

Benefit Manager

Application for a Discretionary Housing Payment

About the Discretionary Housing Payment scheme

A Discretionary Housing Payment is extra help we can give you (on a short term basis) to top up a shortfall in your rent. To qualify you must receive at least some Housing Benefit and show you are having difficulties with your finances.

Discretionary Housing Payments are not the same as Housing Benefit. They are special payments which come from a separate fund. Once the fund has been spent in any financial year no more Discretionary Housing Payments can be made.

How to Claim

Simply fill in and return this form to the Benefits Section at Rossendale Borough Council PO Box 104, Futures Park, Bacup, OL13 3BU or take it to the One Stop Shop, Futures Park, Newchurch Road, Bacup, OL13 0BB. We may need to write to you for more information if we need it.

Making a decision

When making a decision we need to look at things like:

- The shortfall between your housing benefit and the amount you have to pay;
- Any efforts you have made to reduce your rent;
- Your financial and medical circumstances and the financial and medical circumstances of anyone who lives with you;
- Your income and expenditure and the income and expenditure of anyone who lives with you;
- Your savings investments and any held by anyone else living with you; You must supply copies of recent statements for all accounts held.
- Any debts owed to you or anyone else who lives with you;
- Any exceptional circumstances;
- The amount of money we have available in the fund when we consider your application; and
- Any other special situations.

The award

We will write to you to tell you whether your application has been successful or not and the amount we have awarded. This might not be as much as you need to pay your full rent.

The Period of the award

We will tell you how long the payment will last for. The Discretionary Housing Payment fund is meant to help with short term emergencies. If you get an award, there is no guarantee that another award will be made at a later date even if your circumstances have not changed.

What to do if you think our decision is wrong

There is no right of appeal to an independent Tribunal. However, you may ask us to look at our decision again and another decision maker will look at your application. You can ask for a review if we have refused your award, or we have awarded a reduced amount, or we have told you we have overpaid you.

What to do next

Please fill in and return this form to:

Rossendale Borough Council
PO Box 104
Futures Park
Bacup
OL13 3BU

Or take it to: One Stop Shop, Futures Park, Newchurch Road, Bacup, OL13 0BB

Where to go to get more help and information

If you need help and advice about managing your finances the organisations below may be able to help:

Age UK - Lancashire - Rossendale
Tel: 0300 303 1234

Citizens Advice - Rossendale
Tel: 0300 456 2552

Consumer Credit Counselling Service
Tel: 0800 138 1111

Lancashire Welfare Rights Service
Tel: 0300 123 6739

National Debtline
Tel: 0808 808 4000

Part A – About you

Title (Mr, Mrs, Miss and so on):

Your Full Name:

Your partner's full name:

Address and Postcode:

**What date do you want to claim
discretionary housing payments from?**

Part B - About you and your family

1. When did you move to your current address?

**2. If you have moved in the last 12
months, please tell us your last
address.**

3. Please tell us your reasons for moving.

**4. Could you afford to pay your rent and council tax when you first moved in to your
property?**

Yes If 'yes' how did you afford to pay it?

No If 'no', how did you expect this rent to be paid?

(Please use the box below for your answer)

5. Do you want to apply for extra help towards your rent? Yes No

Part C - About your rent

6. Have you asked your landlord to reduce your rent?

Yes (Please answer the 2 questions below) No

When did you do this?

What did your landlord say?

7. Are you behind with your rent payments?

Yes (please answer the 2 questions below) No

How much are you in arrears?

Have you received a notice to quit? Yes No

8. Have you tried to find a cheaper home?

Yes (Please answer 8a and 8b below) No Please answer question 8c below

8a. When did you try to find a cheaper home?

8b. What was the outcome?

8c. If you have not tried to find a cheaper home, please tell us why.

9. If you are single and under the age of 35, have you considered shared accommodation?

Yes No If 'no' Please explain below.

10. Would you have to stay in your current home even if you found a cheaper home?

Yes If 'yes', please explain below. No

Part D – Other Information

11. Are you registered with “Be With Us”?

Yes If 'yes', please answer the questions below. No

When did you register?
(Give the month and year)

...../.....

