found at [www.merseyflow.co.uk/halton-resident](http://www.merseyflow.co.uk/halton-resident).

Only complete one HLUSS application per household, if you need another form for additional residents of the household, you can obtain them at [www.merseyflow.co.uk/hardship-scheme](http://www.merseyflow.co.uk/hardship-scheme). If successful, all eligible residents in the household will be able to apply for the LUDS.

Complete this form to give your estimated income for tax year **2019-20**.

If your application is successful for this year, you may be required to provide evidence of your household income at a later date.

## 1 Household details

Address

Postcode

## 2 Your personal details of household resident aged 16 years old and above

**Person 1**

Forename(s)

Surname

Date of Birth

**Person 2**

Forename(s)

Surname

Date of Birth

### 3 Your financial information for the tax year 2019-20

- Please answer all questions with your expected income between **6 April 2019** to **5 April 2020**
- The total amount should include all forecast income for the full tax year.
- If you don't expect to receive any income from the source a question asks about, please enter N/A or none as your answer
- If any questions are left blank, we won't be able to process this application and the form will be sent back to you

Where you provide a figure in sections 3.1 to 3.8 below, you **MUST** provide supporting evidence (see Section 3.9 for examples of acceptable forms of supporting evidence).

	Person 1	Person 2
<b>3.1 Total expected income from salary or wages</b> (before deductions)	£ <input type="text"/>	£ <input type="text"/>
<b>3.2 Total expected income from benefits in kind</b>	£ <input type="text"/>	£ <input type="text"/>
Taxable benefits in kind are other benefits that you are entitled to, but do not form part of your salary. For example, a fuel allowance or company car.		
<b>3.3 Total expected income from self-employment</b> (inc. Partnerships)	£ <input type="text"/>	£ <input type="text"/>
<b>3.4 Total expected taxable income from land and property</b>	£ <input type="text"/>	£ <input type="text"/>
<b>3.5 Total expected income from pensions</b>		
Give the amount of pension you expect to get from the first month until the end of the tax year.		
<b>Type of pension</b> (For example, state pension or widow's pension.)		
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
<b>3.6 Total expected income from building society and/or bank investments and savings</b>	£ <input type="text"/>	£ <input type="text"/>

You must include interest you receive on bank, building society and other savings accounts unless it is specifically non-taxable, for example, a non-taxable Individual Savings Account (ISA) etc.

### 3.7 Total expected income from taxable state benefits

Give the amount of state benefits you expect to get from the first month until the end of the tax year.

**Type of social benefit** (For example, unemployment benefit, incapacity benefit.)


**Person 1**

£
£

**Person 2**

£
£

### 3.8 Additional taxable income

Give the amount you expect to get from any other sources of taxable income not yet stated.

**Type of other taxable income**

(For example, redundancy or compensation or loss of job, even if you don't expect to pay tax on it.)


£
£
£
£

£
£
£
£

**The definition of household income will include total income from:-**

- Salary, wages, taxable state benefits, value of any benefits in kind;
- Occupational or private pensions;
- Interest from UK banks, building societies and unit trusts;
- UK life insurance gains, securities and partnerships;
- UK investments and dividends;
- Self-employment (adjusted profit from businesses);
- Adjusted profit from partnerships;
- Being a Minister of Religion;
- Property lettings;
- UK trusts;
- Foreign income;
- Overseas pension; and
- Other overseas income and gains.

### 3.9 Examples of Acceptable Supporting Evidence to Prove Your Household Income

- 2 x Monthly or 5 x Weekly, most recent and consecutive payslips;
- A signed / stamped letter from your employer; confirming your earnings;
- Benefit notification letters;
- Bank & Building Society statements (These cannot be used to confirm income from employment);
- Reliable / Official third party documentation describing the nature of the income, amount and frequency received.



## 4 Declaration

This application may be delayed unless you sign and date this declaration.

- I/we confirm that to the best of my/our knowledge and belief, the information I/we have provided is true and complete. If it is not, I/we understand that I/we may have my/our access to the LUDS withdrawn and I/we will become liable for any tolls incurred.
- I/we agree to supply any further information in relation to this application that Merseyflow may request and agree to inform Merseyflow immediately if my/our circumstances change in any way that might affect this application.
- I/we must notify Merseyflow about any change in my/our circumstances, which may affect the household's application to the HLUDDS, such a change in the household income.
- I/we understand that If I am/we are successful then I/we will need to apply for the LUDS either on line at [www.merseyflow.co.uk](http://www.merseyflow.co.uk), in person at the walk in centre or on the telephone on 01928 878 878.
- I/we understand that I/we must provide any supporting evidence required to support my/our application for the HLUDDS

### Person 1

Your full name (in BLOCK CAPITALS)

Your signature

X

Date 

DAY			MONTH			YEAR				
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### Person 2

Your full name (in BLOCK CAPITALS)

Your signature

X

Date 

DAY			MONTH			YEAR				
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Please return the completed form and supporting evidence (within 10 working days of the above declaration date):-

#### Via email:

[LUDSupport@merseyflow.co.uk](mailto:LUDSupport@merseyflow.co.uk) or;

#### Via post:

Halton Local User Discount Support Scheme Application  
Merseyflow  
Customer Services  
PO Box 327  
Runcorn  
WA7 1SJ

If you need any further information or require any further assistance please visit [www.merseyflow.co.uk/hardship-scheme/](http://www.merseyflow.co.uk/hardship-scheme/) or call 01928 878 878

**Large print versions of this form can be provided by request.**

#### Data Protection

Mersey Gateway Crossings Board (on behalf of Halton Borough Council and its contracted service provider Emovis Operations Mersey Limited and Merseyflow) collects and uses your personal data prior to and following the issuing of this application for the Halton Local User Discount Support Scheme. Your personal data may be disclosed to other agencies or other third parties where we are under a duty to do so in order to comply with any legal obligation, or to prevent or detect crime or in order to enforce the terms of our contract with you under the Merseyflow Scheme. You have rights in respect of your personal data which you can exercise by contacting us. For more information about how we treat your personal data please refer to our updated Privacy Policy which can be found at: [www.merseygateway.co.uk/mgcb](http://www.merseygateway.co.uk/mgcb). We would encourage you to read the document in full and should you wish to change or update your preferences to how we hold your data, please contact us on [enquiries@merseygateway.co.uk](mailto:enquiries@merseygateway.co.uk).