

APPLICATION FOR A DISCRETIONARY HOUSING PAYMENT

Please answer all the questions in full

Claim No.

Title:	
Your Surname	
All Other Names	
Your Date of Birth	
National Insurance (NI) Number	
Address	
Postcode	
Daytime Phone Number	
Landlord name and address	
Date you moved in to this property	
<p>1. For what reason are you claiming Discretionary Housing Payments? Please tick those that apply:</p> <p>Moving costs (invoice required)</p> <p>Deposit (proof of amount required from landlord)</p> <p>Rent in advance (proof of amount required from landlord, maximum payable 4 weeks/ 1 month)</p> <p>Shortfall in rent</p>	
<p>2. Why did you leave your last address?</p>	
<p>3. How did you find out about your present home?</p>	
<p>4. If you are a private tenant, have you tried to negotiate with the landlord to lower the rent? YES / NO</p> <p>If YES, please enclose proof that the landlord refuses to lower the rent</p>	
<p>5. If you are a private tenant, is there a risk you will be evicted if you cannot pay the shortfall? YES / NO</p> <p>If YES, please provide proof.</p>	

6. Do you have any income that you could use to top up your rent payments? YES / NO If YES, how much could you pay towards the shortfall? £ _____ a week / a month	
7. Are all members of your household in good health?	YES / NO
If NO, please give details, and enclose supporting medical evidence:	
8. Has the property been adapted in any way?	YES / NO
If YES, please give details:	
9. Do you have any family living locally who could give you help or financial support? YES / NO If YES, please give details:	
10. Do you have any assets in the form of property or belongings that you could sell to help you pay your rent? YES / NO If YES, please give details:	
11. Could you move if you were not able to pay your rent?	YES / NO
If NO, please say why not:	
12. Have you tried to find somewhere else to live that is cheaper than your current property?	YES / NO
If YES, please give details of any accommodation you have found, when you found it and why you were not able to move:	
13. Please confirm the number of bedrooms in your current property?	

14. Please list below full names and dates of birth of all residents in your property. We also need to know the relationship between yourself and any other residents and what income they receive.

Name	Date of birth	Relationship	Income

15. Please fill in the financial statement below

Outgoings	Weekly	Monthly	Any Arrears You Owe
Rent * We must see up to date proof of the amount of rent you pay.			
Rent – arrears payments			
Council Tax			
Council Tax – arrears payments			
Electricity			
Gas			
Other household fuel (oil / coal etc)			
Water			
Telephone (land line)			
Telephone (Mobile)			
Internet			
Television and Satellite costs			
Television Licence			
House Insurance			
Travel costs (bus, trains, taxis)			
Insurance Premiums - Car			
Car Tax			
Car Maintenance / MOT			
Petrol			
Maintenance / Child Support Payments			
Health / Medical (Insurance / optical / dental / prescription charges)			
Personal Insurance			

	Weekly	Monthly	Any Arrears You Owe
Food Items			
Household Items (toiletries etc)			
Clothing			
Loans, court orders or fines (please give details)			
Catalogues / Store Cards			
School Meals			
Child Minding Fees			
Any others (please give details)			
Income Details		Weekly	Monthly
Wages or salary of the claimant			
Wages or salary of the partner			
Working Tax Credits			
Child Tax Credits			
Child Benefit			
Disabled Person's Tax Credits			
Universal Credit (we must see all pages of your award letter)			
Income Support / Job Seekers Allowance / Employment Support Allowance			
Other Benefit (please say which)			
Retirement Pensions			
Other Pensions			
Other Income carers allowance			
16. Please confirm the total capital you hold in all bank / building society accounts.			
17. Do you receive any money from other adults in the household e.g. son or daughter? YES / NO			
If yes, how much do they contribute £ per week / per month			
18. Have you contacted the Citizens Advice Bureau or a similar organisation to check that you have claimed all the benefits you are entitled to? YES / NO			
19. Bank details, these are required for payment of Discretionary benefit if payment is to be made directly to you for the shortfall in rent.			
Account number			
Sort code			
Account name			
20. Rent in advance and deposit payments will be made direct you your landlord, please supply their bank details below.			
Account number			
Sort code			
Account name			
21. Removal costs. These will only be made upon receipt of a valid invoice. We suggest you contact us in advance for advice on payment.			

