

Application for a Discretionary Housing Payment

- Please read the attached guidance notes before filling in this form.
- When completed please return this form to the office that issued it, your local Housing Benefit office or call 0300 456 0100 for assistance.
- Please answer the following questions and provide any relevant documentation that may help your application:-

Name	
Address	
Postcode	
Phone number	
Mobile number	
Benefit reference (if known)	

1.	Would you like help with your Rent <input type="checkbox"/> Council Tax <input type="checkbox"/> Both <input type="checkbox"/>
2.	Could you afford your rent when you first moved in?
3.	Were you aware of the amount of Housing Benefit that could be paid before you moved into this property?
4.	Please detail below the period for which you are applying for a Discretionary Housing Payment:
5.	Please explain the reasons why you need further help with your rent and/or council tax:

6.	What steps have you taken to help address this problem?
7.	What will happen if you are not awarded a Discretionary Housing Payment?
8.	Are there any facilities in your home that would be difficult to find elsewhere?
9.	Does anyone in your family have any health problems or disabilities? (Please enclose any supporting evidence with this form)
10.	What is the minimum time that you consider a Discretionary Housing Payment will be needed, before you can make alternative arrangements?
11.	When does your tenancy expire and how much notice must you give to end the agreement?
12.	Have you taken any steps to find alternative accommodation?
13.	Is there anything else you would like us to know?

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:	
Total	£		Total	£

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

Signed	
Dated	

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

Signed	
Dated	

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 and council tax to customers with special circumstances.*

What is it for?- *It is intended to help customers who are receiving housing benefit, local housing allowance and/or council tax benefit but the amount they are receiving does not cover the full rent and/or council tax 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, local housing allowance and/or council tax benefit at all.*
- *If you qualify for one but not the others, you can only be considered for additional help in respect of the benefit that you are receiving.*
- *The shortfall is due to additional amounts being charged for arrears and/or court costs.*
- *Your award of benefit already covers your full rent or council tax liability, 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 Payment 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. If you received Discretionary Housing Payment towards your council tax liability the amount will be credited to your council tax account.*

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 outgoings, or if anyone leaves or joins your household.