

**SOUTH HOLLAND DISTRICT COUNCIL**

**APPLICATION FOR DISCRETIONARY HOUSING PAYMENT**

For official use only.

Reference Number:

Claim Number:

Date of issue:

A Discretionary Housing Payment is intended to help towards eligible housing costs and is made entirely at the discretion of the Council. Whilst it is not a payment of benefit, a Discretionary Housing Payment can only be made if housing benefit and / or council tax benefit is already in payment. Some things that may be included in your housing costs, for example heating, water rates, electricity etc. do not qualify for a Discretionary Housing Payment. The Council only has a limited budget to make these payments so they are made on merit and normally on a short term basis.

If you want to apply for a Discretionary Housing Payment you should complete and return this form. You **must** provide evidence where requested. **If you fail to do this we will have to write to you and this will delay our decision.** Continue your answers on a separate sheet if necessary. Include your name and address on the sheet and show the question numbers that you are answering.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

1. Please explain why you are applying for a Discretionary Housing Payment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. When did you move to this address? If this was in the last 12 months, please state your previous address.

\_\_\_\_\_  
\_\_\_\_\_

3. Were you aware of the amount of housing benefit you could get before you moved in?

YES / NO

4. Could you afford the rent when you moved in? YES / NO

5. Have you asked the landlord to reduce the rent? YES / NO

If YES, what was the outcome?

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6. Have you tried to find accommodation with a lower rent? YES / NO

If YES, what was the outcome?

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7. Do you have rent and / or council tax arrears? YES / NO

If YES, how much do you owe? Please provide evidence of rent arrears.

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8. What are your income and outgoings? You **must** provide a complete list of your income and outgoings on a separate sheet and indicate whether they are weekly, monthly or yearly. Evidence may be requested for any outgoings that are unusually high. Also include details of any capital and savings you have.

10. What do you intending doing to help yourself if a Discretionary Housing Payment cannot be made.

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11. Please use this space to tell us anything else relating to your application that you think we should know.

I confirm that the information given on this form is correct and complete to the best of my knowledge.

I authorise the Council to make any necessary enquiries to verify information on this form.

I understand that if I give information that is incorrect or incomplete or fail to tell the Council in writing of any changes which might affect my benefit, action may be taken against me in addition to having to repay any benefit I should not have received.

Signature of claimant: \_\_\_\_\_

Date: \_\_\_\_\_ Daytime phone number: \_\_\_\_\_

Email Address (if you give an email address we will assume that you regularly check for receipt of emails).

\_\_\_\_\_