

Claim form for a Discretionary Housing Payment



We will use the information you give on this form to decide whether we should grant you a discretionary housing payment. You should answer all the questions that apply to you and say in part 2 of this form why you think that you are eligible. You should send proof of all the items marked with an asterisk (*) so we can consider your claim. When you have filled the form, you (and your partner if you have one) should sign and date the declaration in part 6 and return the form to the address given at the end of the form as soon as possible.

If you need help filling in the form, you are welcome to call at the Housing Benefit Office, Room 12, Guildhall 2. We are open from 9 am. to 4.30 pm., Monday to Friday. We also offer a home - visiting service if you cannot come to the Guildhall. You can this by phoning 020 8547 5198.

Part 1 Personal details

Surname:

For office use only

DATE OF ISSUE

First names:

Address and postcode:

Part 2 Personal statement

Use this space to say explain why you are making a claim for discretionary housing payments.

Personal statement continued.

Part 3 Important questions

Please give detailed answers to the following questions in the spaces provided.

1 What efforts have you made to find other accommodation?

2 Are there any circumstances, which would prevent you moving, or sharing with family or friends?

3 Do you or any member of your family have any health problems? If so, please tell us what they are and provide medical evidence.*

4 Do you, or any member of your family who lives with you, have any special needs or expenses which means you have to spend more money than you would normally expect, for example, special dietary foods for medical reasons, travelling expenses, (and so on)?

Special need*	Cost

5 Would meeting the shortfall in your rent deprive a member or members of your family of something they need (for example, replacement clothing)?

6 Would anyone living with you, such as a grown - up son or daughter, be able to help with the shortfall?

Part 4 Your weekly outgoings

Please give details of the weekly spending of you and your partner (if you have one).

	How much are you paying?	Cost
Gas*	£	£
Electricity*	£	£
Oil or other fuels*	£	£
Phone or mobile*	£	£
Water rates*	£	£
Council Tax*	£	£
Mortgage*	£	£
Mortgage endowment policy*	£	£
Food*	£	£
Travelling expenses*	£	£

Car tax and Insurance*	£	£
Childcare	£	£
Clothing	£	£
Rentals,(for example, TV)	£	£
Insurance	£	£
	£	£

Your weekly outgoings: Debts

	Date	Please state purpose/ reason for the debt	How much are you paying?	How much do you owe?
Loans or overdrafts*				
Hire purchase*				
Credit agreements*				
Credit cards*				
Fines*				
Rentals* (for example TV)				

Part 5

Do you or your partner own anything of value? If you do please give details.

Items of value	Value
	£
	£
	£
	£
	£
	£

Part 5 Declaration

Warning: If you give false information, we may prosecute you under the 1968 and 1978 Theft Act and the 1986 Social Security Act.

As far as I know, the information I have given on this form is true and complete. I agree that you may check the information I have given. I agree to tell the Housing Benefit Office if my circumstances change which may affect my claim to benefits. I understand that you may ask me to go to the Guildhall for an interview to discuss this claim.

Your signature:

Your partner's signature:

Date:

Please return this form within four weeks of the date of issue to:

**Revenues and Benefits Manager
Housing Benefit Office
Guildhall 2
Kingston upon Thames
Surrey
KT1 1EU.**