

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	(Cell 019)	£	<b>003</b>
RENT ALLOWANCE	(Cell 040)	£	<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 (block):</b>	<b>POSITION HELD:</b>

This signature, certifying the claim, must be that of the officer who is responsible pursuant to Section 95 of the Local Government Act 1973 (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****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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**LEASED OR SELF-CONTAINED LICENSED ACCOMMODATION WHERE THE LOCAL AUTHORITY IS THE LANDLORD (INCLUDING LEASED ACCOMMODATION HELD WITHIN THE HOUSING REVENUE ACCOUNT)**

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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**DISPROPORTIONATE RENT INCREASE**

Expenditure in respect of non-exemption from DRI rule.

£	<b>013</b>
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**OVERPAID RENT REBATES**

Expenditure in respect of eligible overpayments.

£	<b>014</b>
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Expenditure in respect of technical error and recovered DWP O/P's.

£	<b>015</b>
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Expenditure in respect of local authority error and administrative delay overpayments.

£	<b>016</b>
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**ESTIMATED FULL RATE SUBSIDY**

(Cell 008 - (Cells 010 + 012 + 013 + 014 + 015 + 016)).

£	<b>017</b>
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**SUBSIDY CLAIMED AT REDUCED RATE**

(Cell 014 x 0.40).

£	<b>018</b>
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**TOTAL ESTIMATED SUBSIDY (Cells 017 + 018 + 056)**

£	<b>019</b>
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**Cells 020 – 024 - Spare****ESTIMATED RENT ALLOWANCES****EXPENDITURE FOR THE FINANCIAL YEAR.**

£	<b>025</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>026</b>
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Expenditure in respect of eligible rent above the RO's determinations not included in cell 026.

£	<b>027</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>028</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>029</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>030</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>031</b>
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**OVERPAID RENT ALLOWANCES**

Expenditure in respect of duplicate payments.

£	<b>032</b>
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Expenditure in respect of eligible overpayments.

£	<b>033</b>
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Expenditure in respect of recovered DWP/payments on account overpayments.

£	<b>034</b>
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Expenditure in respect of local authority error and administrative delay overpayments.

£	<b>035</b>
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**ESTIMATED FULL RATE SUBSIDY**

(Cell 025 - (Cells 026 + 027 + 029 + 031 + 032 + 033 + 034 + 035)).

£	<b>036</b>
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**SUBSIDY CLAIMED AT REDUCED RATE**

(Cell 026 x 0.60) + (Cell 032 x 0.25) + (Cell 033 x 0.40).

£	<b>037</b>
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**TOTAL ESTIMATED SUBSIDY** (Cells 036 + 037 + 057).

£	<b>038</b>
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**MODIFIED SCHEME SUBSIDY** (this figure to be transferred from Cell 063).

£	<b>039</b>
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<b>TOTAL ESTIMATED SUBSIDY (Cells 038 + 039)</b>	£	<b>040</b>
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**Cells – 041- 048 - Spare**

**LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY SUBSIDY**

**ESTIMATED TOTAL EXPENDITURE ATTRACTING FULL SUBSIDY**

(Cells 017 + 036).

£	<b>049</b>
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Lower threshold (Cell 049 x 0.48%).

£	<b>050</b>
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Upper threshold (Cell 049 x 0.54%).

£	<b>051</b>
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**ESTIMATED TOTAL LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY OVERPAYMENTS**

(Cells 016 + 035).

£	<b>052</b>
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**SUBSIDY CALCULATION**

Enter the figure from 052 if cell 052 is less than or equal to cell 050. Otherwise enter "0".

£	<b>053</b>
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Enter the figure from cell 052 if cell 052 is more than cell 050 but less than or equal to cell 051. Otherwise enter "0".

£	<b>054</b>
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**Local authority error and administrative delay subsidy due** (Cell 053 + (Cell 054 x 0.40)).

£	<b>055</b>
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**LOCAL AUTHORITY ERROR AND ADMINISTRATIVE DELAY SUBSIDY APPORTIONMENTS**

Rent Rebates (Cell 055 x (Cell 016 divided by Cell 052)). This figure to be included in Cell 019.

£	<b>056</b>
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Rent Allowances (Cell 055 x (Cell 035 divided by Cell 052)). This figure to be included in Cell 038.

£	<b>057</b>
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**Cell 058 - Spare**

**MODIFIED SCHEMES SUBSIDY**

Total subsidy claimed before any addition in respect of the operation of a local scheme.  
(Cells 019 + 038).

£	<b>059</b>
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Enter 0.2% of Cell 059.

£	<b>060</b>
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Estimated expenditure due to the **voluntary** disregarding of War Disablement Pensions or War Widows Pensions.

£	<b>061</b>
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Enter 75% of Cell 061.

£	<b>062</b>
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Enter the lower of Cells 060 and 062. This figure to be transferred to Cell 039.

£	<b>063</b>
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Certification Number:

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