

Discretionary Housing Payments Application form

This form is available in Welsh / Mae'r ffurflen hon ar gael yn Gymraeg

Claim number

Discretionary Housing Payments are available to provide additional help with rent costs when Housing Benefit or Universal Credit Housing Costs do not cover the full rental charge. Discretionary Housing Payments are awarded from a limited fund and can only be awarded if we are satisfied that you need additional financial assistance with your housing costs.

Any awards made are for a limited period (usually up to a maximum of 6 months) to allow you time to make alternative longer term arrangements.

- Discretionary Housing Payments **cannot** be used to pay for services that are not eligible for Housing Benefit.
- Discretionary Housing Payments **cannot** be used to pay council tax.
- Discretionary Housing Payments **cannot** be used to pay arrears of rent.
- Discretionary Housing Payments **cannot** be awarded unless you receive either Housing Benefit or the Housing Element of Universal Credit.

In order to make a decision, we need to assess your financial situation and your circumstances. To help us do this you will need to complete the application form and answer **all** questions. **Information provided to us is treated confidentially.**

If you do not answer all questions on this form, we may have to write to you for further information which may delay our decision. If you do not answer all the questions fully we may decline your award. If we need more information and supporting evidence we will write to you.

You may need to provide documentary evidence of any income and expenditure declared on your form. You may also be required to provide evidence of any medical conditions that you feel need to be taken into consideration, when looking at your application.

If you claim Universal Credit, you will need to provide proof of your rent.

Part 1 – Details about you -

Full name

Date of birth

National Insurance number

Address

Phone

Email

Part 2 – Reason for applying

Social sector size restrictions ('bedroom tax')	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Local Housing Allowance rates	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Benefit Cap	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Income	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Non-dependant deductions (other adults who live with you)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please confirm any other reasons you have for applying for Discretionary Housing Payments:

How long do you want to apply for help?

If this is for longer than six months, please explain your reasons.

If you want to claim Discretionary Housing Payments for a limited period, please provide details:

As Discretionary Housing Payments can only be paid as a short-term solution, please confirm below the steps you are taking to resolve the issue.

- Seeking employment Seeking alternative accommodation
 Seeking joint tenant/lodger Other (please specify below)

Part 3 - About your Discretionary Housing Payment application

You need to be claiming Housing Benefit in the local authority where you are currently living to apply for this type of Discretionary Housing Payment. (So if you are living in Barry and relocating to Cardiff, you will need to apply to the Vale of Glamorgan Council for your Discretionary Housing Payment).

We can help you in two ways:

- A one off payment if you are looking to relocate or downsize
- A longer term payment to help you with a shortfall in your rent

Please tick the appropriate box:

Help towards the shortfall in your rent

One off payment

If you are moving and need help toward moving costs such as a rent deposit or removal costs, please answer the following questions. Please be aware that payment will be made directly to your new landlord or removal company.

Please confirm the date you intend to move:

Please confirm the full address of where you intend to move:

What moving costs are you asking for help with? (E.g. deposit, removal costs, both). If you require a removal company and not just the hire of a van please advise why.

PLEASE NOTE - WE REQUIRE THREE ESTIMATES/QUOTES FROM REMOVAL COMPANIES BEFORE WE CAN MAKE A DECISION ON YOUR DHP FOR MOVING COSTS

If you are asking for help with a deposit, why has your landlord not refunded the deposit for your current property?

Have you asked any other organisations or anybody else for help with your moving costs?

Yes

No

If not, why not. If yes, who have you asked and what was the outcome?

Why do you need to move?

