

# Housing Benefit Application for a Discretionary Housing Payment



Are you finding it difficult to pay your rent? If you are, you may want to apply for a Discretionary Housing Payment.

Discretionary Housing Payments are extra payments to help you pay rent. We give Discretionary Housing Payments to people already claiming benefit who need more help with their housing costs, if these are more than the amount of benefit they get. They are paid as well as the normal benefit entitlement. As Discretionary Housing Payments are not payments of benefit, we are able to decide who to give this extra help to, and how much to give.

First name:

Last name:

Daytime phone number:

Email address:

Address:

Postcode:

Reference number:

What are your reasons for applying for a Discretionary Housing Payment?

What are you doing to improve your financial situation?

Discretionary Housing Payment is a short-term award. Please tell us how your circumstances might alter in the near future that will allow you to meet the shortfall in your rent:

Were you aware of the amount of Housing Benefit that could be paid before you moved in?

Yes

No

What steps have you taken to find suitable alternative accommodation or reduce your rent?

Why is your property suitable for you and your family?

For example, has it been adapted if you have a disability, or has ground floor accommodation?

Have you or a family member any health problems, disabilities or special dietary needs?

Please send any supporting evidence when you return this form, for example medical certificates.

If you have any additional expenses due to health reasons, please tell us here.

## Income

Please provide details of all money coming into the household on a weekly basis. This includes any income you and your partner receive on a weekly basis and if any non-dependants resident in the property contribute any money towards the household on a weekly basis.

	Amount per week	Amount per month
Income Support / Job Seeker's Allowance	£	£
Employment and Support Allowance	£	£
Working Tax Credit	£	£
Child Tax Credit	£	£
Wages / Salary	£	£
Child Benefit	£	£
Child Maintenance	£	£
Disability Living Allowance / Personal Independence Payment	£	£
Attendance Allowance	£	£
Carer's Allowance	£	£
Non-dependants contributions	£	£
Other Income (please specify)	£	£
Other Income (please specify)	£	£
Other Income (please specify)	£	£
<b>Box A – total income</b>	<b>£</b>	<b>£</b>

## Expenditure

Please provide details of all expenses that the household has on a regular basis. You will need to make it clear how much is spent on a weekly basis. Please include any arrears that you are currently paying for any expenses.

	Amount per week	Amount per month
Food (including household products and toiletries)	£	£
Gas	£	£
Electricity	£	£
Water rates	£	£
Council Tax	£	£
Rent	£	£
Internet	£	£
Cable / Sky TV	£	£
Telephone	£	£
Mobile Phone	£	£
Petrol / diesel	£	£
Public Transport	£	£
TV Licence	£	£
Clothes	£	£

**Other expenses** (please give full details)

	Amount per week	Amount per month
Vehicle expenses	£	£
Insurance: home	£	£
Insurance: life	£	£
Other Insurance (please specify)	£	£
Prescription costs	£	£
Childcare costs (including school clubs)	£	£
School meals	£	£
Lottery	£	£
Cigarettes	£	£
Other (please specify)	£	£
<b>Box B – total expenditure</b>	<b>£</b>	<b>£</b>

If you have any deductions from state benefits please tell us what the deduction is for, how much it is and when it is due to end:

**Loans and debts**

Please give details of all loans and debts that are currently outstanding, including total amount outstanding and repayments that are currently due.

	Amount outstanding/owed	Payments per week
Rent arrears	£	£
Utility arrears	£	£
Court fines	£	£
Loan 1	£	£
Loan 2	£	£
Catalogue	£	£
Credit card 1	£	£
Credit card 2	£	£
Store cards	£	£
Other (please specify)	£	£
<b>Box C – total loans and debts payable per week</b>	<b>£</b>	

What steps have been taken to reduce the amounts owed?

**Totals**

Box A total income	£
Box B total expenses	£
Box C total loans and debts payable each week	£
Box B total + Box C total	£
Box A total – Box B total + Box C total	£

**Other Information**

Please use the box below to provide any other information that may be of use in assessing your application:

**Declaration**

I confirm the details given 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.

Your signature:  Date:

The section below must be filled in **if someone has filled in the form for you.**

This includes an agent, appointee, relative or friend.

I have filled in this form on behalf of:

As they cannot fill in the form because:

I am (block capitals):

Your signature:

Relationship to the person claiming:

Unless you are the appointee or have Power of Attorney, the person applying must also sign this form.



# Discretionary Housing Payments

## Advice and Guidance

If you currently receive Housing Benefit, but still have a shortfall to pay and this causes you hardship, you may be able to get extra help.

If you would like to apply for a Discretionary Housing Payment, please complete the attached form and send it to us.

### **Where help will be given**

We are given a limited amount of money by the government to make these extra payments. We are able to decide who to give this extra help to, and how much to give. Once this money has been used up we will not be able to give extra payments.

We can only help with rent payments where you already receive some Housing Benefit.

This means that you can't get any help to pay your rent if you don't already get Housing Benefit.

### **Where help will not be given**

The council can't help with some parts of your rent, for example if meals, heating, lighting, hot water and water rates are included in the rent charge.

### **What will you need as proof?**

You will need to provide your last two months bank statements and proof of all your outgoings. This includes priority outstanding debts and creditors. You will also need to provide proof of any repayment plans you have agreed to.

### **How will I hear about the decision?**

We will write to you with our decision, we aim to write to you within 14 days of receiving your application and all supporting information.

### **How much will I get?**

We can't guarantee that by applying for help that you will receive it. The most we can give you is the difference between the Housing Benefit you already get and your weekly eligible rent.

### **How long will payments last?**

It depends on your circumstances. You must always tell us when your circumstances change.

### **What if I disagree?**

There is no formal right of appeal. However, if you write to us within one month of receiving your decision letter, telling us the reasons why you disagree with us, we will reconsider your application.

**Once you have filled in this form and signed the declaration please return it to your Local Authority:**

Canterbury City Council  
PO Box 2033  
Pershore  
WR10 9EE  
[www.canterbury.gov.uk](http://www.canterbury.gov.uk)

Dover District Council  
PO Box 2031  
Pershore  
WR10 9EB  
[www.dover.gov.uk](http://www.dover.gov.uk)

Thanet District Council  
PO Box 2032  
Pershore  
WR10 9ED  
[www.thanet.gov.uk](http://www.thanet.gov.uk)