

Statement of Local Authority claimed entitlement to
Housing Benefit subsidy

Financial year ending (FYE) March 2025 estimate							25	01
Authority name							001	
Authority number							002	

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)	£	003
Rent allowance (Cell 047)	£	004
Total administration costs allocation	£	005
Total amount claimed	£	006

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.

Signed:	Date:
Name (block):	Position held:

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.

£ 008

Board and lodging or non-self-contained licensed temporary accommodation where the local authority is the landlordExpenditure **up to** the lower of the one bedroom self-contained LHA rate and the upper limit (£500 or £375).

£ 009

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

£ 010

Leased or self-contained licensed temporary accommodation where the local authority is the landlordExpenditure **up to** the lower of 90% of the appropriate LHA rate for the property and the upper limit (£500 or £375).

£ 011

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).

£ 012

Overpaid rent rebates granted to tenants of Non-HRA properties

Expenditure in respect of eligible overpayments.

£ 013

Expenditure in respect of technical error and recovered DWP O/P's.

£ 014

Expenditure in respect of local authority error and administrative delay overpayments.

£ 015

Estimated full rate subsidy

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

£ 016

Subsidy claimed at reduced rate

(Cell 013 x 0.40).

£ 017

Total subsidy (Cells 016 + 017 + 063)

£ 018

Cells 019 – 023 - Spare**Estimated rent rebates granted to tenants of HRA properties**

Expenditure for the financial year.

£ 024

Overpaid rent rebates granted to tenants of HRA properties

Expenditure in respect of eligible overpayments.

£ 025

Expenditure in respect of technical error and recovered DWP O/P's.

£ 026

Expenditure in respect of local authority error and administrative delay overpayments.

£ 027

Disproportionate rent increase (Wales only)

Expenditure in respect of non-exemption from DRI rule

£ 028

Estimated full rate subsidy

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

£ 029

Subsidy claimed at reduced rate

(Cell 025 x 0.40).

£ 030

Total subsidy (cells 029 + 030 + 064)

£ 031

Estimated rent allowances**Expenditure for the financial year.**

£	032
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Rent officer referrals

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

£	033
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Expenditure in respect of eligible rent above the RO's determinations where restrictions could be made under regs 13 or 13ZA. Exclude amounts in cell 033.

£	034
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Expenditure on board and lodging and non-self-contained licensed temporary accommodation provided 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).

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

£	036
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Expenditure on self-contained licensed accommodation and temporary accommodation owned or leased by 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).

£	037
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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).

£	038
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Overpaid rent allowances

Expenditure in respect of duplicate payments.

£	039
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Expenditure in respect of eligible overpayments.

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

£	041
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Expenditure in respect of local authority error and administrative delay overpayments.

£	042
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Estimated full rate subsidy

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

£	043
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Subsidy claimed at reduced rate

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

£	044
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Total estimated subsidy (Cells 043 + 044 + 065).

£	045
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Modified scheme subsidy (this figure to be transferred from Cell 071).

£	046
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Total subsidy (Cells 045 + 046).

£	047
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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).

£	056
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Lower threshold (Cell 056 x 0.48%).

£	057
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Upper threshold (Cell 056 x 0.54%).

£	058
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Estimated total local authority error and administrative delay overpayments

(Cells 015 + 027 + 042).

£	059
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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".

£	060
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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".

£	061
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Local authority error and administrative delay subsidy due (Cell 060 + (Cell 061 x 0.40)).

£	062
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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.

£	063
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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.

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

£	065
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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).

£	067
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Enter 0.2% of cell 067.

£	068
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Estimated expenditure due to the **voluntary** disregarding of War Disablement Pensions or War Widows Pensions.

£	069
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Enter 75% of cell 069.

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

£	071
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Certification number:

**Completed estimates should be returned by e-mail to: hbsubsidy@dpw.gov.uk
Completed Local Authority Certificates of Entitlement should be scanned and emailed separately to hbsubsidy@dpw.gov.uk**

Department for Work and Pensions | Telephone:
Local Authority Funding Team
Local Authority Partnership
Engagement & Delivery
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