Please give details of any tenancies you have bid for

12. Do you or any of your family have any health problems or a disability?

Yes Please give details below: No

(You will need to provide medical evidence, if available, such as a letter from your doctor)

Part E – Personal Budget. Please give us a breakdown of your income and spending

Income - We need to see proof of ALL of yours and your partner's income.	Weekly	Monthly
Your Wages	£	£
Your partner's wages	£	£
Company/Occupational Pension	£	£
Universal Credit	£	£
Employment and Support Allowance	£	£
Income Support	£	£
Job Seekers Allowance	£	£
Child Benefit	£	£
Working Tax Credit	£	£
Child Tax Credit	£	£
Pension Credit	£	£
Other state benefits	£	£
Maintenance for children	£	£
Maintenance for yourself (from a former spouse)	£	£
Money from anyone who lives with you	£	£
Housing Benefit	£	£
Any other income	£	£
Total income	£	£

Who do you want the Discretionary payment made to?

YOU

YOUR LANDLORD

Provide account details for payment

ACCOUNT NAME

ACCOUNT SORT CODE

ACCOUNT NUMBER

Proof of all outgoings will need to be provided

<u>Your spending – We need to see proof of all regular spending</u>	Weekly	Monthly
Rent including repayment of arrears	£	£
Mortgage or loan repayments	£	£
Council Tax	£	£
Water charges	£	£
Ground rent	£	£
Buildings and contents insurance	£	£
Motor insurance	£	£
Life assurance or endowment premiums	£	£
Gas	£	£
Electricity	£	£
Alcohol	£	£
Cigarettes	£	£
Beauty treatments (i.e. nails, hair etc)	£	£
Groceries (food, toiletries and cleaning materials only)	£	£
TV/telephone and/or broadband package i.e. Sky	£	£
TV rental and license	£	£
Magistrates' court fines	£	£
Maintenance payments	£	£
Travelling Expenses	£	£
School meals and meals at work	£	£
Clothing and shoes	£	£
Laundry	£	£
Phone (landline)	£	£
Phone (mobile)	£	£
Prescriptions	£	£
Child minding costs	£	£
Catalogue payments	£	£
Credit card payments	£	£
Social fund payments	£	£
Bank charges	£	£
Hire purchase agreements	£	£
Other (Please state)	£	£
Other (Please state)	£	£
Total Spending	£	£

Part F – Your debts. Please show the amount of any debts / arrears you may have.

Rent arrears	£
Mortgage arrears	£
Unpaid council tax	£
Overdue water rates	£
Fuel debts: Gas	£
Electricity	£
Other	£
Magistrates' fines	£
Unpaid maintenance	£
Credit card debts	£
Catalogue accounts	£
Loans (secured or otherwise)	£
Other (please list below)	£
	£
	£
	£
	£
Total Debts	£

Bank and building society accounts – If you have any bank or building society accounts or other savings, tell us about them here.

Name of bank or building society	Account number	Amount held

Other information (Please tell us about anything else you think we should know about)

Part G - Declaration

Please read the following statements and sign below. We cannot deal with your application if you have not signed it.

- This is my claim for discretionary housing payments.
- I will tell you if the information on any letter you send me is incorrect.
- The information I have given is true and complete.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I understand that you may check the information I have given on this form.
- I understand that you may use the information I have given in connection with this and any other claim I have made or may make for state benefits. You may give some information to other organisations, such as government departments, local authorities and private companies such as banks and organisations that may lend me money, if the law allows this.
- I know that I must tell you if my circumstances change after I make this claim.

Your signature:	
Date:	/ /

Your partner's signature:	
Date:	/ /

If someone else has filled in this form for you they must fill in the section below.
Please tell us why you are filling in this form for someone else.

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I declare that I have read the information in this form back to the claimant and they have confirmed that it is a true statement of what the person asked me to write.

Name of person who filled in this form:	
Their signature:	
Relationship to you:	