

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 solution.

Your details

Full name	
Address	
Contact number	
Email address	

About your household

Please list all other people that live at your address

Full name	Date of birth	Income	Relationship to you

About your circumstances

1. Why are you applying for DHP e.g., bedroom tax, local housing allowance (LHA) shortfall, benefit cap, personal circumstances

2. If your application is successful, how long are you needing a DHP/EHP for, and why?

2. Have you applied for DHP/EHP before?

Yes – please answer question 2A No – Please answer question 2B

2A. Please tell us what are you doing to meet the conditions of your last award?

2B. Please tell us what have you tried to do to improve your current situation?

3. Have you or a member of your family any health problems or disabilities?

4. Are you getting any help from anyone now e.g. Citizens Advice, StepChange, Social Services, Mind, Crisis Team, Welfare Team, Housing support/advice

About your new DHP/EHP award

DHPs provide short term financial help for people who are working towards improving their situation so they can afford to pay their rent without this support in the future.

Which of the following options are you taking or are you prepared to take to improve your situation?

- | | |
|---|--|
| <input type="checkbox"/> Employment/training towards work | <input type="checkbox"/> Downsizing (moving to a smaller home) |
| <input type="checkbox"/> Increasing working hours | <input type="checkbox"/> Debt/money advice |
| <input type="checkbox"/> Moving to cheaper accommodation | <input type="checkbox"/> Lodger |
| <input type="checkbox"/> Housing Support/advice | <input type="checkbox"/> Other (please specify below) |

About your rent

How much is your rent?..... Weekly/Monthly

Do you have any rent arrears? Yes No

If yes, how much?.....

Has your landlord taken any action against you to recover the arrears? Yes No

If yes, please send a copy of any letters sent to you about this.

If you are in receipt of Universal Credit, you will need to provide your tenancy agreement.

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 to avoid making guesses, be as accurate as possible.

Please state period as Y = yearly or Q = quarterly or M = monthly or W = weekly

Your Income

Income Type	Period	Amount	Income Type	Period	Amount
Wages			Industrial Injuries Benefit		
Wages (partner)			Pension Credit		
Jobseekers Allowance			State Retirement Pension		
Income Support			Occupational Pension		
ESA			Sick Pay		
Child Benefit			Maternity Allowance		
Child Tax Credit			Carer's Allowance		
Working Tax Credit			Student income/loans		
Disability Living Allowance			Attendance Allowance		
Personal Independence Payment			Self-employed earnings		
Maintenance			Universal Credit		
Money from non-dependant			Armed Forces Independence Payment		
Rent from lodger			Other (please specify)		

Your Capital

	Amount (£)
Bank/Building Society accounts	
Post Office accounts	
Premium Bonds	
Cash savings	
Stocks and Shares	
Property	
Any other savings/assets	

Your Outgoings

Fixed Costs	Period	Amount
Home and contents		
Rent		
Ground rent/service charges		
Mortgage		
2nd mortgage/secured loan		
Council tax		
Appliance & furniture rental		
TV licence		
Other		
Utilities		
Gas		
Electricity		
Solid fuel – coal, oil, wood		
Water		
Transport and travel	Period	Amount
Public transport (e.g. Work, school, transport)		
Hire purchase		
Car insurance		
Road tax		
Mot & ongoing maintenance		
Breakdown cover		
Fuel, parking & toll road charges		
Other	Period	Amount
Care and health costs		
Childcare costs		
Maintenance/child support		
Prescriptions and medicines		
Dentistry and opticians		
Other		

Other continued	Period	Amount
School costs		
School uniform		
After-school clubs and school trips		
Other		
Pensions and insurances	Period	Amount
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		
Flexible Costs	Period	Amount
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		
Go to next page		

Food and housekeeping	Period	Amount
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		
Personal costs	Period	Amount
Clothing/footwear		
Hairdressing		
Toiletries		
Other		

Debts

Priority debts	Company owed to	Total amount owed	Amount and frequency of repayments
Rent arrears			
Deductions from DWP Benefit			
2 nd mortgage/secured loan arrears			
Council tax arrears			
Magistrates court fine arrears			
Gas arrears			
Electricity arrears			
Child support/maintenance arrears			
Other			
Go to next page			

Non-priority debts	Company owed to	Total amount owed	Amount and frequency of repayments

Please provide evidence of all debts and repayments you are making.

Anything else you wish to tell us

Paying your Discretionary Housing Payment

If you are a Council tenant or 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

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 DWP Benefit that I have made or may make. You may give some information to other government organisations, if the law allows this, as well as refer my details to other support services such as Citizens Advice if it is felt that they may be able to help me improve my financial situation.

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

If someone else filled this form in for you, please go to the next page.

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

Please note that the information provided by you will be shared with the Housing Team to enable an assessment of your housing needs and to identify any additional housing assistance that may be required based on your circumstances. Data will also be collected for statistical purposes as required by the Department for Work and Pensions, and Department for Levelling Up, Housing and Communities.