

# Discretionary Housing Payment application form

## What is a Discretionary Housing Payment?

A Discretionary Housing Payment (DHP) is an additional payment you can claim if you receive Housing Benefit or the Housing Element of Universal Credit but are having difficulty paying your rent.

There are limited funds to award DHPs. They can only be awarded to people in financial difficulty who require extra help with their rent and an award is usually for a fixed period. There is no standard award amount as each application is considered individually.

## How to apply for a Discretionary Housing Payment

To apply for a DHP, please complete this form and return it to us. You can post it to us or take it to one of our One Stops Shops – you can find the addresses at the end of this form. Alternatively you can send it to us via email to [HousingBenefit@southglos.gov.uk](mailto:HousingBenefit@southglos.gov.uk).

**You must answer all the questions as fully as possible and provide any supporting evidence that is relevant to your application.**

Please give as much information as you can about your circumstances to help us make a decision on your application as quickly as possible.

If you receive the Housing Element of Universal Credit we will require evidence of your award. You can email a copy of your Universal Credit award to [HousingBenefit@southglos.gov.uk](mailto:HousingBenefit@southglos.gov.uk). Please ensure that you include all of the pages of your award. We will also require evidence of your rent, such as your Tenancy or Licence Agreement or a letter from your Landlord, and bank statements for all accounts held.

## How will I hear about the decision?

We will write to you to advise you of the decision on your application. If we require further evidence before making a decision, we will write to you as soon as possible to request this.

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| --- | --- |
| **Name:** | Office Use Only:  Date received:  (stamp) |
| **Address:** |
| **National Insurance Number:** |  |
| **Date of Birth:** |  |
| **Contact number:** |  |
| **Email address:** |  |

## About you and your household

Do you receive Housing Benefit?

Yes  No

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*If yes, please give your Housing Benefit reference number:*

Do you receive Universal Credit?

Yes  No

**If yes, you must provide ALL of the pages of your Universal Credit award**

Does anyone else normally live with you? (such as a partner, children, any other adults)

Yes  No  *If yes, please confirm the details below:*

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| --- | --- | --- | --- |
| *Name* | *Relationship to you* | *Date of birth* | *Gender* |
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## About your home

Who do you rent your home from?

A Housing Association  A charity  A private Landlord  Council

How much rent are you charged and how often?

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**We need to see evidence of your rent. For example, your tenancy or licence agreement.**

Does your rent include any bills?

Yes  No

*If yes, please confirm what bills are included and the amounts*

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Are you in rent arrears? If yes, how much are your arrears?

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Yes  No

**We need to see evidence of your rent arrears and the period they cover.**

Has your Landlord taken action to recover the rent? Yes  No

*If yes, please tell us what action has been taken and provide proof:*

A letter  Notice seeking possession  Notice to quit

Court Action  A payment plan

How many rooms are there in your home?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | In the whole building | Just for you and your household | That you share with other people |
| Living Rooms | |  |  |  |
| Bedsitting Rooms | |  |  |  |
| Bedrooms | |  |  |  |
| Bathrooms | |  |  |  |
| Kitchen | |  |  |  |
| Other Rooms  (please specify) |  |  |  |  |

What were your reasons for choosing this property to live in? *For example, proximity to schools, family or work, suitability for health issues.*

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Were you able to afford your rent when you moved into the property?

*If your circumstances have changed since you first moved in, please tell us about this.*

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Are there any particular reasons that would prevent you from moving? *For example, has the property been adapted for you or a family member who have a disability? Is there a need for you to remain in the area due to family support / medical reasons?*

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## Your reasons for applying for DHP

Please tell us why you are applying for a Discretionary Housing Payment. Please give as much information as you can to help us make a decision on your application and indicate how long you expect to require a DHP for.

*For example, your benefit may be restricted due to the benefit cap, two child limit or because your home is larger than your household requires.*

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## How much DHP will help you?

Please tell us how much DHP would help you and how long you would require it for.

*A weekly award of DHP can be made and this is usually awarded for a set period of time. We can also make a one-off award of DHP, usually to cover a rent deposit for a new property, rent paid in advance, moving costs or, in certain circumstances, rent arrears.*

## Your income and expenses

We need to know about the money your household has coming in and the money you spend. Please give details of ALL of your household income and expenses, including any payments you make for debts or arrears that you owe.

