



Discretionary Housing Payment Application

This scheme supports people who need extra help with their rent when Housing Benefit or Universal Credit does not cover the full amount.

Discretionary Housing Payments (DHPs) are made from a separate fund with a limited budget. Payments are awarded as a short-term measure to help claimants in extremely difficult financial circumstances and it is strongly recommended that you seek support to achieve a long-term solution. The scheme is not part of the benefits system and all awards are made entirely at the Council's discretion.

Please complete **all** sections of the form and return it to Revenues & Benefits, PO Box 5000, Worthing, West Sussex BN11 1JN

Housing Benefit Reference Number:

Name:

Claim Address:

You are in receipt of (please tick the appropriate box):

- Housing Benefit (HB)**
 Universal Credit (UC) Please send us your UC award letter and tenancy agreement with this form.

Please tell us how much you are requesting from the fund and the period required:

Weekly DHP amount requested: £ _____ **from** _____ **to** _____

Do you currently have rent arrears?

- YES:** £ _____ Please state the amount of your arrears and provide supporting documentation.
 NO

If your Housing Benefit is reduced due to bedroom **size criteria** can you please confirm if you:

- Are a registered Foster carer
 Have a property significantly adapted for a disability
 Have an overnight carer
 Have a disabled child
 Have registered for mutual exchange

Please tell us about any health concerns relating to you or a family member that you wish to be taken into consideration (evidence to support this should be provided with your application):

Please also tell us any other relevant information which will support your need for a DHP because of severe financial hardship (evidence to support your need should be provided with your application):

If you have had a previous DHP award, what steps have you taken to improve your financial situation since your last application was granted? (eg. reduced outstanding debts, registered and bidding to move, looking for work):

Could you afford the rent when you first moved in? Yes No

Were you aware of the amount of Housing Benefit that could be paid before you moved in? Yes No

Has your landlord taken action against you to evict you from this property because of rent arrears?

No **Yes** (evidence to support this should be provided with your application)

Are you employed? Yes No

Is your partner employed? Yes No

If you or your partner are not in receipt of any long-term sickness or disability benefits please explain why you are not currently in employment and when you expect to start earning an income:

Please list the combined weekly income and expenditure details for you and your partner:

Income	Weekly Amount	Expenditure	Weekly Amount
Earnings		Rent / Mortgage	
Income Support		Council Tax	
Housing Benefit		Water charges	
Council Tax Support		Electricity	
Job Seekers Allowance		Gas	
Universal Credit		Land line	
Child benefit		Mobile phones	
Tax Credits		TV Licence	
Pension credit		Housekeeping (food etc)	
ESA		Motoring	
DLA Care/PIP Living		Loans / HP	
DLA Mobility/PIP Mobility		Court Orders	
Pension - State Retirement		Catalogues	
Pension - Private/Works/Occupational		Credit / Store cards	
Maintenance		Insurance	
Other income (please state where from)		Fares / Travel	
Other income (please state where from)		Maintenance	
Other income (please state where from)		Satellite / cable TV	
Other income (please state where from)		Internet	
Total		Total	

If you have any other expenditure please provide details:

If any of your expenditure is unusually high please explain why:

With this application you must provide your last two months bank account statements for all accounts, supporting documentation of any rent or utility arrears and supporting evidence of the amount of any outstanding credit or debts, including the balance and the payments you make.

IF YOU DO NOT SUPPLY THIS SUPPORTING EVIDENCE WE WILL BE UNABLE TO TAKE THESE ITEMS OF EXPENDITURE INTO ACCOUNT WHEN ASSESSING YOUR APPLICATION.

Please list all the other adults in your Household (other than you or your partner):

Name	Income per week	Weekly household contribution

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, which may include prosecution.
- You may make the information provided and Housing Benefit and Council Tax Support records available to Officers and Members of the Council, to enable a decision regarding Discretionary Housing Payments to be made.
- You may check some of the information with other sources within the Council, the Rent Service and other Councils.
- You may use the information I have provided in connection with any claim for benefits I have made or may make and for my Council Tax liability.
- You may give some of the information to other government organisations, if the law allows this.
- You will put the information I have given on this form onto a database and use it to maintain Discretionary Housing Payment, Housing Benefit and Council Tax Support records.
- The address here I am claiming benefit is the address where I normally live.
- I know I must always tell the Council about any changes in my circumstances that might affect my claim. If I do not tell you about any changes of circumstances and you pay too much because of this, I will have to pay back any overpayment and I may be prosecuted if I do not tell you about any change of circumstances.
- I understand that if my Housing Benefit award is increased, causing a Discretionary Housing Payment overpayment, I will have to pay this back to the Council.
- I declare the information I have given on this form is correct and complete.

Signature of person claiming..... Date.....

Signature of partner.....Date.....