

Application for Discretionary Housing Payment (DHP)

A Discretionary Housing Payment is extra help towards housing costs. A DHP is not a benefit payment but a discretionary award made by the Council based on your circumstances. A DHP award can only be considered where you are in receipt of Housing Benefit. This form will help us determine if we can award you a DHP. A DHP cannot help towards any shortfall in Council Tax Support.

Name: Ben Ref No:

Address:
.....

Please answer the following questions, giving as much information as you can to help us with your application. You should answer all the questions that apply to you.

1. Why did you move to this property?
.....
.....

2. How much was the rent at your previous accommodation? £.....weekly/fortnightly/monthly

2a. Before you claimed benefit did you ask the Benefit Section about the amount of benefit you may be entitled to? Yes No

If Yes, please give details of the information you were given. If no, please explain why not:
.....

2b. If you rent a property from a private landlord, were you aware of the Local Housing Allowance rate for your circumstances? Yes No

If No, why did you not ask about benefit entitlement levels?
.....
.....

2c. If you rent the property from a private landlord have you tried to negotiate a lower rent with your landlord? Yes No

If Yes, were you able to get the rent reduced? (Please provide details of the revised figure being charged):
.....
.....

If No, give your reasons for not asking the landlord to reduce the rent
.....

3. Have you tried to move to cheaper or more suitable accommodation?
.....
.....

4. Are you able to live with any relatives or friends in this area?
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5. How much notice must you give to end your tenancy (1 month, 2 months, longer period)?
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6. If you do not get any extra help towards your rent are you likely to be evicted from the property?
You will need to provide us with proof of this (e.g. Notice to quit letter, possession order etc)
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-
7. Please give details of your normal weekly outgoings:

| Item | Weekly amount |
|---------------------------|---------------|
| Water Charges | £ |
| Electricity | £ |
| Maintenance/Child Support | £ |
| Private Pension | £ |
| Car Expenses | £ |
| Travel Expenses | £ |
| Food | £ |
| Store Cards | £ |
| Other essential expenses | £ |
| Mobile Phone | £ |
| Cigarettes | £ |
| Entertainment | £ |

| Item | Weekly amount |
|-----------------------------------------------------------------------|---------------|
| Rent (not counting your Housing Benefit paid to you or your landlord) | £ |
| Gas/Other fuel | £ |
| House Contents insurance | £ |
| Life Assurance | £ |
| Child Care | £ |
| Telephone (Landline/Broadband) | £ |
| TV Licence | £ |
| Clothing | £ |
| Loan Repayments | £ |
| Additional spending (TV/Satellite) | £ |
| Alcohol | £ |
| Any other expenses | £ |

8. If you have outstanding debts please give us details of what you owe and your payment arrangements?

| Type of Debts | Total Debt outstanding | Regular weekly payment |
|-----------------------------------|------------------------|------------------------|
| Rent arrears | £ | £ |
| Council Tax arrears | £ | £ |
| DWP benefit overpayments | £ | £ |
| Gas arrears | £ | £ |
| Electricity arrears | £ | £ |
| Water Rates | £ | £ |
| Maintenance/Child Support arrears | £ | £ |
| Court costs and fines | £ | £ |
| Catalogue/Mail order arrears | £ | £ |
| HP repayments | £ | £ |

Declaration

Please read the declaration below very carefully before signing the form

I understand that:

- If I give information that is incorrect or incomplete, the council may take legal action against me and will get back any benefit and Discretionary Housing Payment I have been overpaid.
- The council may use the information I have provided to process my claim for Housing Benefit.
- The council may check some of the information with other sources within the council, the Valuation Office Agency, other councils, The Department for Work and Pensions and Her Majesty's Revenue & Customs and other organisations, if the law allows this.
- The council may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. The council may give some information to other organisations, if the law allows this.

I know I must tell the Benefit Section in writing about any changes in my circumstances that might affect my claim.

I declare the information I have given on this form is correct and complete. Where it has been completed by another person I have read it fully or the entries have been read back to me and I agree that the details are correct and complete.

Claimant Signature:

Date:

What to do now?

Make sure you have given all the information you think we need to help us decide if you can get a Discretionary Housing Payment. If you need to provide details of any disabilities/health problems remember to speak to your Doctor for a letter.

The completed form should be returned to:

Benefit Section,
Pathfinder House,
St Mary's Street,
Huntingdon,
PE29 3TN

If you would like help or information about Discretionary Housing Payments or other benefit matters, please contact us on: Tel: 01480 388308 or Email: benefit@huntingdonshire.gov.uk

Data Protection Policy – Privacy Disclaimer – Fair Processing Notice

The information collected by Huntingdonshire District Council on this form and from supporting evidence including when you email us, will be used to process your Housing Benefit or Council Tax Support claims. The information may be passed to The Department for Work and Pensions and the Inland Revenue as permitted by law. We may check information provided by you, or information about you provided by someone else, with other information held by us. We may also get information from certain third parties, or give information to them to check accuracy of the 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 other councils.

Huntingdonshire District Council is registered under the Data Protection Act 1998. This allows it to process personal data in performing its lawful business. Information held by the Council, including personal data you provide now or in the future, will be processed in compliance with data protection principles. Your personal data may be used to manage, monitor, improve and promote the Council's services. To protect public funds it may also be shared with other persons or bodies to prevent and detect fraud. Further details are available on the Council's website www.huntingdonshire.gov.uk/privacy

If you have concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at Pathfinder House, Huntingdon, Cambridgeshire PE29 3TN or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.