### Household income (money coming in)

|  |  |  |  |
| --- | --- | --- | --- |
| **Income type** | **Amount** | **Frequency** | |
| *Universal Credit* | *£* | *Weekly* | *Monthly* |
| *Housing Benefit* | *£* | *Weekly* | *Monthly* |
| *Income Support* | *£* | *Weekly* | *Monthly* |
| *Job Seekers Allowance* | *£* | *Weekly* | *Monthly* |
| *Employment & Support Allowance* | *£* | *Weekly* | *Monthly* |
| *Child Benefit* | *£* | *Weekly* | *Monthly* |
| *Tax Credits* | *£* | *Weekly* | *Monthly* |
| *Wages that you earn from a job* | *£* | *Weekly* | *Monthly* |
| *Wages that your partner earns* | *£* | *Weekly* | *Monthly* |
| *Income from self-employment* | *£* | *Weekly* | *Monthly* |
| *State Pension* | *£* | *Weekly* | *Monthly* |
| *Private / Occupational Pension* | *£* | *Weekly* | *Monthly* |
| *Pension Credit* | *£* | *Weekly* | *Monthly* |
| *Disability Living Allowance* | *£* | *Weekly* | *Monthly* |
| *Personal Independence Payment* | *£* | *Weekly* | *Monthly* |
| *Attendance Allowance* | *£* | *Weekly* | *Monthly* |
| *Carers Allowance* | *£* | *Weekly* | *Monthly* |
| *Money from adults that live with you* | *£* | *Weekly* | *Monthly* |
| *Other income (please specify)* |  |  | |
|  | *£* | *Weekly* | *Monthly* |
|  | *£* | *Weekly* | *Monthly* |
|  | *£* | *Weekly* | *Monthly* |

### Household expenditure (money going out)

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| --- | --- | --- | --- |
| **Type of expense** | **Amount** | **Frequency** | |
| *Household shopping ( food / toiletries / cleaning / laundry)* | *£* | *Weekly* | *Monthly* |
| *School dinners* | *£* | *Weekly* | *Monthly* |
| *Electricity / Gas / Oil* | *£* | *Weekly* | *Monthly* |
| *Water & sewerage* | *£* | *Weekly* | *Monthly* |
| *Rent / Mortgage* | *£* | *Weekly* | *Monthly* |
| *Council Tax* | *£* | *Weekly* | *Monthly* |
| *Clothing* | *£* | *Weekly* | *Monthly* |
| *Home telephone* | *£* | *Weekly* | *Monthly* |
| *Broadband* | *£* | *Weekly* | *Monthly* |
| *Television (including TV licence)* | *£* | *Weekly* | *Monthly* |
| *Mobile phone(s)* | *£* | *Weekly* | *Monthly* |
| *Home insurance* | *£* | *Weekly* | *Monthly* |
| *Life insurance* | *£* | *Weekly* | *Monthly* |
| *Childcare* | *£* | *Weekly* | *Monthly* |
| *Maintenance payments* | *£* | *Weekly* | *Monthly* |
| *Medical / Dental costs (including prescriptions)* | *£* | *Weekly* | *Monthly* |
| *Pets (food / insurance)* | *£* | *Weekly* | *Monthly* |
| *Motoring costs (vehicle tax / fuel / insurance)* | *£* | *Weekly* | *Monthly* |
| *Travel costs (bus / train / taxi)* | *£* | *Weekly* | *Monthly* |
| *Loans* | *£* | *Weekly* | *Monthly* |
| *Credit Cards / Store Cards* | *£* | *Weekly* | *Monthly* |
| *Catalogues* | *£* | *Weekly* | *Monthly* |
| *Hire Purchase* | *£* | *Weekly* | *Monthly* |
| *Repayments on any other debts or arrears (please specify)* | *£* | *Weekly* | *Monthly* |
| *Other expenditure (please specify)* |  |  |  |
|  | *£* | *Weekly* | *Monthly* |
|  | *£* | *Weekly* | *Monthly* |
|  | *£* | *Weekly* | *Monthly* |

If you have any increased expenditure due to health or disability issues, please tell us about this. *For example, additional cleaning costs, special dietary needs, extra travelling costs.*

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## Debts and Arrears

Please give details of all outstanding debts and arrears that you owe.