Part 4 – About your income

Please list below all the income that you and/or your partner receive

- **Benefits** - *Universal Credit, Income Support, JobSeekers Allowance, Employment Support Allowance, Child Tax Credits, Working Tax Credits, Disability Living Allowance, Personal Independence Payments, Attendance Allowance etc.*
- **Pensions** - *State Retirement Pension, occupational pensions, private pensions, annuities, Pension Credit, disablement pensions, war pensions.*
- **Earnings** - *employed earnings, self-employed earnings, statutory sick pay, statutory maternity pay, statutory paternity pay, statutory adoption pay*
- **Other income** - *royalties, fostering allowance, guardians allowance*

Please note, we do not take Personal Independence Payments, Disability Living Allowance and Attendance Allowance into account as income when we calculate your Discretionary Housing Payment. However, we ask about it in order to get a full understanding of your circumstances.

Type of income	Amount	Frequency - weekly/monthly

If you are waiting to hear about a benefit or income that you have recently claimed, please tell us what you have claimed and the date you applied for it:

Are any of the Benefits you receive paid at a reduced amount? Yes No

If Yes, confirm which Benefit has been reduced, and why?

What date did the deductions start and when are they expected to end?

How much are the deductions and how often? E.g. £10 per week.

You will need to provide proof of any deductions currently being made

If you are in receipt of Disability Living Allowance or Personal Independence Payments, please provide your full award letter which shows your level of care/mobility.

Please confirm if you use your DLA Care component or PIP daily living for anything specific (e.g. meals on wheels, care assistant):

Please confirm if you use your DLA mobility component or PIP mobility for anything specific (e.g. mobility car, taxis)

Please confirm if you have a concessionary bus pass Yes No

Part 5 - About the income of any other adults in the property

Please list the income for any other adults who live in your household. This includes any adult children, other family members, or friends who are included in your claim.

Type of income	Amount	Frequency (weekly/monthly etc)	Relationship to you (e.g. son, mother)

How much do other adult members of your household contribute to the rent?

If the other adult members do not contribute to the rent, please explain why.

Part 6 - About your capital, savings and investments

Please list below all capital that you and/or your partner hold.

Capital includes:

- Cash
- Money held in a bank, Post Office or building society account.
- Bonds, stocks, shares, etc.
- Property

Please give the value of these savings and investments:

Type	Amount

Please confirm the address of any other property you own:

If you own any property, we may require further information from you.

Part 7 - About the capital of any other adults in the property

Please list all capital details of any other adults who live in your household. This includes any adult children, other family members, or friends who are included in your claim.

Name	Type	Amount

Part 8 - About your expenditure

Please state how much on average you and your family spend on the following:

Type	Amount	Frequency	If the payment is higher than normal please confirm why (e.g. arrears).
Rent			
Shopping (groceries/toiletries etc)			
Insurance: Home insurance Life insurance Mobile insurance			
Water rates			
Gas			
Electricity			
Phone/broadband: Mobile Phone Landline Internet			
TV Licence			
Travel (please specify)			
Car: Petrol Insurance Road tax Other			
Clothing (include any special clothing items)			
Other (please provide details)			
Other (please provide details)			

If you have a Sky, Virgin or other digital TV package, please confirm if you are still within your 12 month contract. If you are, confirm the date it was taken out and how long you have left on the contract. Please confirm if you have negotiated the package to be downgraded to the minimum package available or if you have looked at alternative providers such as Freeview:

If you have a mobile phone contract, please confirm the date it was taken out and the length of the contract. Please confirm if you have negotiated a cheaper tariff or are using pay as you go.

Please explain as to whether you will be able to reduce any of your other outgoings or expenditure. If no, please explain why.

Do you, or a member of your household, have friends or family who could provide you with financial assistance?

Yes No

Please give details:

Do you or your family have any loans/debts that you pay towards on a regular basis?

Yes No

Please provide details of what the debt/loan is for.

Type of loan or debt	Amount repaid	Weekly/monthly	Whose debt is this?	Start date	Due to end
Loans					
Catalogue					
Hire Purchase					
Store Cards					
Other (Please specify)					
Other (Please specify)					

Have you tried to negotiate lower payment terms with your creditors for any of your debts?

