

Claim Reference:



**Application for Discretionary Housing Payments and/or
Exceptional Hardship Payments**

Discretionary Housing Payments/Exceptional Hardship payments are extra payments to assist you if you are unable to meet your rent/council tax payments. The payments are paid to people who are already claiming Housing Benefit or the Housing Cost Element of Universal Credit.

There is nothing in the benefit rules which guarantees a Discretionary Payment. These payments are designed to help people through temporary problems or difficulties and cannot be relied upon to support unaffordable housing arrangements. We may be able to help you with a short-term payment while you look for a permanent solutions.

Your details

Full name	
Address	
Contact number	
Email address	

What are your reasons for applying for Discretionary Payments?

What are you doing to improve your financial situation?

If you have already had an award of Discretionary Housing Payments and/or Exceptional Hardship Payments. What have you done since your last application to improve your circumstances. Please give details of any steps you have taken to increase your income and/or manage your budget or debts more effectively.

Are your circumstances due to change in the near future that will allow you to pay the shortfall in your rent or Council Tax? If so, please tell us how.

What steps have you taken to find suitable alternative accommodation?

Why is your property suitable for you and your family?

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

How many bedrooms are in your property?.....

About your finances

We need to know how much money you have coming in and how much money you have going out each week. We also need to know about any debts you have and any money you have in a bank or building society. Please give full details below.

It is important that you take your time to fill this in fully and list everything, including essential and non-essential outgoings. Try avoid making guesses, be as accurate as possible.

YOUR INCOME	Amount (£)	How often? Weekly/fortnightly/monthly/yearly
Earnings		
Your salary or wages		
Partner salary or wages		
Other earnings (inc. self - employment)		
Benefits/Tax Credits		
Universal Credit		
Jobseekers Allowance		
Income Support		
Working Tax Credit		
Child Tax Credit		
Child Benefit		
Employment and Support Allowance		
Statutory Sick Pay		
Disability Benefits (DLA or PIP)		
Carers Allowance		
Other (e.g Maternity Benefits)		
Pensions		
State pension		
Private or Works Pension		
Pension Credit		
Other pensions		

Other income		
Maintenance/ child support		
Borders/lodgers		
Non-dependants contribution		
Student loans/grants		
Other income		

IF YOU RECEIVE UNIVERSAL CREDIT, YOU WILL NEED TO PROVIDE YOUR AWARD LETTER SHOWING THE HOUSING ELEMENT OF YOUR UNIVERSAL CREDIT.

YOUR CAPITAL	Amount (£)
Bank accounts	
Building Society accounts	
Post Office accounts	
National Savings	
Premium Bonds	
Cash savings	
Stocks and Shares	
ISE/PEP	
Property	
Any other savings/assets	

YOUR OUTGOINGS	Amount (£)	How often? Weekly/fortnightly/monthly/yearly
FIXED COSTS		
Home and contents		
Rent		
Ground rent/service charges		
Mortgage		
2 nd mortgage/secured loan		
Council tax		
Appliance & furniture rental		
TV licence		
Other costs		
Utilities		
Gas		
Electricity		
Solid fuel – coal, oil, wood		
Water		
Care and health costs		
Childcare costs		
Maintenance/child support		
Prescriptions and medicines		
Dentistry and opticians		
Other costs		
Transport and travel		
Public transport (e.g. Work, school, transport)		
Hire purchase		
Car insurance		
Road tax		
Mot & ongoing maintenance		
Breakdown cover		
Fuel, parking & toll road charges		
Other costs (inc taxis)		
School costs		
School uniform		
After-school clubs and school trips		
Other costs		
Pensions and insurances		
Pension payments		
Life insurance		
Mortgage payment protection insurance		
Buildings and contents insurance		
Health insurance (medical/accident/dental)		
Other		

Professional costs		
Professional courses		
Union fees		
Professional fees		
Other		
Other essential costs		
Other		
Other		
FLEXIBLE COSTS		
Communications and leisure		
Home phone, internet, TV package (inc. film subscriptions)		
Mobile phone		
Hobbies, leisure or sport (e.g. socialising, eating out, outings, clubs, leisure courses)		
Gifts (e.g. birthdays, charity donations)		
Pocket money		
Newspapers, magazines, stationary & postage		
Other costs		
Food and housekeeping		
Groceries (e.g. food, pet food, non-alcoholic drinks, cleaning)		
Nappies and baby items		
School meals and meals at work		
Laundry and dry cleaning		
Alcohol		
Smoking products		
Vet bills & pet insurance		
Other costs		
Personal costs		
Clothing/footwear		
Hairdressing		
Toiletries		
Other costs		

YOUR DEBTS	Company owed to	Total amount owed?	Amount and frequency of repayments
Priority debts			
Rent arrears			
Mortgage arrears			
2 nd mortgage/secured loan arrears			
Council tax arrears			
Magistrates court fine arrears			
Gas arrears			
Electricity arrears			
Child support/maintenance arrears			
Other			
Non priority debts			

PLEASE PROVIDE EVIDENCE OF ALL DEBTS AND REPAYMENTS YOU ARE MAKING.

Paying your Discretionary Housing Payment

If you are receiving Housing Benefit and it is paid directly to your landlord then any award of Discretionary Housing Payment will also be paid to your landlord.

If you are receiving Universal Credit then please complete the below details.

Name of your bank or building society

Name(s) as they appear on your account

Sort Code

Account Number

Anything else you wish to tell us

Declaration

Please read this declaration carefully before you sign and date it.

Remember that if you make a false statement you may be liable to prosecution.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me
- You will use the information I have provided to process my claim for Discretionary Housing Payments and Exceptional Hardship Payment and also Housing Benefit and Council Tax Reduction. You may check some of the information with other sources within the Council or other Councils. You may also contact my landlord or employer
- You may use any information I have provided in connection with this and any other claim for Social Security Benefit that I have made or may make. You may give some information to other government organisations, if the law allows this

I know I must let the council know about any changes in my circumstances, which might affect my claims, for example, if income support, pension credit or job seekers allowance stops for any reason, any increase or decrease in income, any changes in household members or rent changes.

I declare the information I have given on this form is correct and complete

Please note: As part of our duty to protect public funds the information you provide on this form may be used for the prevention and detection of fraud. We may also share this information with other public and private sector organisations for these purposes. We will not sell your data to third parties and we will only share data where it is legal to do so.

Your signature

Date

Forms filled in by someone else

Please tell us why you are filling in this form for someone else

Name of person

Signature of person