

Application for a Discretionary Housing Payment (DHP)

To be eligible for a Discretionary Housing Payment you must:

- be in receipt of Housing Benefit, or;
- Universal Credit (UC) that includes a housing element towards rental liability, and;
- you require further financial assistance with housing costs.

FOR OFFICE USE ONLY

Claim Ref

Date Received

Please email completed form to benefits@sholland.gov.uk

A Discretionary Housing Payment may be awarded on a short term basis to help with a shortfall in your rent or to help with additional housing costs such as rent in advance or a deposit. Answer the questions in full, giving as much information as possible, please provide any documents to support your application.

Are you currently homeless or at risk of becoming homeless? Yes No

If Yes, do you give us consent to pass your details onto our Housing and Homelessness

Team who will contact you to offer advice and assistance? Yes No

PART 1 - About you

Title:	<input type="text"/>
Last name:	<input type="text"/>
First names:	<input type="text"/>
Daytime telephone number:	<input type="text"/>
Email:	<input type="text"/>
Current address:	<input type="text"/>
Postcode:	<input type="text"/>
Address this claim relates to (if different from your current address):	<input type="text"/>
Postcode:	<input type="text"/>
Date of birth:	<input type="text"/>
National Insurance number:	<input type="text"/>

Please give details of other household members:

Name	Relationship to you	Date of Birth

Do you need help with:

- your rent payment / housing costs?
- paying a deposit or first month's rent?
- removal costs? If Yes, please provide three written quotes.

Please explain in more detail why you need this additional financial help:

Please tick the box that most closely fits the reason you are seeking additional financial support.



<input type="checkbox"/>	Size criteria rule change in social housing (Spare Room Subsidy)
<input type="checkbox"/>	Changes to Local Housing Allowance
<input type="checkbox"/>	Benefit Cap
<input type="checkbox"/>	Personal circumstances causing hardship

PART 2 - Help with rent in advance / deposit

If you are not requesting help with rent in advance or a deposit, please go to PART 3

If you want help with a deposit or rent in advance, please confirm:

- Have you applied to South Holland District Council's Rent Assist Scheme? Yes No If Yes, please explain the outcome. If you have not applied please explain why?

- How much is required for rent in advance?

£

- How much is required for your deposit?

£

- How much you can contribute yourself?

£

- Are you due to have a deposit or rent in advance of your current tenancy returned to you?

Yes No

If Yes, when will you receive this?

■ The date your tenancy would start:

■ The date you plan to move in:

■ The new landlord's name, address and telephone number:

■ Landlord's email address:

■ The address you intend to move to:

Please provide evidence of the new tenancy and / or a letter confirming the tenancy, including the full contractual rent for the property.

Please confirm if you are related to the landlord of the property you intend to move to? Yes No

If Yes, please confirm your relationship to them:

We usually pay deposits / rent in advance directly to the landlord of the property you intend to move to. For this purpose, please provide the landlord's bank details below.

Name of bank or building society:

Address:

Whose name is the account in?

Sort code:

Account number:

If applying for help with a shortfall in your rent and wish to receive payments yourself, please complete the bank details on page 8.

Please note, if you do not use the Discretionary Housing Payment for the intended purpose (rent in advance or a deposit), we may recover the money back from you.

If you have completed PART 2 above and you only want help with rent in advance or a deposit please now go to PART 4

PART 3 - Help with your rent payment / housing costs

Please give the date you want your Discretionary Housing Payment to start:

Why do you want your Discretionary Housing Payment to start from this date?

If you have moved within the last 12 months, or if you are about to move, please state the reasons for the move(s).

Could you afford the rent when you moved in? Yes No

If Yes, and you can't afford the rent now, what has changed and why?

If you are a private tenant, have you asked your landlord to reduce the rent? Yes No

If Yes, please explain the outcome. If No, please explain why.

Have you tried to find accommodation with a lower rent? Yes No

If Yes, what have you tried and what was the outcome? If No, please explain why.

Do you have rent arrears? Yes No

If Yes, how much do you owe and what period does it cover? Please provide evidence of your rent arrears.

Have you been issued with a notice to quit or has your landlord started eviction proceedings?

Yes No

If Yes, please provide evidence of this.

If Yes, how would a Discretionary Housing Payment stop the action/eviction proceedings?

Do you or any members of your household have any medical conditions which affect the type or size of property you need to live in? Yes No

If Yes, please give details and supporting evidence.

Have you sought advice from South Holland District Council's Housing and Homelessness Team, Citizens Advice, your landlord or any other similar organisation.

Yes No If Yes, please give details.

