



## 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:-

Who is your landlord:-

What is their address:-

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:-**

Please confirm details of who is living at the property including their dates of birth:-

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)

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)		
<b>Total</b>		

Please confirm your total capital and savings £

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

<b>Outgoings</b>	<b>Amount £</b>	<b>Frequency</b>
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		
<b>Total</b>		

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:-

**Privacy Notice**

We collect personal information in order to administer and assess your entitlement to Housing Benefit and/or Council Tax Reduction. We may also collect sensitive personal data known as Special Category Data for example health data.

You and other people who live with you may choose not to provide the information that we request but in that case, we will be unable to determine if you are entitled to Housing Benefit and/or Council Tax Reduction.

In order to prevent and detect fraud, where the law allows us, we may collect information about you and other people who reside with you from the Department for Work and Pensions (DWP), Her Majesty's Revenues and Customs (HMRC), other local authorities, other council departments and in some cases your landlord. We may also obtain information from credit reference agencies. Please see the Council's website for full details of the Council's privacy notice relating to Housing Benefit and Local Council Tax Reduction including what data we collect and why and how long this data is retained.

If you are unable to access the website and wish to see a copy of the privacy notice please contact the Council on 01789 260991 so that a copy can be sent to you.