Proofs required to support your application:

You must supply proof of all the incomes you have listed.

If you are receiving Universal Credit we must see all pages of your Universal Credit award letter, you must also continue to advise us of any changes to your award as they occur.

We must see up to date proof of rent. Please supply your latest tenancy agreement. If you do not have a tenancy agreement please contact us for further advice.

General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.

Under the GDPR and DPA, Ashfield District Council, Urban Road, Kirkby in Ashfield, Nottingham. NG17 8DA is a Data Controller for the information it holds about you. The Council will hold all personal information provided by you for your application for Discretionary Housing Payments and Council Tax Hardship payments. The lawful basis under which the Council uses personal data for this purpose is Public Task

The information provided by you includes the following special categories of personal data:

- physical or mental health

Special Category Data is used by the Council on the basis that such use is necessary for reasons of substantial public interest, in this instance Schedule 1, Part 2, 6(1), Statutory etc and government purposes in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for 6 years after the end of your claim. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement www.ashfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the above address or by email to dpo@ashfield.gov.uk . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.

Declaration:

I declare that, to the best of my knowledge, the information given on this form is true and correct. I understand that it is an offence to knowingly make a false declaration. I understand that enquiries may be made to verify the information given and that this may include inspection of the property. If awarded a benefit entitlement, I undertake to inform the benefits team of any change in circumstances affecting the amount of benefit I receive.

Signature:

Date:

If you are at risk of Homelessness please contact our Housing Options Team on 01623 457252

DISCRETIONARY HOUSING PAYMENTS: GUIDANCE

Discretionary Housing Payments are payments, which are made in addition to Housing Benefit or Universal Credit Housing Costs if we are able to determine that additional help towards the cost of your rent is needed. It is paid from a limited government fund where your current benefit award does not fully cover your rent.

Discretionary Housing Payments are only for helping with short term problems. If you are awarded a payment it will be for a fixed short period of time and should not be considered as a long term solution to your current situation.

There are some conditions that apply in respect of the scheme as follows:

- You must receive Housing benefit or Housing Costs (within your Universal Credit award) and your circumstances must be such that you need extra financial help with your Housing costs.
- That the amount of Discretionary Housing Payment paid, when added to your Housing costs entitlement must not be more than your rent liability. Payment will normally start from the Monday following the day we receive your application.
- You cannot afford to pay the shortfall in rent out of your existing budget.

Discretionary Housing Payments are made at the Council's discretion. There are no rules that give anyone the right to receive a payment and each application will be considered on its own merits. You will need to demonstrate that you do not have the means to pay the shortfall in your rent and that you have not intentionally taken on a tenancy that you knew you could not afford. In order for the award to be considered we may need to ask you for some additional information, which some people may find to be intrusive, however it is important to remember that we will only ask for information that is necessary in order for a decision to be made. The period of time that an award will be made for will vary depending on the individual circumstances of the person applying, however as previously stated it will only be for a short period of time in order to give you the opportunity to make alternative arrangements to cover the shortfall in your rent.

What Do I Do If My Circumstances Change?

You must tell us as soon as possible if your circumstances change. We may need to change an award of Discretionary Housing Payment if your circumstances have changed. If the change means that you have received money you are not entitled to you may be asked to pay it back.

What Do I Do If I Do Not Agree With Your Decision?

Discretionary Housing Payments are not part of the Housing Benefit scheme; therefore you have no legal right to appeal.

However, if you disagree with the decision you can write and ask us to look at your application again. You must contact us within one month of the date on the decision letter, giving us the reasons why you disagree. You can also ask for a written statement of reasons, which will show more information about the decision.

IF REASONABLE ADJUSTMENTS ARE NEEDED TO FULLY ENGAGE WITH THE AUTHORITY - CONTACT 01623 450000