Yes No

If yes, please provide details or any arrangement in place.
If no, please confirm why you have not tried to negotiate with your creditors.

Have you sought debt advice?
(This could be with a debt advisor such as Citizens Advice Bureau)

Yes No

If yes, please provide details of the debt advice that you received (e.g. budget planner or appointment for debt advice)

Part 9 – About your health and household

Do you, or any member of your household, suffer from any disabilities or health problems?

Yes No

If Yes, please give details.

Do you, or a member of your household, have any medical conditions or special needs that need to be considered when looking for accommodation?

Yes No

(For example, ground floor accommodation for wheelchair access).

If Yes, please give details.

Has your property been adapted or altered in any way to accommodate a disability?

Yes No

If yes, please give details.

Do you receive overnight care on a regular basis?

Yes No

If yes, please give details of who provides your care, how frequently the care is provided (i.e. how often the care provider has to stay overnight), and the nature of the care that you require.

If your children are unable to share a bedroom due to disability or special needs, please give details below. Please also include details of any overnight care and how often it is required.

Are you a registered foster carer?

Yes

No

If so, please confirm how many foster children currently live with you and if possible, confirm their names.

Please confirm any recent or upcoming changes affecting you or a member of your household that we should take into account, e.g. stopping/starting work, bereavement, relationship breakdown, operation etc.

Please use this box to tell us anything else that you think we should consider when we make our decision.

Part 10 – About your home and your rent

Please confirm how much rent you are charged and how often: every

If you are a private tenant, have you asked your landlord about reducing your rent? Yes No

If yes, what was the response? If no, why not?

When is your tenancy due to end?

Are you in arrears with your rent? Yes No

Are you making arrangements to bring them up to date? Yes No

If yes, how much?

Please give details of any action taken by your landlord to recover these arrears.

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

If not, why did you move to this accommodation?
If yes, why are you no longer able to afford the shortfall in your rent?

Have you tried to negotiate a lower rent with your landlord? Yes No

If yes, what was the response to your request?
If no, please explain why you have not approached your landlord to negotiate your rent.

Have you tried to find alternative, cheaper accommodation? Yes No

If no, please explain why.

Are you on the Homes4U housing list?

Yes

No

Are you waiting to be rehoused by any social landlord e.g. Vale of Glamorgan council or a housing association?

Yes

No

If yes, please confirm the organisation and the date you went on the list.

If no, please confirm if you would consider applying to be rehoused.

If you have only recently moved to this address, please provide your reasons for doing so:

Have you previously received Discretionary Housing Payments?

Yes

No

If so, please explain what steps you have taken to improve your situation since your last application. For example: reduced outgoings, negotiated lower debt repayments.

Please confirm your landlord's name:

Does your landlord receive your Housing Benefit or Universal Credit housing costs?

Yes

No

If yes, please confirm your landlord's payment details below.

If no, please confirm your own payment details below.

Part 11 - Payment

Your Discretionary Housing Payment will be paid by BACS transfer. Please therefore confirm your bank or building society account name, number and sort code. We are unable to pay into Post Office accounts.

What name or names is the account in?

Full name of bank or building society

Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Building society roll number (if applicable)

Part 12 – Declaration

If someone other than the person claiming has completed this form, please tell us why you are filling in this form for the person claiming

Name of the person who filled in the form

Signature of the person

Relationship to the person claiming

Date

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

I understand the following:

- I understand that if any information I give is incorrect that I will have to repay any awarded DHP back to the Council. I understand that if I knew that I was giving incorrect information I could be prosecuted.
- You will use the information I have provided to process my claim for a Discretionary Housing Payment. You may check some of the information with other sources within the council, rent offices, and other councils.
- You may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give some information to other government organisations, if law allows this.

*I **know** I must let the Council know about any changes in my circumstances, which might affect my claim for benefit and/or my award of discretionary housing payment, within one calendar month of the change occurring.*

I **declare** the information I have given on this form is correct and complete.

Signature of person claiming

Date