



Discretionary Housing Payment Application Form

What is a Discretionary Housing Payment?

A discretionary housing payment may be claimed if you receive housing benefit but are having difficulty paying the rest of your rent, and help pay for some, or all of the gap between housing benefit and your rent.

Examples of where you might need help are:

- The amount of Local Housing Allowance you get has gone down.
- The amount of housing benefit you get has been capped.
- You rent from a housing association and your housing benefit has been restricted because you have too many bedrooms.

Discretionary housing payments are from a separate fund with a limited budget and are awarded as a short-term measure to help people in financial difficulty.

You must provide any information that is relevant to your claim to help us assess your entitlement and come to a decision. It would also help us better understand your DHP claim if you provide evidence of any circumstances you describe, for example: a letter from your doctor that confirms a medical condition or evidence of your foster care arrangements.

How to Claim

Simply fill in and return this form to the Benefits Section at:

**No1 Market Street
Nelson
Lancashire
BB9 7LJ**

We may need to write to you for more information if we need it.

If you have any questions call the Benefit Office on 01282 661800.

Making a decision

When making a decision we need to look at things like:

- The shortfall between your Housing Benefit and the amount you have to pay;
- Any efforts you have made to reduce your rent;
- Your financial and medical circumstances and the financial and medical circumstances of anyone who lives with you;
- Your income and expenditure and the income and expenditure of anyone who lives with you;
- Your savings investments and any held by anyone else living with you;
- Any debts owed to you or anyone else who lives with you;
- Any exceptional circumstances;
- The amount of money we have available in the fund when we consider your application; and
- Any other special situations.

The award

We will write to you to tell you whether your application has been successful or not and the amount we have awarded. This might not be as much as you need to pay your full rent.

The Period of the award

We will tell you how long the payment will last for. The Discretionary Housing Payment fund is meant to help with short term emergencies. If you get an award there is no guarantee that another award will be made at a later date even if your circumstances have not changed.

What to do if you think our decision is wrong

There is no right of appeal to an independent Tribunal. However, you may ask us to look at our decision again and another decision maker will look at your application. You can ask for a review if we have refused your award, or we have awarded a reduced amount.

Part A - About you

Title (Mr, Mrs, Miss, etc):

Your full name:

Your partner's full name:

Address and postcode:

Preferred telephone number:

What date do you want to claim
discretionary housing payments from?

How much DHP per week (if awarded) would help?

Please use the space below to give the reasons for your request plus any supporting information:

Part B - About you and your family

1. When did you move into your current address?

...../...../.....

2. If you have moved in the last 12 months, please tell us your last address.

3. Please tell us your reasons for moving.

4. Could you afford to pay your rent when you first moved in to your property?

Yes If 'yes', how did you afford to pay it? No

5. Are there any particular circumstances why you need an extra bedroom? (eg. where a child or other adult has particular needs, a carer lives with you or you have foster children. Please supply evidence to support your need for an extra bedroom, such as a letter from a doctor, social worker or carer)

Part C - About your rent

6. If renting from a private landlord, have you asked your landlord to reduce your rent?

Yes Please answer the 2 questions below No

When did you do this?

What did the landlord say?

7. Are you behind with your rent payments?

Yes Please give the following: No

7a. How much are you in arrears?

7a. How much are you in arrears?	<input type="text"/>
----------------------------------	----------------------

7b. Have you received a notice to quit? Yes No

8. Have you tried to find a cheaper home?

Yes Please answer 8a and 8b below No Please answer question 8c below

8a. When did you do this?

8b. What was the outcome?

8c. If you have not tried to find a cheaper home please tell us why:

8c. If you have not tried to find a cheaper home please tell us why:	<input type="text"/>
--	----------------------

9. Would you have to stay in your current home even if you found a cheaper home?

Yes If 'yes', please explain why below. No

Part D – Other information

10. Are you on any housing waiting lists?

Yes If 'yes', please give further details below No

10a. When did you go on the list?
(Give the month and year)

10b. Whose list are you on?

10b. Whose list are you on?	<input type="text"/>
-----------------------------	----------------------

10c. Please give details of any tenancies you have been offered:	
--	--

11. Do you have any relatives or friends who could give you a place to live?

Yes No

Could they or anyone who lives with you, help you with your rent?

Yes No

12. Do you or any of your family have health problems or a disability?

Yes Please give details: No

--

(You will need to provide medical evidence if available, such as a letter from your Doctor. You do not need to provide this evidence if you will be charged for obtaining it.)

13. If you have to continue paying the shortfall in your rent what difficulties will this cause you (and your family)?

--

Part E – Personal Budget – Please give us a breakdown of your income and spending below

We need to see proof of your and your partner's income.	Weekly	Monthly
Your/your partner's wages	£	£
Disability Living Allowance	£	£
Company pension	£	£
Employment Support Allowance	£	£
Income Support	£	£
Jobseeker's Allowance	£	£
Child Benefit	£	£
Working Tax Credit	£	£
Child Tax Credit	£	£
Incapacity Benefit	£	£
Pension Credit	£	£
Other state benefits	£	£
Maintenance	£	£
Money from anyone who lives with you	£	£
Housing Benefit	£	£
Other	£	£
Total income	£	£

Your spending (We need to see proof of all regular spending.)	Weekly	Monthly
Rent	£	£
Council Tax	£	£
Water charges	£	£
Ground rent	£	£
Buildings and contents insurance	£	£
Life assurance or endowment premiums	£	£
Gas	£	£
Electricity	£	£
Toiletries	£	£
Groceries	£	£
TV rental and licence	£	£
Magistrates' court fines	£	£
Maintenance payments	£	£
Travelling expenses	£	£
School meals and meals at work	£	£
Clothing and shoes	£	£
Laundry	£	£
Phone	£	£
Prescriptions	£	£
Child's pocket money	£	£
Child minding costs	£	£
Catalogue accounts	£	£
Credit card debts	£	£
Other	£	£
Total expenses	£	£
For office use only:	Weekly	Monthly
Total income	£	£
Minus total expenses	£	£
Balance	£	£

Part F - Your debts – please show the amounts you are paying towards any debts you have.

Please provide proof of the current balance outstanding for all of your debts. You do not need to provide proof if you will be charged but must state this in Part G.

	Weekly	Monthly
Rent arrears	£	£
Mortgage arrears	£	£
Unpaid Council Tax	£	£
Overdue water rates	£	£
Fuel debts: gas	£	£
electricity	£	£
other	£	£
Magistrates' fines	£	£
Unpaid maintenance	£	£
Other (Please list below)	£	£

.....	£	£
.....	£	£
Total debts	£	£

Bank and building society accounts – If you have any bank or building society accounts or other savings, tell us about them here.

Name of bank or building society	Account number	Amount held

Part G - Other Information (Please tell us about anything else you think we should know about)

Part H - Declaration

Please read the following statements and sign below. We cannot deal with your application if you have not signed it.

- This is my claim for a Discretionary Housing Payment
- I will tell you if the information on any letter you send me is incorrect.
- The information I have given is true and complete.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I understand that you may check the information I have given on this form and that you may use the information I have given in connection with this and any other claim I have made or may make for state benefits. You may give some information to other organisations, such as government departments, local authorities and private companies if the law allows this.
- I know that I must tell you if my circumstances change after I make this claim.

Your signature:

Date: