

**HOUSING BENEFIT**

# Discretionary Housing Payment

Application for Discretionary Housing Payment (DHP)

To be entitled to a DHP, you must meet the following criteria:

- be receiving some HB or UC Housing Costs (minimum award of £0.50 per week)
- be able to demonstrate to us that you need further help with your housing costs. Housing costs generally mean rent but can cover rent in advance and rent deposits and other associated lump sum costs e.g. removal costs.

Please refer to our detailed policy on our website {include link}

Name		
National Insurance Number and/or date of Birth	E-mail address	Telephone numbers (home/Mobile)

Your present address. (where you are living today)

Is the property rented through a Housing Association or private landlord or are you currently living in temporary accommodation?

## Claim to Discretionary Housing Payment

Do you receive any benefit to help you pay your rent through:	
Housing Benefit?	Yes/No
Housing Costs through Universal Credit?	Yes/No
<b>If you do not receive either of these benefits at the time you are filling in this form you will not qualify for a DHP. You should contact the housing department if your home is at risk or if you are homeless/at risk of becoming homeless.</b>	

If you rent from a private or social landlord, you should have a tenancy agreement. Please list all tenants that are named on the agreement. If it is only yourself, please enter 'just me'.

Please explain why you are applying for a DHP. Please tell us if you are receiving less benefit for your housing costs because of the Benefit Cap, the Spare room subsidy (commonly known as the 'bedroom tax') or because of Local Housing Allowance reforms. Please tell us what you have done to find (more) work or to move to more affordable housing.

Please include the period for which you wish to claim the DHP.

## Claim to Discretionary Housing Payment

Please explain why you have a shortfall between your available income (your earnings plus any benefits you receive) and the amount of money available to pay your rent

If your accommodation has been adapted to support you or your family (because of ill health or other factors) please explain below the changes made to your property and how this helps you live day to day.

If you are in rent arrears, please explain in detail how these arose and what you have done to try to reduce the arrears. Please also say if your landlord has taken any action against you because of these arrears (e.g. court action, notice seeking possession, notice to quit, repayment agreement in place etc).

**Please provide your rent statement detailing how the arrears have accrued and the latest rent arrears position.**

## Claim to Discretionary Housing Payment

If you are applying for <b>help paying the deposit on your new home, or rent in advance for your new tenancy</b> , please:		
Provide your new address and copy of tenancy agreement if you have one (if you do not provide a tenancy agreement please list the names of any joint tenants).	Explain why you are moving and why you are unable to meet these costs from the repayment of your rent deposit/rent in advance in the property you are leaving.	Please provide evidence of how much you need to pay and confirm how much you can pay towards the deposit. Please be aware that the money will be paid directly to the Landlord, therefore we will need you to provide their bank account details below.

**If you are in receipt of Universal Credit, you should consider whether you may be entitled to an advance payment. You can do this through your Universal Credit on-line account.**

Please document below any bank accounts, building society or other savings/investment you have with current balances (include details of overdrafts).	
Bank/Building Society/Other Name/Address	Current balance of account/value of investment (£)
	£
	£
	£
	£

Please document below any debts you have with corresponding monthly payments and current balances.		
Creditor name and Address	Regular monthly payments	Current balance of the account
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£

## Claim to Discretionary Housing Payment

Please give details of any significant spending that makes it harder to meet your rent payments (e.g. costs linked to health problems or employment)

### Income

Please complete the list below about the money you get **each month**.

Income ( <b>Monthly</b> )	You	Your partner
Net pay (after deductions)	£	£
Universal Credit	£	£
Housing Benefit	£	£
Income Support	£	£
Jobseekers Allowance	£	£
Retirement Pension	£	£
Pension Credit	£	£
Company (private) pension	£	£
Bereavement Benefits	£	£
Child Benefit	£	£
Maternity benefit	£	£
Working Tax Credit/Child Tax Credit	£	£
Personal independence Payment (PIP)	£	£
Attendance Allowance	£	£
Disability Living Allowance	£	£
Statutory Sick pay	£	£
Contribution from other household members	£	£
Rent from boarders and lodgers	£	£
Maintenance	£	£
List below any other forms of income:	£	£
.....	£	£
.....	£	£
<b>Total (add up each column)</b>	<b>£</b>	<b>£</b>
<b>Overall Total (you and your partner)</b>	<b>£</b>	

## Claim to Discretionary Housing Payment

<b>Outgoings</b>	
Please complete the list below about the money you pay out <b>each month</b> . If you have a partner these should be joint outgoings.	
<b>Monthly Rent</b>	£
Mortgage	£
Council Tax	£
Water rates	£
Electricity	£
Gas	£
Housekeeping/food etc	£
Telephone	£
Insurance	£
Petrol	£
Fares	£
Lease/Hire purchase	£
Loans	£
Clothing	£
TV and video	£
Maintenance	£
Child Support payments	£
Court Orders	£
Credit/Store cards	£
Other ( <i>please detail below</i> )	
	£
	£
	£
	£
	£
	£
	£
<b>TOTAL</b>	£

## Claim to Discretionary Housing Payment

Please tell us about any other significant issues that are relevant to this claim (hardships or special circumstances). If you have a non-dependant living with you please provide their National Insurance Number. Also, please confirm their current circumstances e.g. are they working or claiming UC and provide evidence of earnings/benefits.

## Claim to Discretionary Housing Payment

**Declaration.**

I authorise Watford and Three Rivers Councils to obtain further information and make further enquiries in order to determine this claim. This may include contacting Department for Work and Pensions, Welfare Support Services, your landlord or any other agencies relevant to my case.

I know I must let the Council know about any changes in my circumstances which might affect my claim.

I know that I must pay back any overpayment if my circumstances change.

I declare that the information I have given on this form is true, up to date and complete. I understand that my information will be processed in accordance with the law, in particular the **General Data Protection Regulation**, and that the information that I have provided will only be used for Council purposes unless there is a legal authority to do otherwise.

Signature:

Date:

**To get independent advice from Citizens Advice please contact your local branch: Watford 03444111444 Rickmansworth, Abbots Langley and Oxhey 03442451296**