



Discretionary Housing Payment

Your name

Please tell us your full name

Date of birth

Your current address:

Flat/room number

Road number and name

Post Code

Telephone number

Email address

National Insurance number

You **must** provide your last 2 months' bank statements and proof of any other expenditure that doesn't appear on the statements. If this is not provided, your application could be delayed or refused.

The amount you request cannot be more than the difference between your Housing Benefit or Universal Credit Housing element and your rent.

I wish to apply for: Discretionary Housing Payment of £ per week.

For the period:

to

Please explain the reason for choosing this amount and period

1. What steps did you take before you moved to this property to check affordability?
2. What were your reasons for leaving your previous property and moving into this one?

3. Please confirm your current tenancy period? from / / to / /

4. Have you recently renewed your rental agreement? Yes No

If "Yes" please explain why you renewed the agreement when you were aware you could not afford the rent?

5. If your tenancy has now expired, is your tenancy continuing on a month by month basis? Yes No

6. How much notice are you required to give to end your tenancy?

7. Do you have any rent arrears? Yes No

If yes, how much and to when

£ to / /

If yes, answers questions 8 - 10, if No, skip to question 11

8. What action has your landlord taken to recover the arrears?

- Court Action Notice of seeking possession Notice to quit A letter
 A payment plan Other, please specify:

9. Will you be evicted if you do not pay the arrears? Yes No

10. Have you been issued a section 21 or section 8? Yes No
If you have, please provide it.

11. Are you actively looking to find somewhere cheaper to live? Yes No

If "No" please explain why

If "Yes" what steps have you taken?

12. Do you, or a member of your family living with you, need any special accommodation facilities or required the property to be substantially adapted? Yes No

(You may be asked to provide proof of the adaptation in the form of receipts or invoices)

If "Yes" what are these?

13. Do you need an extra bedroom for a carer who stays overnight? Yes No

If "Yes" then please state how often they stay over?

14. Do you or a member of your household have a disability or health problem affects the type of accommodation you require? Yes No

If "Yes" then please give details

15. Do these disabilities or health problems mean that you or any of your family cannot share a bedroom with anyone else? Yes No

If "Yes" then please explain

16. Are you single (by single I mean someone who is not living as a couple), aged between 25-34, pays rent to a private landlord and have no children living with you on a full-time basis. Yes No

If "Yes" please indicate if any of the following apply to you:

- Have spent at least 3 months in a homeless hostel or a hostel specialising in rehabilitating and resettling into the community
- Under active multi-agency management under the Multi Agency Public Protection Arrangements

17. If you are expecting a baby, please confirm the date the baby is due?

18. Are you a foster carer, this includes those between placements? If yes, please provide relevant evidence Yes No

19. Does your property have more bedrooms than you and your family need? e.g. you are a couple living in a 2-bedroom property. Yes No

If yes, please explain why you need a spare room?

20. If you rent a property from the Local Authority or a Housing Association, have you contacted them to discuss moving to a smaller property? Yes No

If "Yes" then what was the outcome?

Do you have a moving date?

If your answer is No, please explain why?

21. If a deduction is being taken from your Housing Benefit or Universal Credit because of a non-dependant adult living in your property, have you asked them for a contribution?

Yes

No

If No, why not? If the non-dependant is unable to contribute, please explain why and whether you expect this to change

To help us understand why you need extra help, please list all of your current income and expenditure and provide your last 2 months bank statements

