



Discretionary Housing Payment Application Form

Discretionary Housing Payments are available to help with your on-going rent, to prevent homelessness, for rent due in advance/deposits/bonds, removals and Craven District Councils Maximisation Projects.

- you must be getting housing benefit, or housing costs within your Universal Credit within Craven **and**
- your housing benefit/housing costs must be less than the rent you pay for your home (we cannot pay a discretionary housing payment to help with water or service charges for things like heating and food) **and**
- you must meet the criteria within the DHP policy and we must be satisfied that you need more financial help

We will look at your application and decide

- If you should receive help towards your rent **and**
- how much help you will receive **and**
- how long the help will be given; this support is not intended to be given for long term or indefinite periods

If you disagree with a decision we have made about your discretionary housing payment you can ask us to look at it again.

- You cannot appeal to a tribunal about a discretionary housing payment decision.

You may be asked to provide evidence in support of your application and we will phone or write to you about this. **Please provide a daytime phone number.**

Name	Home address
National Insurance Number	Housing Benefit / Council Tax Reduction Claim Reference
Daytime phone no	Date of Birth

I need help paying

My on-going Rent as there is a shortfall between Housing Benefit/Universal Credit and my Rent	
Shortfall due to under occupying my home	
Rent In Advance/ Deposit/ Bond	
Rent Arrears / Prevent homelessness	
Maximisation Project	
Removals	

How much rent does your landlord charge you?

Have you had a reduction in your housing benefit because you have 1 or more bedrooms more than your household needs?

Yes

No

Please tell us why you need extra help with your rent

About you and your household

Does anyone else live with you at your home address

Yes

No

Please give details of everyone who lives with you

Name	Date Of Birth	Relationship to you

Do any of the people named above suffer from an illness or disability?

Yes

No

Please give details of when the health problem/disability started and if appropriate a time when you feel this may change

Information about your rent

If you are applying for help with your rent please answer the following questions,

Were you able to afford the rent when you moved in?

Yes

No

If yes please explain what has changed.

Please state your landlord's name and address.

Please confirm if you have undertaken any negotiation with your landlord to try and reduce the rent.
Please give details below.

Have you tried to find cheaper accommodation?

Yes

No

If yes, what steps have you taken? If no please state your reasons why you haven't.

Is there a particular reason why your accommodation is suited to the needs of you and your family? And are there any other reasons why you could not move? Please provide details below.

When does your current tenancy end?

How much notice would you need to give?

Do you have any rent arrears? If yes, how much do you owe and has your landlord taken any action to recover them. Are you at risk of homelessness?

How much money can you afford to contribute towards your rent? Please explain why and tell me if and when you think this may change.

If you are applying for help with a deposit for a new property or rent in advance, state why you are moving, how much your deposit or rent in advance will be and confirm how much rent you will be charged at your new address and can you afford it?

Income and Expenditure

Do you have any savings?

Yes

No

Please list your bank accounts and current balance amounts in the table below

Bank account name and number	Balance and Date of Balance

Do you own any other property? Or land? Give details below

Your income – please complete the table below giving details of any income you/your partner receive. This includes earnings, benefits or money you get from other sources.

Income	You	Your Partner	Frequency
Wages (take home pay)			
Income Support			
Job Seekers Allowance			
Child Benefit			
Child Tax Credit			
Working Tax Credit			
Universal Credit- Standard Allowance			
Universal Credit – Housing Costs			
Maintenance / Child Support			
Private/ Occupational Pension			
Personal Independence Payment/Disability Living Allowance			
Attendance Allowance			
Pension Credit / State Retirement Pension			
Employment Support Allowance			
Rental Income			
Other – Please State			

Your Expenses – please give details of any expenses you currently have

Expenses	Frequency	Expenses	Frequency
Mortgage Payment		TV/Sky/Cable	
Mortgage Insurance		TV Licence	
2 nd Mortgage		Court Fines	
Rent		School Meals	
Council Tax		Meals at Work	
Water Rates		Bank Charges	
Gas		Car Insurance	
Electricity		Car Maintenance	
Maintenance Payments		Petrol/Diesel	
Childcare Costs		Bus/train fares	
Mobile/Telephone Costs		Clothing	
Laundry		Prescriptions/health costs	
Buildings/Contents Insurance		Housekeeping/Food	

If you have any other expenses please give details here

Are any of your expenses due to end?

Yes

No

Please give details

Debts – Please give details of any debts you currently have outstanding

Debts/Arrears Owed	Total amount outstanding	Amount you repay and frequency of payment	Date you started repaying the debt	Date you expect to have repaid the debt/arrears
Mortgage				
2 nd Mortgage				
Rent				
Council Tax				
Water Rates				
Gas				
Electricity				
Maintenance/Child Support				
Magistrates Court Fines				
Hire Purchase				
Loans				
Others (specify below)				

Payment of Discretionary Housing Payment

Who do you want payment made to? (if you are applying for rent in advance/deposit/bond schemes, or toward your rent arrears to prevent homelessness the payments will be made directly to your landlord)

Myself

Landlord

Payment will be made straight into a bank account please give your details below

Sort Code	
Account Number	
Name of Account Holder	
Building Society Roll Number	

How we collect and use information

The information collected by Craven District Council on this form and from supporting evidence, will be used to process this discretionary housing payment and cross checked against your Housing Benefit, Council Tax Reduction and Universal Credit claims. The information may be passed to the Department of Work and Pensions and Her Majesty's Revenues and Customs Department as permitted by law.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime or to protect public funds in other ways as permitted by law. These third parties include Government Departments and Local Authorities.

Your details may also be passed between departments within Craven District Council in order to provide you with other support, including budgeting, debt management and help with looking for alternative accommodation.

We will put the information onto a computer system registered under the Data Protection Act 1998.

Contact Details for the Data Controller (for the purposes of the Data Protection Act 1998):

Data Protection Officer

Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, North Yorkshire, BD23 1FJ

The decision to award Discretionary Housing Payments will be made in accordance with our published DHP policy available on www.cravencd.gov.uk.

Declaration

The information I have given on this form is true and complete

- I understand that if I give false information I could be prosecuted
- I understand that I must tell the Council if my circumstances change
- I agree that the Council may make any enquiries it considers necessary to check the information I have given including contacting my landlord.

Please supply an up to date copy of your rent book or rent statement when returning this application.

Return this application to:-

Revenues and Benefits Services, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, North Yorkshire, BD23 1FJ

Your Signature	Date
Your Partners Signature	Date

Forms Filled In By Someone Other than the Person Claiming

- As far as possible, I have confirmed with the person claiming that the answers that I have written on this form are correct.

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

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- We may contact you regarding your legal responsibility

Please state your address

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Your Signature	
Date	
Please Print Your Name	
Telephone Number or Contact Details	
Organisation	
Relationship to the Person Claiming	

If you are Claiming Universal Credit

If you are claiming Universal Credit you are required to provide the following evidence to support your application:-

- Proof of identity for yourself/your partner
- Proof of National Insurance Number for yourself/your partner
- Proof of your rent (Tenancy Agreement)
- All Pages of your Universal Credit Notification Letter

If you have any queries relating to this form, please contact

Craven District Council on 01756 700600