



**MANCHESTER
CITY COUNCIL**

**Revenues and Benefits Unit
Appeals Section**

Website: www.manchester.gov.uk/benefits

Email: benefit.enquiries@manchester.gov.uk

Telephone: 0161 234 5003

PO Box 3 Manchester M15 5BA

Discretionary Housing Payment and/or Discretionary Council Tax Payment Application Form

Please fill in this form to apply for a Discretionary Housing Payment. If you need any help to fill in this form, or you would like more information about it, please contact us. If you would like to see an adviser you can make an appointment with our Customer Service Centre. Please ring the appointments line listed at the end of this page. If you prefer, you can contact your local Citizens Advice Bureau or any other local advice agency.

1. Your details.

Full name	
Address	
Day time contact number	
Email address	

If you have a representative helping you with this claim, such as an advice worker or a solicitor, please give their name, full address including postcode and telephone number. (If you do not give your representative's full address and postcode we will not be able to send them a copy of our decision.)

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2. Paying rent and Council Tax

If you need help to pay your rent, how much extra help do you need each week?

£

What date do you want this extra help to start from?

If you need help to pay your Council Tax, how much extra help do you need each week?

£

What date do you want this extra help to start from?

To find information, claim online or how to tell us about changes: www.manchester.gov.uk/benefits

Email: benefit.enquiries@manchester.gov.uk

Telephone for advice or make an appointment to see an adviser: 0161 234 5003 Mon-Fri, 8am-8pm.

Fax: 0161 455 1130 **Textphone:** (for callers with hearing difficulties who have textphones only) 0161 953 8301

Pick up leaflets or hand in forms: at the Customer Service Centre, Mount Street Entrance, Ground Floor, Town Hall Extension, Albert Square, M60 2LA open Mon-Fri, 8am-5pm.

Report benefit fraud: Freephone 0800 783 9668 or Email stop.benefit.fraud@manchester.gov.uk

Why do you need extra help to pay your rent and Council Tax?

Please give as much detail as possible. Please continue on a separate piece of paper if needed. Please include your name and address and reference number on any addition sheets you enclose.

If there is a shortfall between your Housing Benefit and your rent because your home is too large or too expensive under the Housing Benefit rules, please answer the following questions.

Are you trying to move home? Yes ☐ No ☐

If you are not trying to move, please say why you need to stay in your home.....
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.....
.....

If you are trying to move home:

Are you registered and bidding for home on Manchester Move? Yes ☐ No ☐

If yes, please send proof, for example, a print out of your bidding history.

Is your housing officer working to find you other accommodation? Yes ☐ No ☐

If yes, please ask them to send a letter about this.

If you have already had an award of DHP, what have you done since your last application to improve your circumstances? Please give details of any steps you have taken to increase your income and/or manage your budget or debts more effectively.

Rent arrears

Do you have any rent arrears?

Yes ☐ No ☐

If yes, please send statement(s) showing the arrears and the payments you have made in the last six months, and answer the following questions.

How much rent do you owe?.....

Has your landlord taken any action against you to recover the arrears? Yes ☐ No ☐

If yes – please send a copy of any letters sent to you about this.

Have you looked for cheaper, private accommodation?

Yes ☐ No ☐

If yes – please say where and if no – please say why not.....

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3. About your household

How many bedrooms are there in your property?

Please list all the people who live at your address

Name	Date of birth	Main income (for example, wages/ universal credit/ ESA)	Relationship to you (for example son, daughter)

4. Finances.

We need to know how much money you have coming in and how much money you have going out each week. We also need to know about any debts you have and any money you have in a bank or building society. Please give details below. It is important you take your time to fill this in fully and list everything, including all essential and non essential outgoings.

Expenditure – please list all your expenditure (except the debts listed below). This should include food bills, regular payments you make each week, month, quarter or year for things like clothing, school meals, travel to work or school, TV licence and rental, court fines, special diet, regular bills such as water rates, gas & electricity, child care costs, telephone, etc. This is not a complete list. Please continue in the extra information section if you need to.

Please make sure you include all the payments you make including occasional payments, for example things you might pay for once every three, six or twelve months

Type of expense	Any special circumstances that you want us to consider	Amount	How often is it paid

Debts – please list any outstanding debts including rent, council tax, fuel, utilities, loans and credit cards.