Income	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Expenditure	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>
Earned Income			Housing Costs		
		£			£
Wages/Salary			Mortgage		
Wages/Salary (partner)			2 nd Mortgage		
Self-employed earnings			Rent		
Self-employed earnings (partner)			Council Tax		
Statutory payments			Ground Rent/Service Charge		
Benefits			Buildings Insurance		
Universal Credit			Contents Insurance		
Council Tax Support			Utilities		
Housing Benefit			Water Rate/Sewerage		
Income Support			Gas		
Employment & Support Allowance			Electricity		
Job Seeker's Allowance			Other fuel		
Maternity Allowance			Housekeeping		
Child Benefit			Food, general housekeeping & toiletries		
Tax Credits			Clothing (Adult)		
Maintenance			Clothing (Children)		
Any bereavement benefits			Launderette		
Carers Allowance			Other (please specify)		
Personal Independence Payment (Living)			Children		
Personal Independence Payment (Mobility)			Childcare/Afterschool Club (evidence needed)		
Disability Living Allowance (Care)			School Meals		
Disability Living Allowance (Mobility)			Nappies/baby items		
Attendance Allowance			Travel		
Pensions			Public Transport		
State Retirement Pension			Car Insurance		
State Retirement Pension (partner)			Car Tax		
Private Pension			Car Maintenance/MOT		
Private Pension (partner)			Petrol/Diesel		
Annuity			Car Loan		
War Pension			Health		
Pension Credit Guarantee			Prescriptions		
Pension Credit Savings			Care costs (provide proof)		
Other Income			TV, phone, internet		
Non-dependant's contribution			TV package		
Student Income			TV licence		
Income from lodgers			Is your internet cost included in your TV package?		
Income from other property			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Income from capital / investments			If No, what is your internet charge?		
Any other income (please specify)			Telephone (Landline)		
			Telephone (Mobile)		
			Pay as you go <input type="checkbox"/> Or Contract <input type="checkbox"/>		
TOTAL INCOME					

Capital/Savings	Balance	Other expenditure	£
Bank/Building Society Account		Maintenance payments	
Post Office Account		Life insurance plans	
Premium Bonds		Pet insurance	
Shares, Stocks or Unit Trusts		Alcohol	
Life Assurance/Endowments		Tobacco	
ISA's, TESSAs or PEPS		Other (please specify)	
Land or buildings other than your home		Other (please specify)	
Other Capital			
TOTAL CAPITAL		TOTAL EXPENSES	

Please list any debts (eg credit card, loans)	Total outstanding	Amount of repayment	Frequency

22. Do you have a choice in paying any of the items of expenditure declared?
If you have contracts, when can they be reduced? (Please provide proof)

23. If you have listed any debt, you must provide proof of the minimum payments you are required to make, have you taken steps to negotiate lower repayments on your debts?

Yes No **If no, why not?**

24. Please explain if/when your situation could change? (e.g. starting work)

25. If you have had a previous Discretionary Payment, what steps have you taken to improve your situation since that claim?

26. Is there anything else you want me to consider in deciding your Discretionary Payment claim?

Evidence Required – not providing this may delay your application

Please supply the following information

- your last 2 months' bank statements for all accounts
- proof of deductions from income benefits, e.g. deductions from Income Support
- proof of debt repayment, including loans and credit card statements

If you are in receipt of **Universal Credit**, you also need to supply;

- proof of your rent liability / amount charge, for example a current tenancy agreement
- proof of your current Universal Credit award, (screen shot of the breakdown from your journal)
- **your bank details** (this is to pay your Discretionary Housing Payment if your application is successful)

Bank/building society name

Account number (8 digits) Sort Code

Money Management

Please confirm if you have contacted any organisations for money management advice?
If you have, please confirm the organisation's details below

Organisation name

If you would like a money management booklet, please tick

If you are happy for us to talk to your landlord about your DHP application, please tick

How we collect and use information

We will use the information you give in this form and in any supporting evidence you send us to process your application for a Discretionary Payment. We may pass the information to other agencies or Council Departments, or organisations such as the Department for Work & Pensions, the Employment Service, Rent Officer Service and the Inland Revenue, as allowed by the law.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to. BCP Council is the data controller for the purposes of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. If you want to know more about what information we have about you, or the way we use that please go to www.bcpCouncil.gov.uk/privacyRBB

Declaration

- I confirm that the information on this form is correct
- I understand that failure to inform the Benefits Section of a change in my circumstances, misrepresentation or failure to disclose material facts, may result in an overpayment which will have to be repaid to the Council.

Signed

Claimant

Date

When you have completed this form,
please return it to:
**Revenue & Benefits Services,
BCP Council
Town Hall,
St Stephen's Road,
Bournemouth,
BH2 6EB**