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| **Debt** | **Amount outstanding / owed** |
| *Rent arrears* | *£* |
| *Utility arrears (Gas / Electricity / Water)* | *£* |
| *Court fines* | *£* |
| *Council Tax arrears* | *£* |
| *Loans* | *£* |
| *Overdrafts* | *£* |
| *Credit / Store Cards* | *£* |
| *Catalogues* | *£* |
| *Other (please give details)* | *£* |

## Capital and savings

We need to know about any capital and savings you have. This includes money held in bank, building society or post office accounts. Please provide details below:

|  |  |  |
| --- | --- | --- |
| **Type of capital**  *e.g. Halifax current account* | **Amount**  *Current balance* | **Held by**  *You or your partner* |
|  | *£* |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |

**We need to see bank statements covering the last 2 months for all of your accounts**

Have you taken any steps to reduce your household expenditure? *For example, have you sought any budgeting or debt advice? Please give details below.*

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Do you know of any upcoming changes that could affect your circumstances? Please tell us about these below and when you expect them to happen. *For example, expecting a baby, planning a return to work, awaiting an operation, someone moving in or out of your household.*

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## Other Information

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| Please tell us about any other information that might help us to make a decision on your application. *For example, any health or disability issues that you have not previously mentioned or any other relevant circumstances.* |

## Payment Details

If your application for a DHP is successful and an award is made, please tell us how you would like to receive the payment. Please choose 1 option below:

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* Please pay my Discretionary Housing Payment into my bank or building society account. My account details are below:

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| --- | --- |
| Name of bank / building society |  |
| Account holder |  |
| Sort code |  |
| Account number |  |
| Roll number (where applicable) |  |

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* Please pay my Discretionary Housing Payment directly to my Landlord.

My Landlord’s account details are below:

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| --- | --- |
| Name of bank / building society |  |
| Account holder |  |
| Sort code |  |
| Account number |  |
| Roll number (where applicable) |  |

## Sharing information with others

If there is someone else helping you with your claim (such as a friend, relative, support worker or social worker) and you are happy for us to share information with them relating to your DHP application, please provide their details below:

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| Their name:  Their connection to you:  Their telephone / email details: |

## Declaration

**I understand the following:**

* 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 including the HomeChoice team, other Councils and the Department for Work and Pensions/Jobcentre if applicable
* you may share the information that I have provided with other Council departments with the statutory responsibility for the prevention of homelessness, who may be able to offer other financial assistance

I confirm the details given on this form are correct and I will notify you of any changes to my household income, capital or other circumstances as soon as any change happens. I understand that if I give information that is false this could lead to legal proceedings being taken against me.

|  |  |  |
| --- | --- | --- |
|  | Date: | / / |

Your signature:

The section below must be filled in **if someone has filled in the form for you**. This includes an agent, appointee, relative or friend.

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I have filled in this form on behalf of:

|  |
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As they cannot fill in the form because:

|  |
| --- |
|  |

I am (block capitals):

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Your signature:

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Relationship to the person claiming:

The person applying for a Discretionary Housing Payment must sign this form unless another person has Power of Attorney or are an appointee.

## Supporting Evidence

You will need to provide the following evidence in support of your application for a Discretionary Housing Payment:

* **Rent** - we need to see your Tenancy or Licence Agreement.

*If you do not have a Tenancy or Licence Agreement, you will need to provide confirmation from your Landlord of the amount of the rent you pay*

* **Capital and Savings** – we need to see bank statements for the last two months for all bank, building society and other accounts you hold.
* **Rent Arrears** – if you are requesting help with rent arrears, we need to see evidence of the rent arrears and the period which they cover.

*You can provide an up to date rent statement or rent book showing how the arrears have accrued or ask your Landlord to provide you with this information.*

* **Universal Credit** – if you are receiving Universal Credit, we need to see your latest award notice. We need to see all sections of the award notice.

*You can take a screenshot of your award notice from your online UC account and email it to us.*

## Submitting your form

Once you have completed this form and signed the declaration, you can return it to us, along with the relevant supporting evidence, in the following ways:

**By post:**

South Gloucestershire Council

The Benefit Service

PO Box 1953

Bristol

BS37 0DB

**In person at a One Stop Shop:**

|  |
| --- |
| Yate One Stop Shop next to Yate Leisure Centre, Yate, BS37 4DQ |
| Kingswood One Stop Shop, Civic Centre, High Street, Kingswood, BS15 9TR |
| Patchway One Stop Shop, Patchway Hub, Rodway Road, Patchway, BS34 5PE |

Opening hours:

* Monday to Wednesday 8.45am to 5pm
* Thursday and Friday 8.45am to 4.30pm

**By email:** HousingBenefit@southglos.gov.uk

**If you have any queries or problems completing the form you can contact the Benefit Service by phone on 01454 868002.**