



Discretionary Housing Payment application

For office use only

HB ref: _____

Date: _____

Discretionary Housing Payment application

Your name and address

1. When did you move into this address?

2. Please state the reasons for moving to this address

3. Were you able to afford the rent when you moved in?

Yes

No

If yes, how were you able to afford it? (For example, you were working, had enough income)

4. How many hours do you work per week?

5. If you are working less than 36 hours per week, please explain why.

6. If you have a partner, how many hours do they work?

If less than 36 hours, please explain why:

7. If you are working less than 36 hours per week, what are you doing to increase your hours to the full time equivalent?

8. Please state how much Child Maintenance or Child Support you receive per week/month

If you are not in receipt of either Child Maintenance or Child Support please explain why not or provide proof that you have applied and awaiting the outcome of your claim.

To make a claim you should contact:

Child Maintenance: 0800 0835 130

or visit: www.gov.uk/child-maintenance

Child Support Agency: 0845 713 3133 / 8924

Or visit: www.csa.gov.uk

9. Before moving into your home, did you find out the Local Housing Allowance rate?

Yes No

If not, why not?

10. Have you asked or negotiated with your landlord to reduce the rent? Yes No

If yes, when did you do this and what was the outcome? If not, why not?

11. Have you tried to find cheaper accommodation? Yes No

If yes, when did you do this and what was the outcome? If not, why not?

12. Is there any reason why you couldn't move if you found cheaper accommodation?

Yes No

If yes, what is the reason?

13. Are you in arrears with your rent?

Yes No

If yes, by how much are you in rent arrears?

£

Are you trying to clear these arrears? If so, what arrangements have you made?

14. Is your landlord taking any action against you for these rent arrears? Yes No

If yes, what action has he or she taken?

15. Are you registered on any housing waiting lists and are you actually bidding for properties?

Yes No

If yes, when did you register and with whom did you register?

Please give details of any tenancies you have been offered. If you have turned down any offers, please give the reasons why.

16. Do you have any friends or relatives who could provide you with accommodation?

Yes No

17. Do you have any friends or relatives who could help you with your rent?

Yes No

18. Do you, or a member of your family, have any health problems or a disability?

Yes No

If yes, please give details. You will need to provide medical evidence to support your claim, for example, a letter from your doctor or a medical certificate.

19. Have you recently suffered bereavement?

Yes No

If yes, please give details.

20. Do you have any capital or savings?

Yes No

If yes, please give details below.

Please note that you will need to provide proof of all bank accounts, savings and investments such as bank statements or updated bank books or investment certificates showing all of the last **three** months transactions and the current balance for all accounts that you and your partner have.

This is also known as proof of capital. If you do not have the original bank statements we may accept original printouts from your bank, which are usually printed on headed paper and date stamped. We will not accept mini statements.

21. Do you own any assets that could help you meet your rent?

Yes No

If yes, are you prepared to sell these items? Have you already sold items? Please give details.

22. If we award you a Discretionary Housing Payment for a limited period of time (normally 3 months) please explain how this will help you to remain in your home on a long term basis.

23. Please provide a breakdown of your expenses.

Expenses	Monthly £
Loans	
Rent	
Council Tax	
Water charges	
Home/Contents insurance	
Life assurance	
Magistrates' court fines	
Maintenance payments	
Telephone	
Gas	
Electricity	
Food, cleaning materials etc	
TV licence/rental	
Satellite/cable subscription	
Laundry/machine rental	
Car expenses/petrol	
Other travelling expenses	
Prescriptions	
Other medical expenses	
School meals	
Clothing and shoes	
Child's pocket money	
Child minding	
Catalogue repayments	
Credit card/store card debts	
Broadband/internet access	
Cigarettes/alcohol	
Entertainment	
Pets	
Other expenses; please specify	
Total expenses	

24. Please give any further information that you think might be relevant in your claim for Discretionary Housing Payments.

Declaration

Please read this declaration carefully and sign below. We cannot deal with your claim if you haven't signed it.

- This is my claim for Discretionary Housing Payments.
- I declare that the information I have given on this form is true and complete to the best of my knowledge.
- I allow the Council to make any necessary enquiries to verify the information on this form. This includes contacting my landlord.
- I allow the Council to cross check the information I have given with other sections within the Council, other Councils, and any agency that manages benefits.
- I will write to you straight away if there any changes in my circumstances so that you can work out Discretionary Housing Payment again. If I do not, and I get too much, I understand that I will have to pay it back and I may also be prosecuted under the Social Security Administration (Fraud) Act 1997.
- I understand that if I give information that is false or incomplete I may be prosecuted.
- I understand that I will have to pay back any Discretionary Housing Payments that I am not entitled to and that you will send me an invoice for any overpayment.

Claimant's signature

Date

Forms completed by someone other than the claimant

This section must be completed if someone has filled in the claim form on your behalf. This includes an agent, appointee, social worker, relatives or friends.

Name of the person who completed the form

Signature of the person

Relationship to you

Discretionary Housing Payments – Frequently Asked Questions

What are Discretionary Housing Payments?

They are payments the Council can make to any claimant whose Housing Benefit is reduced and, we think, needs extra help with their housing costs.

To get a Discretionary Housing Payment, you must be entitled to Housing Benefit or be in receipt of the Housing Costs element of Universal Credit.

What are Housing Costs?

Housing costs are your eligible rent.

We cannot award a Discretionary Housing Payment for any of the following:

- Service charges included in your rent that cannot be covered by Housing Benefit
- Charges for water and sewerage
- Increases in rent due to outstanding rent arrears
- Your Council Tax liability
- Any loss of income due to your benefits being sanctioned or suspended

How much will I get?

The Discretionary Housing Payment you can get is limited. The amount of Housing Benefit and the amount of Discretionary Housing Payment awarded cannot exceed your weekly eligible rent.

How will I be paid?

We pay your Discretionary Housing Payment by BACS direct to you or your landlord. If you are a council tenant, we will pay it direct to your rent account.

What do I have to do?

A person claiming a Discretionary Housing Payment needs to:

- Take all reasonable steps to improve your situation
- Be able to demonstrate that you are continuing to take steps to improve your situation
- Tell the Council the information it may need to make a decision (or look at a decision again)
- Give the Council any evidence needed about their claim
- Tell the Council of any changes in their circumstances which may affect their entitlement to a Discretionary Housing Payment

Send your claim to: PO Box 1550

Kingston

KT1 9ZB

DHP application form March 2017

What will the Council do?

We will:

- Treat your application fairly, taking into account all the information you give us
- Write to you and tell you the outcome of your claim as quickly as possible

What do I do if I disagree with a decision made about my claim for Discretionary Housing Payment?

If you are not happy or disagree with a decision about your Discretionary Housing Payment, you must write and let us know, explaining why you think the decision is wrong. You must do this within one month of the decision being made. You must address your letter to:

PO Box 1550

Kingston

KT1 9ZB

Discretionary Housing Payment decisions will be made at Senior Officer Level and in the case of an appeal a Senior Officer/Manager who has not previously dealt with the claim will review the decision independently. Further notification will then be sent as explained in the section above.

Any further appeal will be dealt with by the Benefits Manager who will carry out an internal review of the claim and will decide if the original decision is correct.