



Open By Addressee Only

Claim Ref	
Date	01/11/2018
Email address	benefits@halton.gov.uk
Web	www.halton.gov.uk/benefits
Tel	0151 511 7772

Dear

Housing Benefit and Council Tax Reduction

Re: - Discretionary Housing Payments

Find attached an application form for Discretionary Housing Payments.

Please read the guidance notes and complete each section of the form including the income and expenditure form.

Once the form is complete you can either hand deliver it to Halton Direct Link or return the form in the post to Halton Borough Council, Benefits Service Po Box 223, Widnes, WA8 2DA.

Yours sincerely

Benefits Service
Halton Borough Council

Discretionary Housing Payment Application



Please complete all the sections of this form and return to the Benefits Service.
Your form will not be accepted if you have not answered all questions.

Name: _____, Your Ref : _____ Tel No: _____

Address: _____, _____, _____

Guidance Notes

Discretionary Housing Payments can cover housing costs including rent shortfall (in part or in full) between eligible rent and Housing Benefit / Universal Credit award. It can cover shortfalls as a result of Local Housing Allowance restrictions, where benefit cap has been applied or for under-occupation in the social rented sector.

In general, housing costs means rent. This can include rent deposits, rent in advance or other lump sum costs associated with a housing need such as removal costs. An award for rent deposit or rent in advance will not be considered unless you have contacted Housing Solutions for assistance in the first instance.

Any award will usually be paid from the Monday following the date that we receive your application.

<p>Have you recently been affected by Welfare Reform changes: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Has your property had adaptations for your (or a family members) disabled needs? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, tick which apply to you: Under 35 years old - LHA Rate <input type="checkbox"/> Under Occupancy <input type="checkbox"/> Benefit Cap <input type="checkbox"/></p>	<p>Tick which assistance you would like to apply for:</p> <p>Shortfall in HB payments <input type="checkbox"/> Rent Deposit <input type="checkbox"/> Rent in Advance <input type="checkbox"/> Other costs associated with moving home <input type="checkbox"/> Give details: _____</p> <p>Date you will be affected by one of these changes and wish to claim DHP from: _____</p>
<p>Have you had a recent change in your financial circumstances? If yes, please give details of this change</p> <p>_____</p>	
<p>Have you had a recent change in your personal circumstances? If yes, please give details of this change</p> <p>_____</p>	
<p>Please give as much information here (use additional sheet if needed) to explain what steps you are taking to adjust your income and/or reduce your outgoing to budget for paying your rent?</p> <p>_____</p>	
<p>Welfare / Money Advice</p> <p>Have you had any contact with Welfare Rights staff to maximise your income and discuss money advice matters in relation to any outstanding debts or finances? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what was the outcome? _____</p>	<p>If no, do you give your consent for your details to be passed to the Council's Welfare Rights Section for a Benefit check or money advice to be carried out? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>About your tenancy – you may need to ask your landlord about some of these questions.</p> <p>If you rent from a private landlord, have you asked the landlord to reduce the rent? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Have you previously been able to afford the rent (e.g. previously working)? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you have rent arrears? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are you currently at risk of being homeless due to rent arrears? _____</p>

<p>If yes, what was the outcome: _____</p> <p>Do you have a fixed term tenancy? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, when does this end: _____</p> <p>Will you face additional charges if you end your tenancy before this date: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you have any relatives or friends who could help you with your rent or council tax payments? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>What help can they give you:</p>
<p>Have you tried to find cheaper accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what was the outcome:</p> <p>Are there any reasons why you could not move if you found cheaper accommodation?</p>	<p>Have you registered with Property Pool Plus? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no and you have no intentions to register please give your reasons below:</p> <p>Visit www.propertypoolplus.org.uk to register for social housing in Halton and the surrounding areas.</p>
<p>About disabilities or provision of care</p> <p>Do you / or any member of your family have any health problems or disabilities? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you / or any member of your family require regular over-night care in your home? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you / or any member of your family provide care to another person who lives outside of your home? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If you have answered yes to any of the questions about disabilities or care provision, please give further details here or on additional sheets:</p> <p>You may need to provide evidence of any disabled adaptations and/or regular overnight care that you (or a member of your household) require</p>

How you will be paid

If you are receiving Housing Benefit we will pay an award to the same payee as this benefit, or
If you are receiving Universal Credit and are paid your housing element direct to you, we will pay an award in the same way but will need your account details.

Only complete this if you receive **Universal Credit** (this cannot be a Post Office account)

Name on the account	Name of the bank/building society	Sort Code (all six numbers)	Account Number (usually seven to ten digits)																												
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Declaration (if you do not sign this we cannot process an application)

- I declare that to the best of my knowledge the information given is true and complete
- I authorise Halton Borough Council to make any enquires necessary to check the above information
- I will tell the Council if any of the above information changes
- I understand that I may be prosecuted if I give false information

Halton Borough Council is the Data Controller for the personal information you provide.

We collect and hold information about you in order to process your application for Housing Benefit, Council Tax Reduction and Free School Meals which are means tested benefits and information used to calculate these claims.

Further details regarding the privacy notice for Discretionary Housing Payments go to: www.halton.gov.uk/privacynotices

Claimant Signature _____ **Date** _____

NOTE – If you receive Universal Credit you will need to provide your latest award letter and up to date proof of your rent

Claimant Signature _____ Date _____

Name _____ Address _____

INCOME (Please state if weekly or monthly)	£	OTHER INCOME (Please state if weekly or monthly)	£	EXPENDITURE continued (Please state if weekly or monthly)	£
<u>CLAIMANT'S EMPLOYMENT</u>		List below any other income:		Child Minding / Nursery fees	
<u>PARTNER'S EMPLOYMENT</u>				Children's Pocket Money	
				Entertainment / Social Outings	
				Cigarettes / Alcohol	
				House Insurance	
				Life Insurance	
				DEBTS OWED TO HALTON COUNCIL	
				Debt	Balance £ Payment
<u>OTHER BENEFIT INCOME</u>		TOTAL INCOME			
Universal Credit		EXPENDITURE			
Income Support		(Please state if weekly or monthly)		DEBTS OWED TO OTHER ORGANISATIONS	
Jobseekers Allowance		Rent		Debt	Balance £ Payment
Incapacity Benefit		Mortgage			
Employment Support Allowance		Council Tax			
Attendance Allowance		Water Rates			
Carers Allowance		Gas			
DLA / PIP		Electricity			
Industrial Injuries Benefit		Landline Telephone			
Maternity Allowance		Mobile Phone (pay and go)			
Statutory Maternity Pay		Mobile Phone (contract) and Contract End Date (must complete):			
Pension Credit (Guaranteed)		Broadband Internet Services		TOTAL EXPENDITURE	
Pension Credit (Savings Credit)		TV Licence			
Severe Disablement Allowance		T.V Rental			
State Pension		Satellite / cable TV Package		Number of adults in the household:	
Statutory Sick Pay		Food / Housekeeping		Number of children in the household:	
Keep from adult children		School meals / children's travel to school		Ages of children:	
Income from lodgers		Car Maintenance / Insurance		Are any members of the household registered disabled?	
		Travel: Petrol/Public Transport (Adults)			
		Travel: Petrol/Public Transport (Children)			

Please now sign below and return the full completed form to Benefits Service, PO Box 223, Widnes, WA8 2DA

Claimant Signature _____ Date _____