Discretionary Housing Payments are for a limited period only. If you are awarded a Discretionary Housing Payment, what steps are you taking or intending to take so that a DHP may not be required in the future?

PART 4 - Financial information

You will need to complete the financial statement and provide evidence of all expenses.

* If in receipt of Universal Credit please provide a screen print of your Universal Credit journal showing the breakdown of your award.

- You must declare all of your expenditure
- Failure to declare all of your outgoings may delay your claim or affect the amount we pay you
- Please do not enter an amount if you do not spend it on a regular basis each week / month
- In order to help verify your outgoings, please provide up to date bank statements covering 2 months transactions

You only have to complete the Weekly or Calendar Monthly box, whichever is easiest for you.

INCOME DETAILS	Weekly	Calendar Monthly	OUTGOINGS	Weekly	Calendar Monthly
Carer's Allowance			Mortgage/Rent		
Child Benefit			Council Tax		
Child Tax Credit			Electricity		
Disability Living Allowance			Gas		
Employment and Support Allowance			Other fuel		
Incapacity Benefit			Arrears of rent / utility bills		
Income Support			Water		
Jobseeker's Allowance			Mobile telephone(s)		
Maintenance received			Landline telephone		
Non-Dependants contribution			Television licence		
Personal Independence Payment			Sky / Cable or other TV costs		
State Retirement Pension			Travel costs		
Universal Credit			Insurances		
Wages / earnings of claimant			Food		
Wages / earnings of partner			Household items		
Working Tax Credit			Maintenance paid out		
			Medical Costs		
			Clothing		
			Toiletries		
Works Pension (please specify)			Fines		
			Hire Purchase		
			Catalogues		
			Credit cards/loans (please specify)		
Other benefits (please specify)					
			Holidays		
Any other income (please specify)			Entertainment / eating out		
			Magazines / Newspapers		
			Alcohol / cigarettes / tobacco		
			Lottery / scratchcards / bookmakers		
			Any others (please specify)		
Total income			Total outgoings		

CAPITAL DETAILS Bank accounts, building society accounts, premium bonds, national savings certificates, stocks and shares or other investments (this includes any paypal accounts, credit union accounts, ISAs or similar)	ACCOUNT DETAILS Account number, issue numbers for national savings certificates and company name and number of stocks/shares etc	TOTAL amount held in account
Total capital		

Do you or your partner own or partly own, any property, land or timeshare, other than the home you live in, either in the UK or abroad? (Tick yes even if you have a mortgage or loan on the property, land or timeshare.)

Yes No If Yes, we will contact you for more information.

Do you, your partner or any children you are claiming for have any other capital, savings or investments that you have not told us about on this form?

Yes No If Yes, please give details below.

Have you or your partner, received:

- A far Eastern Prisoners of War Compensation payment?
- A compensation payment made to victims of atrocities that happened during the second world war?
- A payment from the VCJD (Creutzfeldt-Jakob Disease) trust?

Yes No If Yes, how much? £

Is it included in your savings shown above? Yes No

We need to know this to make sure we do not count it as part of your savings.

Are you expecting to receive any money in the next 12 months?

Yes No If Yes, please give details below. For example, a redundancy payment or a payment instead of notice or holiday.

If your application for a Discretionary Housing Payment is successful, please confirm where you would like us to pay this.

Branch name:

Account number:

Sort code:

Account holder:

Please use this space to tell us about anything else relating to your application that you think we should know.

PART 5 - Declaration

I **authorise** the Council to verify any information on this form should they wish to do so.

I **know** I must let the Council know about any changes in my circumstances which might affect my claim.

I **know** that I must pay back any overpayment if my circumstances change.

I **declare** that the information I have given on this form is true, up to date and complete.

Your signature:

Date:

Please return along with any necessary proofs to:

Email: benefits@sholland.gov.uk

Post: Benefits Services, South Holland District Council, PO Box 8, Spalding, Lincs, PE11 2XQ

For enquiries:

Tel: 01775 761161

Web: www.sholland.gov.uk

If you suspect anyone of fraud, please telephone our 24 HOUR FREEPHONE hotline 0800 002 008

Any information you provide in response to this correspondence will be processed by Public Sector Partnership Services Ltd on behalf of the data controller, South Holland District Council.

We have a legal responsibility to administer claims for Housing Benefit and Council Tax Support, and this forms our legal basis for processing your information. We may also share this information with other public bodies responsible for auditing or administering public funds, and with other suppliers we commission to support us with our duties.

Please refer to our website www.sholland.gov.uk/article/8604/HB-CTS-Privacy-Notice for more information relating to how your information is processed and your rights as a data subject.