

Statement of Local Authority claimed entitlement to  
**HOUSING BENEFIT SUBSIDY**

<b>2019/2020 ESTIMATE FORM</b>							<b>20</b>	<b>01</b>
AUTHORITY NAME							<b>001</b>	
AUTHORITY NUMBER							<b>002</b>	

**IMPORTANT:**

1. Please read the guidance notes before you fill in this form.
2. Page 1 must be signed by the Responsible Finance Officer.

**ESTIMATED CLAIM FOR HOUSING BENEFIT SUBSIDY**

RENT REBATE	(Cells 018 + 031)	£	<b>003</b>
RENT ALLOWANCE	(Cell 047)	£	<b>004</b>
TOTAL ADMINISTRATION COSTS ALLOCATION		£	<b>005</b>
<b>TOTAL AMOUNT CLAIMED</b>		£	<b>006</b>

**LOCAL AUTHORITY CERTIFICATE**

**I APPLY** on behalf of the authority for payment of the amount at cell 006 above.

**I UNDERTAKE** to submit an initial final and a certified final claim within the time limits currently in force and promise to pay the Secretary of State on demand the amounts of any excess monies previously paid.

**I CERTIFY** that the entries on this form are in accordance with the Acts specified in the guidance notes and the relevant regulations, determinations, directions, circulars, notes, instructions and other agreed arrangements and that to the best of my knowledge and belief the information is correct.

<b>SIGNED:</b>	<b>DATE:</b>
<b>NAME</b> (block):	<b>POSITION HELD:</b>

This signature, certifying the claim, must be that of the officer who is responsible pursuant to Section 151 of the Local Government Act 1972 (Responsible Finance Officer).

**PLEASE PROVIDE A LOCAL AUTHORITY CONTACT:**

**Name:** \_\_\_\_\_ **Telephone No. (+STD):** \_\_\_\_\_

**Ext:** \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Input by	<input type="text"/>	Date	<input type="text"/>
Authorised	<input type="text"/>	Date	<input type="text"/>

**Cell – 007 - Spare**

**ESTIMATED RENT REBATES GRANTED TO TENANTS OF NON-HRA PROPERTIES**

**EXPENDITURE FOR THE FINANCIAL YEAR.**

£	<b>008</b>
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**BOARD AND LODGING OR NON SELF-CONTAINED LICENSED ACCOMMODATION WHERE THE LOCAL AUTHORITY IS THE LANDLORD**

Expenditure **up to** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).

£	<b>009</b>
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Expenditure **above** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).

£	<b>010</b>
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**SHORT-TERM LEASED OR SELF-CONTAINED LICENSED ACCOMMODATION WHERE THE LOCAL AUTHORITY IS THE LANDLORD**

Expenditure **up to** the lower of 90% of the appropriate LHA rate for the property and the upper limit (£500 or £375).

£	<b>011</b>
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Expenditure **above** the lower of 90% of the appropriate LHA rate for the property plus the management costs element and the upper limit (£500 or £375).

£	<b>012</b>
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**OVERPAID RENT REBATES GRANTED TO TENANTS OF NON-HRA PROPERTIES**

Expenditure in respect of eligible overpayments.

£	<b>013</b>
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Expenditure in respect of technical error and recovered DWP O/P's.

£	<b>014</b>
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Expenditure in respect of local authority error and administrative delay overpayments.

£	<b>015</b>
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**ESTIMATED FULL RATE SUBSIDY**

(Cell 008 - (Cells 010 + 012 + 013 + 014 + 015)).

£	<b>016</b>
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**SUBSIDY CLAIMED AT REDUCED RATE**

(Cell 013 x 0.40).

£	<b>017</b>
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**TOTAL SUBSIDY (Cells 016 + 017 + 063)**

£	<b>018</b>
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**Cells 019 – 023 - Spare**

**ESTIMATED RENT REBATES GRANTED TO TENANTS OF HRA PROPERTIES**

**EXPENDITURE FOR THE FINANCIAL YEAR.**

£	<b>024</b>
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**OVERPAID RENT REBATES GRANTED TO TENANTS OF HRA PROPERTIES**

Expenditure in respect of eligible overpayments.

£	<b>025</b>
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Expenditure in respect of technical error and recovered DWP O/P's.

£	<b>026</b>
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Expenditure in respect of local authority error and administrative delay overpayments.

£	<b>027</b>
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**DISPROPORTIONATE RENT INCREASE (WALES ONLY)**

Expenditure in respect of non-exemption from DRI rule

£	<b>028</b>
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**ESTIMATED FULL RATE SUBSIDY**

(Cell 024 - (Cells 025 + 026 + 027 + 028)).

£	<b>029</b>
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**SUBSIDY CLAIMED AT REDUCED RATE**

(Cell 025 x 0.40).

£	<b>030</b>
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**TOTAL SUBSIDY (cells 029 + 030 + 064)**

£	<b>031</b>
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**ESTIMATED RENT ALLOWANCES****EXPENDITURE FOR THE FINANCIAL YEAR.**

£	<b>032</b>
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**RENT OFFICER REFERRALS**

Expenditure in respect of eligible rent above RO's determinations where no restriction under Regs.13 or 13ZA.

