

**DISCRETIONARY HOUSING PAYMENT  
APPLICATION FORM**

**Print full  
Name:**

**Print address:**

**National  
Insurance  
Number:**

**Date of birth:**

Discretionary Housing Payments (DHP) are additional payments to help pay your rental liability if you are on a low income **and** in receipt of Housing Benefit or the Housing Cost Element of Universal Credit.

There is no automatic entitlement to these payments, we are able to decide to whom to give this extra help and how much to give. The fund is limited and therefore any assistance will only be given in exceptional circumstances. Please see our website for further information.

We **cannot** award a DHP to cover certain service charges such as electricity, gas, water rates or support charges included in your rent as these are ineligible.

**Please use black ink.**

**Section 1: Your declaration**

**Please read this  
declaration  
carefully before  
you sign and date  
it.**

**I / We understand the following:**

- This is my / our claim for discretionary housing payments.
- If I / we give information that is not true or not complete, you may take action against me / us.
- You may check some of the information I / we have given with other sources within the Council, rent offices and other councils.
- You may use any information I / we have provided in connection with this and any other claim for Social Security benefits that I / we have made or may make. You may give information to other government organisations, if the law allows this.

I / We know that I / we must let you know immediately about any changes in my /our circumstances which might affect my / our claim.

The information I / we have given on this form is correct and complete.

**You must sign this declaration.  
If you do not sign this declaration, we will return this form to you to sign.**

**Your signature**

**Date**

 /  / 

**Partner's signature**

**Date**

 /  /

**Section 2: Form filled in by someone other than the person applying for benefit**

Please tell us why you are filling in this form for someone else.

Name of the person who filled in the form

Signature of the person who filled in the form

Relationship to the person applying (for example, friend, relative, appointee, advisor)

**Section 3: Information as to why you are requiring additional assistance**

Have you previously been awarded a DHP?      **Yes**       **No**

What are your reasons for applying for a Discretionary Housing Payment?

What actions are you taking to improve your current financial situation?

Discretionary Housing Payments are a short term award and cannot be relied upon for any length of time. Please tell us how your circumstances might change in the near future that will allow you to pay your rent ongoing?

Were you aware of how much benefit you would receive at your current address and if you could afford the rent prior to moving in?

**Yes**       **No**

Has your landlord asked you to leave the property?      **Yes**       **No**

If **'Yes'** when did they ask you to leave?

What date did they say you had to leave by?

Have you had a written notice of eviction?  
(Please send a copy of this form)      **Yes**       **No**

Where will you live if you are evicted (forced to leave your home)?

Are you applying for help with a rent deposit?      **Yes**       **No**

If 'Yes' how much is required?

£

Are you due to have a deposit or rent in advance in respect of your current tenancy returned to you? If 'Yes' how much will this be for?

£

Have you in the past received assistance for a rent deposit or rent in advance through the Housing Team or DHP? If so, please provide details;

Are you currently on the Housing waiting list?      **Yes**       **No**

If yes, please advise of the date you last actively bid and confirm your current award e.g. bronze

What steps have you taken to find alternative suitable accommodation or reduce your current rent?

Why is your current property suitable for you and your family?  
For example, has it been adapted due to a disability, or you are in ground floor accommodation due to mobility restrictions?

Have you or a family member got any health problems, disabilities or special dietary needs? Please send any **supporting evidence** when you return this form, for example, medical certificates. If you have any additional expenses due to health reasons, please tell us here.

## Section 4: Information about your income, capital and outgoings

Please provide details of all money coming into the household on a **weekly** basis. This includes any income you and your partner receive and if any of the non dependants resident in your property contribute any money towards the household.

Income				
	Claimant		Partner	
	How much?	How often?	How much?	How often?
Income Support/Jobseekers Allowance				
Universal Credit				
Employment & Support Allowance				
Working Tax Credit				
Child Tax Credit				
Child Benefit				
Child Maintenance				
Disability Living Allowance (DLA)/ Personal Independence Payments (PIP)				
Attendance Allowance				
Carers Allowance				
Rent from boarders/lodgers/non dependants				
Rent from another property				
Contributions from other non resident adults				
Earnings from employment (1st job)				
Earnings from employment (2nd job)				
<b>Other income</b> (Please specify)				

<b>Capital held by you and/or your partner</b>	<b>Additional Information</b>	<b>Value of capital</b>
Bank Account/ Building society/ Post Office Account		
Bank Account/ Building society/ Post Office Account		
Bank Account/ Building society/ Post Office Account		
Premium Bonds		
Shares		
Additional property to where you currently live/ claim help for.		

Please provide details of all expenses that the household has on a regular basis. You will need to make it clear how much is spent on a weekly/monthly basis.

This section is for expenses all households would be expected to spend money on, including priority bills where failure to pay could lead to additional costs, fine and risk to health.

