



APPLICATION FOR A DISCRETIONARY HOUSING PAYMENT

Name

Address

Claim Ref. No.

Tel.

The DHP fund is only available to provide assistance, at the discretion of the Council, to people who are receiving either Housing Benefit or Council Tax Benefit and their entitlement is less than the full amount of their charge.

The Council will make payments if they feel that the circumstances of the applicant are such that some extra financial help for a limited period, normally not more than three months, will help the claimant through a difficult time. Applicants may be asked to produce documents to confirm the information they have entered on the claim form and in some cases may have to be interviewed either at the Housing Benefit Office or their own home.

Please detail below the period for which you are requesting a DHP

**How much extra help do you need us to give to allow you to meet all of the shortfall?
(Please note this may not be the amount awarded if your application is successful)**

Rent per week

£

Council Tax per week

£

I wish to apply for Discretionary Housing Payments because:-
(The more information you give, the more likely it is that we can make a fair decision. Continue on a separate sheet if necessary)

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1. Were you able to afford the rent when you moved in? Yes
If 'Yes', please tell us how you were able to afford the rent (e.g. in work) No

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2. Have you asked your Landlord to reduce your rent? Yes
If 'Yes', what was the outcome? No
If 'No', why have you not been able to do so.

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3. Have you tried to find cheaper suitable accommodation? Yes
Please give details No

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4. Is there any reason why you cannot move to cheaper accommodation? Yes
Please give reason No

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5. What is the minimum period of time that you consider a DHP will be needed before you can make alternative arrangements?

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6. Is there anything else you think we should take into consideration?

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Please answer each question as fully as possible. We need the information that we ask for so that we can make a fair decision about your application.

Please list ALL of your incomes and outgoings:

Please tick whether the amounts are paid weekly (W) or monthly (M)

INCOME		
	How much?	How often?
Net Wages (self)		
Net Wages (Partner)		
Self-Employed Drawings		
Income Support		
Jobseeker's Allowance (Income based)		
Job Seeker's Allowance (contribution)		
Retirement Pension		
Superannuation / Other Pension		
Maintenance Received		
Child Tax Credit		
Working Tax Credit		
Pension Credit		
Child Benefit		
Contributions from children living at home		
Contributions from other residents		
Any other income? (specify)		
Any Further information		

Outgoings Type	Amount	W	M
Rent (after benefit)	£		
Council Tax (after benefit)	£		
Electricity Bill	£		
Gas Bill	£		
Food	£		
Telephone	£		
Water Rates	£		
TV Licence	£		
Travel Expenses	£		
Mortgage Payments	£		
Other (please state below)	£		
	£		
	£		
	£		
	£		
	£		
	£		

	Amount	W	M	When do you expect to pay off?
Council Tax Arrears	£			
Rent Arrears	£			
Loan / Credit Repayments	£			
Deductions from DWP benefits	£			
Gas	£			
Electric	£			
Water Rates	£			
Other: (please state below)				
	£			
	£			
	£			

You must tell us straight away if any of the details you have given change. If you do not, you may have to pay back any overpayments, or you may miss out on help that you are entitled to.

Declaration

I declare that the information provided is true and complete. I understand that the Council will use information for my Housing and Council Tax Benefit claim to help them decide on this application.

If an interview is required, I agree that information on this application may be shared with Swan Support for the purposes of that interview.

I know that if I deliberately give false information or fail to tell the Council about a change of circumstances, I will have to pay back any overpaid money, and that legal action may be taken.

Signature

Date

Print Name

If someone else has helped you fill in this form, please ask them to sign and print their name below.

Signature

Date