



Information Pro-forma for Discretionary Housing Payments

Name:

Address:

Claim Reference:-

1. About your current property:-

When did you move into this property:- ____/____/____

If you have moved in the past 12 months, please confirm your previous address and why you have moved:-

Were you previously able to afford the rent prior to claiming housing benefit? YES / NO

If Yes please give details of how you were able to afford the rent:- e.g. Working

Have you asked the landlord to reduce your rent? YES / NO

What was the outcome:-

When does your tenancy expire? ____/____/____

Have you considered cheaper alternative accommodation? YES / NO

Please confirm what steps you have taken to look for cheaper alternative accommodation:-

Please confirm who is your landlord :

How much is your rent? £

Frequency :

Does your rent include any service charges?

Yes / No

Please give details of any service charges included:

How many bedrooms are there in the property?

Are there any reason that you require any additional bedroom(s)?

2. Personal Circumstances:-

Have you or a member of your household any health issues which means that you need to live at this property?

YES / NO

Please give details:-

Has the property been adapted in any way to meet the needs of a household member?

YES / NO

Please give details:-

Are there any other circumstances that you consider the Council should consider as to why you need to live in this property and are unable to move to a cheaper alternative property?

3 Financial Information:-

Please give details of all your income:-

Income	Amount £	Frequency
Your Wages after Tax and National Insurance		
Your Partner's Wages after Tax and National Insurance		
Self Employed Earnings		
State-paid Benefits (please give details)		
Employment and Support Allowance		
Personal Independence Payments		
DLA Care component		
DLA Mobility component		
Jobseekers Allowance		
Pension Credit		
Occupational or Works Pensions		
Child Tax Credit		
Working Tax Credit		
Child Benefit		
Housing Benefit Entitlement		
Maintenance Received		
Other Income (please give details)		
Total		

Capital and Savings

Please confirm your total capital and savings £

4. Please give details of all your outgoings and expenditure:

Outgoings	Amount £	Frequency
Rent		
Gas		
Electricity		
Council Tax		
Food		
Water		
Insurance (please specify)		
Clothing		
Mobile Phone		
Other Phone		
Sky TV / Virgin Media		
Internet and Broadband		
TV Licence		
Travelling Expenses (please specify)		
Tabacco and Cigarettes		
Alcohol		
Car Payments (please specify)		
Hire Purchase payments		
Court fines		
Other Debts – please specify		
Catalogue payments		
Arrears of utility payments		
Arrears of rent		
Payments for pets (please specify)		
Payment for mobility vehicle		
Total		

How much Discretionary Housing Payment are you claiming for? £

Please use the space below to tell us how a shortfall in your housing costs is affecting your household and any additional information that you consider the Council should be aware of in support of you application:-

Please confirm the following information:-

Any Discretionary Housing Payment award will be paid by BACS and payments will be separate to your Housing Benefit payments. The frequency of the payment will be decided by the Council.

Please confirm the bank account that any award should be paid into:

Your Bank Sort Code _ _ - _ _ - _ _

Your Bank Account number _ _ _ _ _ _ _ _
(this should be 8 digits)

The Account holder name

Does the bank account belong to you or your landlord?

DECLARATION

Please read this declaration carefully before you sign.

- If I give information that is incorrect or incomplete, you may take action against me.
- You may use the information I have provided to check with other sources within the Council, Rent Service and other Councils.
- You may use the information provided in connection with this and any other claim for Social Security benefits and may give this information to other government organisations, subject to the law allowing this.
- I will advise you of any changes to my circumstances that affect my claim immediately.

Signature:-

Date:-

HOW YOUR INFORMATION IS USED: Stratford-on-Avon District Council will use your personal data which may include special data about you to assess and administer your Housing Benefit and/or Local Council Tax reduction Scheme claim under the Housing Benefit Regulations and the Council's Local Council Tax Reduction Scheme. We may share your information with other Council departments etc. We do this in the performance of the tasks that we carry out in the public interest, in the exercise of our official authority and because it is in the substantial public interest. Your personal data will be held in accordance with our Retention and Destruction Policy which is available on our website. For further information, or to access your information rights, please visit www.stratford.gov.uk/privacy or contact our Data Protection Officer by post at our Elizabeth House address or email data.protection@stratford-dc.gov.uk or call 01789 267575