

# Claim form for Discretionary Housing Payments



The Vale of Glamorgan Council can only make Discretionary Housing Payments if it is satisfied that you are in need of additional financial assistance with your Housing Costs. The Authority has been granted very limited funds from which Discretionary Housing Payments are awarded.

Please note that Discretionary Housing Payments cannot be paid for services that are not eligible for Housing Benefit.

As we need to assess your financial situation please fully complete the application form and answer all questions. All information provided will be treated confidentially.

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

- **About you**

Full name	
Address	

If you wish to apply for a Discretionary Housing Payment for a specific period only, e.g. whilst absent from work or in hospital etc, please confirm the period and your reasons for applying

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- **About your income**

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

Income includes:

- Benefits – Income Support, Job Seekers Allowance, Incapacity Benefit, Child Benefit, Disability Living Allowance, Tax Credits, etc;
- Pensions – State Retirement Pensions, occupational pensions, Disablement Pensions, Pension Credits, etc;
- Earnings – Employed earnings, Self employed earnings, Statutory Sick Pay, Statutory Maternity Pay, etc.

(Please use a separate sheet if necessary)

Type	Amount	Weekly/monthly etc.

Are any of the above Benefits being paid at a reduced amount in order to repay a Social Fund Loan?

Yes  No

If Yes, please confirm which Benefit, the weekly amount deducted and when the repayment is due to end.

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**• About the income of any other adults in the property**

Please list the income for any adult children, other family members or friends living in your household:

Type	Amount	Weekly/monthly etc.

**• 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

- **About the capital of any other adults in the property**

Please list all capital details of any adult children, family members or friends, living in your household:

Name	Type	Amount

- **About your expenditure**

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

Type	Amount	Weekly/monthly etc
Food and Toiletries		
Insurance		
Water Rates		
Gas		
Electricity		
Telephone		
TV Licence		
Travel		
Other (Please provide details)		
Other (Please provide details)		

If you are in arrears with your rent and/or Council Tax, have you been bringing your rent and/or Council Tax payments up-to-date?

Yes  No

If Yes, how have you paid for other bills?

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If No, is your Landlord and/or Council Tax Department taking any legal action for the money that you owe? (Please give details of who is taking action and what action is being taken).

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Do you or your family have any loans/debts that you pay towards on a regular basis? Some examples are below:

Type	Amount	Weekly/monthly etc.
Loans		
Catalogue		
Hire Purchase		
Store Cards		
Debts (Please specify)		
Other (Please specify)		

Please provide details of what each outstanding loan/debt is for and when were for and when each debt was first incurred.

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Please provide details of any loans/debts listed above that are due to expire this year, and confirm when each is expected to end.

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Have you tried to re-negotiate a lower repayment amount for any of the above bills/debts?

Yes  No

If Yes, please provide details. If No, please confirm why this action has not taken place.

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

Yes  No

Do you, or any member of your household, suffer from ill health? If so, please provide details.

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Do you, or a member of your household, have any special needs that need to be considered when looking for accommodation? If so, please provide details.

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Use the box below to tell us anything else you think we should consider when making our decision.

**IMPORTANT**

**You will be required to provide proof of all income and expenditure declared in this application. For each item of expenditure declared, you will be expected to provide the most recent two consecutive bills/receipts/statements etc. If you have specified medical needs, it may also be necessary for you to provide proof of your illness/condition.**

- **About your rent and accommodation**

**If you are applying for help towards paying your rent, please answer the following questions. If you are applying for help towards paying your Council Tax only, please proceed directly to the Declaration**

Could you afford to make up your rent payments when you first moved in and, if so, what has changed financially?

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Have you tried to negotiate a lower rent with your landlord?

Yes  No

If Yes, what was the response to your request?

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If No, please provide details why you have not taken this action.

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Have you tried to find alternative, cheaper accommodation? If not, please provide reasons.

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When is your tenancy due to end?

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Are you currently on the Homes4U housing list, or are you awaiting re-housing with any social landlord, such as the Vale of Glamorgan Council or any Housing Association?

Yes  No

If Yes, please specify with which organisation and the date you went on the list.

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If No, would you consider applying for re-housing with the Council or a Housing Association; if not, why not?

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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: \_\_\_\_\_

### **Your declaration**

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

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me.
- 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, 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: \_\_\_\_\_