

Application for Discretionary Housing Payments

Discretionary Housing Payments are paid from a cash limited fund to help those who need extra help with their rent and/or Council Tax.

For example,

- if your rent has been restricted for the purposes of calculating your Housing Benefit; or
- you are not getting full Housing and Council Tax Benefit based on your income; or
- you have non-dependants living with you and have special circumstances that mean that you are finding paying your rent or Council Tax difficult.

To get a Discretionary Housing Payment towards your rent you must be entitled to some Housing Benefit. To get a Discretionary Housing Payment towards Council Tax you must be entitled to some Council Tax Benefit.

To make an application for extra help please complete the enclosed form and return it as soon as possible.

If you have any difficulties completing the form please do not hesitate to contact the Customer Service Team on (0118) 9373707 for help and advice.

Your full name	
Date of birth	
National Insurance number	
Telephone number	
Email address	
Your current address	
Do you need help with the rent?	
Do you need help with the Council Tax?	

Please explain why you need extra help from the Discretionary Housing Payment Fund and for how long.

Please attach a separate sheet of paper if you need more space

Please explain what options have you considered in order to increase your income, for example:

- Finding employment
- Increasing the number of hours worked
- Using your savings
- Renting out a spare room

<p>If you have a social worker, probation officer, support worker or similar, please tell us their name and address.</p>	
--	--

<p>For people who have a landlord</p>	
<p>In order to consider paying extra benefit to cover all or part of the shortfall between your rent and a Housing Benefit award please answer <u>all</u> of the following questions.</p>	
How much is the full rent and how often is it due?	£
How much deposit did you pay?	
Why did you choose to live at this address?	
<p>Have you asked the landlord if they will reduce the rent?</p> <p>If Yes, please give details of the reply together with the date the rent changed.</p>	
Have you looked for cheaper alternative accommodation?	
How long have you been looking for alternative accommodation?	
How long do you think it will take to find alternative accommodation?	
<p>Are you on the Council's Housing Waiting List?</p> <p>When do think you will be offered accommodation?</p>	
<p>Have you been in contact with the Council's Housing Advice Section?</p> <p>If Yes, please state the name of the person who has been advising you.</p>	

Your outgoings

Priority outgoings	Amount	How often
Mortgage payments	£	
Mortgage payments for arrears	£	
Ground rent or lease	£	
Building and contents insurance	£	
Court fines	£	
Water - including any arrears payments	£	
Gas - including any payments for arrears		
Electric - including any payments for arrears	£	
T.V. licence	£	
T.V. & video rental	£	
Telephone	£	
Mobile phone	£	
Food if you have special dietary needs please tell us about them on page 3	£	
Toiletries and cleaning	£	
Clothing	£	
	£	
	£	
	£	

Child care	Amount	How often
Child minding fees / nursery fees	£	
Maintenance payments	£	
Nappies	£	
School meals	£	
School expenses	£	
	£	
	£	
	£	

Travel costs	Amount	How often
Bus / train fare to Work	£	
Bus / train fare to School	£	
Vehicle road tax & M.O.T	£	
Car insurance and servicing	£	
Petrol or diesel	£	
Number of cars in household		

Health costs	Amount	How often
Life insurance	£	
Dentist	£	
Prescriptions and medicines If you have any health problems please tell us about them on page 3	£	
Contact lenses / glasses	£	
Health insurance	£	
Personal pension plan	£	

Credit, loans and debt	Amount	How often	Outstanding
Bank overdraft	£		
Credit Card 1 (please specify)	£		
Credit Card 2 (please specify)	£		
Hire Purchase	£		
Catalogue 1 (please specify)	£		
Catalogue 2 (please specify)	£		
Store Cards	£		
Other Loans 1 (please specify)	£		
Other Loans 2 (please specify)	£		
Other Loans 3 (please specify)	£		

Other Outgoings	Amount	How often
Membership fees	£	
Leisure	£	
Children's pocket money	£	
Newspapers, magazines and lottery	£	
Cigarettes and alcohol	£	
Satellite, cable or subscription television	£	
Haircuts	£	
Broadband	£	
Pet insurance	£	
School dinners	£	
	£	

Declaration

- I declare that the information I have given on this form is correct and complete.
- I understand that the information I have given on this form will be used to calculate Discretionary Housing Payment. I will also be liable to repay any overpayments that occur, should any of the information I have given on this form prove to be false or incorrect.
- I understand that if I give information that is false or incorrect that I may be prosecuted.
- I understand that the information on this form may be shared with other Council departments.
- I understand that I must tell the Entitlement & Assessment or Customer Service Team about any changes that might affect my entitlement to Housing or Council Tax Benefit or Discretionary Housing Payment
- I understand that I will not get a Discretionary Housing Payment if there is no budget left

Signed by	
Date signed	
If you have not completed this form, the person who filled it in on your behalf must complete this section.	
I have filled in this form on behalf of	
They cannot fill in the form because	
My name is	
Relationship to person claiming	
I have read each question and recorded the answers given. As far as I know they are true and complete	
Your signature and date	
Please return the completed form to the Entitlement & Assessment Team or Customer Service Team as soon as possible. Upon receipt of the completed form we will advise you of our decision in writing within 14 days.	