<b>Essential Household Expenditure</b>		
	<b>How much?</b>	<b>How often?</b>
Food (Including household products and toiletries)		
Gas		
Electricity		
Water Rates		
Council Tax		
Rent		
Internet		
TV license		
Home Phone package		
Mobile Phone Package		
Petrol / Diesel		
Vehicle expenses (Tax & Insurance)		
Public Transport		
Clothes		

<b>Other expenses</b>		
Home Insurance		
Life Insurance		
Other insurances (Please specify)		
Prescription costs		
Child care costs (Including School Clubs)		
School Meals		
Lottery		
Alcohol/Cigarettes		
Sky subscription/TV packages		
Other expenses (Please specify)		

<b>Loans &amp; Debts</b>		
	<b>Amount outstanding/owed</b>	<b>Payments per week</b>
Rent arrears	£	£
Utility Arrears	£	£
Court Fines	£	£
Loan 1	£	£
Loan 2	£	£
Catalogues	£	£
Credit Card 1	£	£
Credit Card 2	£	£
Store cards	£	£
Other (please specify)	£	£

What steps have been taken to reduce the amount owed above?

**Section 5: Additional information Required from Universal Credit Claimants only**

Please list all members of your household below (Including yourself);

First Name	Surname	Date of Birth	NINO	Sex (M/F)	Relationship to you

**About your property**

No. of Bedrooms in your property	Weekly/monthly rent due	Tenancy start date	Name of Landlord/Agent
	£        per	/   /	

Proof of your current rent must be provided to enable us to assess your application e.g. current tenancy agreement or rent change letter.

**Paying your Discretionary Housing Payment Award**

Payment of DHP will usually be to your landlord by bank transfers. If you do not wish for the payments to be made to your landlord, please state your reasons here.

If you are successful in your application, we will require the information below if we are going to pay your **landlord direct**;

Landlord's name	
Landlord's full address	
Landlord's email address	

Please give the details of the bank account you wish any payments of Discretionary Housing to be paid to;

Name of the Bank/Building Society	Branch Sort Code	Bank Account number (8 digits)	Name as it appears on your account

## Section 6: Other information about your claim

Please use the space below to tell us anything else you want us to take into account in reference to your application for Discretionary Housing Payments.

**Supporting evidence required** (photocopies are sufficient)

1. If working, you and your partners most recent payslips.
2. Bank account statements covering two consecutive months.
3. Proof of any loan or credit card agreements.
4. Landlord letters showing arrears.

We may ask you for additional evidence to support your expenses which will be required in any instance that we write to you.

### Consent to share information

We would like your permission to share information you have given in support of your claim for a DHP with the Council's Housing teams. This service helps with housing vulnerable customers negotiating rents, housing related support, debt counselling and budgetry advice.

I / We give consent for South Worcestershire Benefits Service to share information that has been provided in support of my / our claims for Housing Benefit and DHP with the Councils Housing Service. I / We understand that information will be shared only to help lessen the effects of the reduction to my Housing Benefit.

**Your signature**

**Date**

/                      /

**Partner's signature**

**Date**

/                      /

**Telephone Number**

**Email Address**



## **DISCRETIONARY HOUSING PAYMENT GUIDANCE FOR CLAIMANTS**

### **What are Discretionary Housing Payments and who can apply?**

Discretionary housing payments are not payments of Housing Benefit or Housing Costs. They are stand-alone payments. We will pay them on top of any Housing Benefit or Housing Cost element of Universal Credit.

Depending on certain conditions, we can make extra payments if you are not currently receiving full Housing Benefit or Housing Costs through Universal Credit, and we feel you need extra help with your rental liability.

These payments can also be applied for other costs and do not only cover the cost of your rental liability. Other costs that we can consider assisting you on are:

- Rent in advance schemes
- Rent deposits (for a property you are yet to move into, as long as you are receiving Housing Benefit or Universal Credit Housing Costs at your current property)
- Other lump sum costs associated with a housing need, such as removal costs.

### **What aspects of your housing costs these payments can / cannot cover**

Discretionary housing payment can cover the following shortfalls that you may have:

- If we are unable to pay you full Housing Benefit due to excess income that you may have.
- If the amount of Housing Benefit we are able to pay you is restricted in some way (either by a rent officers decision, Local Housing Allowance or Under Occupation reduction).
- Due to deductions we may take due to a non-dependant that is living with you.
- If your Housing Benefit has been restricted by the Benefit Cap.

We are not able to assist with the following shortfalls you may have:

- A shortfall due to an outstanding overpayment you have with us that is in recovery (however you can contact our overpayments department to discuss lowering your recovery which may require you to complete a financial form)
- Certain service charges which are not covered by Housing Benefits (you can contact our Hub for information on what is and is not allowed)
- Increases in rent due to outstanding rent arrears.