Company owed to	Amount owed	Amount and frequency of repayments
<i>N-power (example)</i>	<i>£300.00 (example)</i>	<i>£30 per month</i>

Income

Do you receive Universal Credit?

Yes ☐ No ☐

If yes, please send your Universal Credit award letter

Do you receive Disability Living Allowance (DLA)?

Yes ☐ No ☐

If yes, please answer the following questions.

How much do you receive £.....How often is it paid?.....

What do you normally spend your DLA on? (For example, paying someone to help you get to hospital appointments, or saving up your DLA to put towards a large purchase such as a disability aid)

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Other Income - please list income from all sources

What type of income	Who receives it	Amount	How often is it paid
<i>Income Support (example)</i>	<i>Me (example)</i>	<i>£60.46 (example)</i>	<i>Weekly (example)</i>

Please give details of money held in Banks or Building Societies (including current accounts)

Bank/Building Society name	Amount
<i>Halifax (example)</i>	<i>£120 (example)</i>

5. About your home

Are there any special reasons that made you decide to move to your current home?

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If you or any members of your household have any health problems that mean that you need to live here, please say who and tell us briefly about the problems.

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Have any adaptations been made to your current home? Are there any needed? Please give details.

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Did you make any enquiries about the level of Housing Benefit or Universal Credit, and/or Council Tax Support you would receive before moving into the property? Please give details.

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Have you tried to negotiate a reduction in the rent for your home? If so, please give details.

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6. About your circumstances

Does anyone provide you with care and/or support?

Yes ☐ No ☐

If yes – do they need to stay overnight?

Yes ☐ No ☐

If yes – give their name and the address where they normally live:.....

.....

.....

Do you have shared custody/overnight custody of a child/children?

Yes ☐ No ☐

If yes – please provide proof (if you have a court order granting access please provide this. If you do not have a court order, please forward a copy of a letter from your ex-partner or other proof.)

Give the name(s) and usual home address of the child/children who stay with you:.....

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.....
.....

What school(s) do they attend?:.....

.....
.....

How often has the child/children stayed with you in the last six months?.....

.....

Do you care for someone who lives close by?

Yes ☐ No ☐

If yes, please give their name and address.....

.....
.....

Please say how many hours you care for them each day.....

7. Extra information - please use this space to tell us anything else about your special circumstances. Tell us anything that is relevant, even if you think it is not important.

Housing Benefit claimants

If you are awarded Discretionary Housing Payments we will pay them in the same way as we pay your Housing Benefit.

Council Tax Support claimants

If you are awarded Discretionary Council Tax Payments we will pay them direct to your Council Tax Account.

8. Universal credit claimants only (If you do not claim Universal Credit please go straight to section 9)

Please send your Universal Credit award letter and proof of the rent you are charged. If you do not receive Housing Benefit because you receive the Housing Element of Universal Credit, we need to decide how to pay your Discretionary Housing Payments.

If you are requesting payment to yourself, we will need to see evidence that you are paying your rent. Please forward proof of paying your rent, such as up to date rent statements, a letter from your landlord or other proof confirming you are up to date with your rent.

Please tick if you want:

Payment to landlord ☐

Payment to you ☐

Now give the bank details of who the DHP payment should be made to:

Name of person payable to:.....

Bank/Building Society name and address.....

.....

.....

Account Number:.....Sort Code:.....

9. Declaration

I declare that the information given in respect of this application is correct and complete. I will provide any more information that the Council may need to deal with my claim. The Council may check any of the details I have provided.

Signed by claimant.....Date.....

If someone other than the person claiming filled in this form, please tell us why.....

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Name of person filling in the form:.....

Relationship to person claiming:.....

I have confirmed with the person claiming that the information I have given is correct.

I have also explained the declaration above to the person who is claiming.

Signature of person filling in the form..... Date.....

Please send the form and any evidence that we have asked for on the form to:

DHP & DCTP, Appeals Section, PO Box 3, Manchester, M15 5BA

For more information and our DHP and DCTP policies see www.manchester.gov.uk/dhp