£	<b>033</b>
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Expenditure in respect of eligible rent above the RO's determinations not included in cell 033.

£	<b>034</b>
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**EXPENDITURE ON BOARD AND LODGING AND NON SELF-CONTAINED LICENSED ACCOMMODATION PROVIDED AS TEMPORARY OR SHORT TERM ACCOMMODATION WHERE A REGISTERED HOUSING ASSOCIATION IS THE LANDLORD**

Expenditure **up to** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).

£	<b>035</b>
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Expenditure **above** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).

£	<b>036</b>
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**EXPENDITURE ON SELF-CONTAINED LICENSED ACCOMMODATION AND ACCOMMODATION OWNED OR LEASED BY A REGISTERED HOUSING ASSOCIATION PROVIDED AS TEMPORARY OR SHORT TERM ACCOMMODATION WHERE A REGISTERED HOUSING ASSOCIATION IS THE LANDLORD**

Expenditure **up to** the lower of 90% of the appropriate LHA rate for the property and the upper limit (£500 or £375).

£	<b>037</b>
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Expenditure **above** the lower of 90% of the appropriate LHA rate for the property plus the management costs element and the upper limit (£500 or £375).

£	<b>038</b>
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**OVERPAID RENT ALLOWANCES**

Expenditure in respect of duplicate payments.

£	<b>039</b>
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Expenditure in respect of eligible overpayments.

£	<b>040</b>
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Expenditure in respect of recovered DWP/payments on account overpayments

£	<b>041</b>
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Expenditure in respect of local authority error and administrative delay overpayments.

£	<b>042</b>
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**ESTIMATED FULL RATE SUBSIDY**

(Cell 032 - (Cells 033 + 034 + 036 + 038 + 039 + 040 + 041 + 042)).

£	<b>043</b>
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**SUBSIDY CLAIMED AT REDUCED RATE**

(Cell 033 x 0.60) + (Cell 039 x 0.25) + (Cell 040 x 0.40).

£	<b>044</b>
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**TOTAL ESTIMATED SUBSIDY** (Cells 043 + 044 + 065).

£	<b>045</b>
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**MODIFIED SCHEME SUBSIDY** (this figure to be transferred from Cell 071).

£	<b>046</b>
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**TOTAL SUBSIDY (Cells 045 + 046).**

£	<b>047</b>
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**Cells 048-055 - Spare****LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY SUBSIDY****ESTIMATED TOTAL EXPENDITURE ATTRACTING FULL SUBSIDY**

(Cells 016 + 029 + 043).

£	<b>056</b>
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Lower threshold (Cell 056 x 0.48%).

£	<b>057</b>
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Upper threshold (Cell 056 x 0.54%).

£	<b>058</b>
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**ESTIMATED TOTAL LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY OVERPAYMENTS**

(Cells 015 + 027 + 042).

£	<b>059</b>
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**SUBSIDY CALCULATION**

Enter the figure from 059 if cell 059 is less than or equal to cell 057. Otherwise enter "0".

£	<b>060</b>
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Enter the figure from cell 059 if cell 059 is more than cell 057 but less than or equal to cell 058. Otherwise enter "0".

£	<b>061</b>
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**Local authority error and administrative delay subsidy due (Cell 060 + (Cell 061 x 0.40)).**

£	<b>062</b>
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**LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY SUBSIDY APPORTIONMENTS**

Rebates for non-HRA properties (Cell 062 x (Cell 015 divided by Cell 059)). This figure to be included in Cell 018.

£	<b>063</b>
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Rebates for HRA properties (Cell 062 x (Cell 027 divided by Cell 059)). This figure to be included in Cell 031.

£	<b>064</b>
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Rent Allowances (Cell 062 x (Cell 042 divided by Cell 059)). This figure to be included in Cell 045.

£	<b>065</b>
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**Cell 066 - Spare**

**MODIFIED SCHEMES SUBSIDY**

Total subsidy claimed before any addition in respect of the operation of a local scheme. (Cells 018 + 031 + 045).

£	<b>067</b>
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Enter 0.2% of cell 067.

£	<b>068</b>
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Estimated expenditure due to the voluntary disregarding of War Disablement Pensions or War Widows Pensions.

£	<b>069</b>
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Enter 75% of cell 069.

£	<b>070</b>
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Enter the lower of cells 068 and 070. This figure to be transferred to cell 046.

£	<b>071</b>
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Certification Number:

**Completed estimates should be returned by e-mail to : [HBSubsidy@dwp.gsi.gov.uk](mailto:HBSubsidy@dwp.gsi.gov.uk)  
Completed Local Authority Certificates of Entitlement should be scanned and emailed separately to [HBSubsidy@dwp.gsi.gov.uk](mailto:HBSubsidy@dwp.gsi.gov.uk)**

**Department for Work and Pensions**

HB Subsidy Team  
Housing Delivery Division  
Room 120D  
Warbreck House  
**BLACKPOOL FY2 0UZ**

**Telephone:**

**01253 337972 / 01253 337763 / 01253 337975**