

### Application for a Discretionary Housing Payment

Please read the attached guidance notes before filling in this form.

Please answer the following questions and provide any relevant documentation that may help your application.

**Please return the completed form to the Benefits Service, Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER**

Local offices are also situated in Trowbridge, Salisbury and Devizes.

<b>Name</b>	
<b>Address</b>	
<b>Phone number</b>	
<b>Mobile number</b>	
<b>Benefit reference</b>	

<b>1.</b>	<b>Please detail the period for which you are applying for a Discretionary Housing Payment:</b>
<b>2.</b>	<b>Please explain the reasons why you need further help with your rent:</b> Benefit Cap, Underoccupation, Other (please explain):
<b>3.</b>	<b>Could you afford your rent when you first moved in?</b>
<b>4.</b>	<b>Were you aware of the amount of Housing Benefit that could be paid before you moved in?</b>

5.	<b>What will happen if you are not awarded a Discretionary Housing Payment?</b>
6.	<b>Does anyone in your family have any health problems or disabilities?</b> (Please enclose any supporting evidence with this form)
7.	<b>Do you or your partner require and receive overnight care from a non-resident carer?</b> (Please enclose full details and any supporting documents including details of last 6 month's care needs).
8.	<b>Are any of your children disabled and need their own bedroom?</b> (Please provide full details including the nature of the disability and why they need their own room).
9.	<b>Has your home been adapted for any of the household members' disability needs?</b> (Please give full details).
10.	<b>When does your tenancy expire and how much notice must you give to end the agreement?</b>
11.	<b>Have you taken any steps to find alternative accommodation?</b> (Please give full details).
12.	<b>Have you taken any steps to deal with the shortfall in your rent? E.g. increase employment, take in a lodger, renegotiated rent, etc?</b>
13.	<b>Is there anything else you would like us to know?</b>

**Financial Assessment Form – Income and Expenditure – Please detail all income and expenditure for you and your partner (if applicable)**

Income	Weekly amount		Expenditure	Weekly amount
	You	Partner		
Wages/Salary			Rent/Mortgage	
Income support			Gas	
Jobseekers Allowance			Electricity	
Employment & Support Allowance			Water & Sewage Rate	
Incapacity Benefit			Other Fuel	
Working Tax Credit			Telephone	
Child Tax Credit			Mobile Phone	
Child Benefit			Food	
Retirement Pension			Household & Toiletries	
Private Pension			Council Tax Payments	
DLA (care rate)			Internet/Broadband	
DLA (Mobility)			TV Rental	
Widows Pension			TV Licence	
Pension Credits			Sky, TV or Cable	
Maintenance			Insurance	
Carers Allowance			Car Expenses	
Savings			Petrol	
Other Income, please list below:			Other travel expenses	
			Loans	
			Fines	
			School Meals	
			Clothing	
			Catalogue	
			Social Fund Loan	
			Other expenditure, please list below:	
<b>Total</b>	<b>£</b>		<b>Total</b>	<b>£</b>

**I declare that all of the information I have given is correct and complete**

<b>Signed</b>	
<b>Dated</b>	

**I have completed the above form on behalf of the person claiming and confirm that the information I have written is correct**

<b>Signed</b>	
<b>Dated</b>	

## **Discretionary Housing Payment Application**

**What is it?** - *The Discretionary Housing Payment scheme is a limited amount of money that the government allows the council to spend on additional payments of rent to customers with special circumstances.*

**What is it for?**- *It is intended to help customers who are receiving housing benefit or local housing allowance but the amount they are receiving does not cover the full rent they are charged.*

**Who cannot apply?** – *There are strict rules governing the administration of the Discretionary Housing Payment scheme. You cannot be considered for the payment if:*

- *You have not qualified for any housing benefit or local housing allowance at all.*
- *The shortfall is due to additional amounts being charged for arrears and/or court costs.*
- *Your award of benefit already covers your full rent, Discretionary Housing Payment cannot be awarded to cover some parts of your rent, for instance meals, heating, lighting, hot water and water rates*

**How can I claim it?** – *You should complete the enclosed application form giving as much detail as you can.*

*You will need to write down the reasons why you think you should be awarded a Discretionary Housing Payment and answer all the questions we ask. You will need to tell us which housing cost you require help with.*

*You will also need to complete the form showing the income you receive and your outgoings, and provide any appropriate evidence to support your application.*

**What happens next?** – *When you have fully completed the form and returned it to the council, we will contact you to notify you of our decision.*

**Who pays the Discretionary Housing Payment?** – *Discretionary Housing Payments are administered by Wiltshire Council, and although not part of the benefit scheme, additional help with your rent will be paid in the same way as your housing benefit or local housing allowance.*

*To qualify you must satisfy the council as to your special needs and there must be sufficient funds available. All awards will be for limited periods.*

*You will need to inform the council if your circumstances change, especially any changes in income or out goings, or if anyone leaves or joins your household.*