



# Request for Discretionary Housing Payments (DHP)

## Important Information – Please Read Carefully Before Completing This Form

(The information that you give on this form will be held in strict confidence). You have asked South Lakeland District Council to provide you with further payments to help pay your rent. These are called Discretionary Housing Payments and are **not** part of Housing Benefit. Any award is made at the discretion of South Lakeland District Council.

Please read and answer each question as fully as possible as this will speed up your application.

Benefit ref:

Date of issue:

## Section 1 - About Yourself

Surname

First Name

Title

Address

Postcode

## Section 2 – About your application

I wish to apply for Discretionary Housing Payments (DHP) for help towards my

Rent shortfall

Rent in advance

Deposit

Moving costs

Please tick above as appropriate.

If you are applying for DHP for help towards your rent shortfall you may be entitled to additional Housing Benefit without the need for DHP if any of the following apply:

\*You have somebody who regularly stays overnight to provide care

\*You have a disabled child who needs a separate bedroom

You live in a housing association property and it is shared ownership

You live in a housing association property and it is supported accommodation

**Section 3 – Applying for a deposit, rent in advance or help with moving costs**

1. If you are applying for help with rent in advance then please confirm the amount that you are required to pay

What period does it cover?  to

2. If you are applying for help with a rent deposit then please confirm the amount that you are required to pay

3. If you are applying for help with your moving costs please estimate the amount that you will need

What are the moving costs for?

How much have you saved up to put towards these costs yourself?

How much money are you receiving from anyone else for help with moving for example crisis loans, family, friends, downsizing schemes etc?

Who are you receiving this from?

**Please note that you will need to send proof of the above cost(s) for example a letter from the landlord for the rent in advance / deposit charges and a letter from the removal company / van hire company confirming the moving costs**

If you are requesting DHP for 1, 2 or 3 then what is the address that the costs apply to?

What date are you moving?

What will the rent be at the new property?  per

How many bedrooms does the new property have?

What is the name and address of your new landlord?

### Section 3 – Applying for a deposit, rent in advance or help with moving costs (cont)

If you qualify for help with your deposit or rent in advance, we will make the payment to your new landlord. If you qualify for help with moving costs we will either pay you directly or contact you for details of the removal company you have used. Please complete the payment details section below

#### You

Account name	<input type="text"/>
Name of bank or building society	<input type="text"/>
Address of bank or building society	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Sort code	<input type="text" value="- -"/>
Account number	<input type="text"/>

#### Your landlord

Account name	<input type="text"/>
Name of bank or building society	<input type="text"/>
Address of bank or building society	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Sort code	<input type="text" value="- -"/>
Account number	<input type="text"/>

### Section 4 – Applying for extra help with your rent shortfall

1. Have any disabled adaptations been made to your property? Yes  No

If yes, please tell us what these are

2. Were you able to afford the rent when you moved in? Yes  No

If yes, please tell us how you were able to afford it, e.g. you were working

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

Yes

No

If yes, what was the outcome?

4. Have you tried to find cheaper accommodation?

Yes

No

Is there any reason why you could not move if you found cheaper accommodation?

How much notice would you have to give on your current property?

When does your current tenancy end?

5. Are you registered with Choice Based Lettings and actively bidding on properties?

Yes

No

Please give details below

6. Have you sought advice from the Citizens Advice Bureau or Housing Advice Team?

Yes

No

If yes, what was the outcome

7. Do you have any relatives or friends who could help you out? Could they provide you with accommodation, if only temporarily? Could they, or anyone who lives with you, help you with the rent / council tax or any other household bills?

8. Do you, or a member of your household, have any disabilities or health problems?

Please give details and state how they affect your ability to pay your rent and/or move to a cheaper accommodation

9. Have you recently been bereaved? (please give details)

10. Do you have rent arrears? (please provide proof)

Yes

No

If yes, please confirm:

the amount of the arrears

£

the period they cover

to

the reason they have accrued

## Section 5 – Your income and expenditure

Please confirm your weekly income below, if you do not receive it weekly then put the amount and frequency in the notes field

Weekly Income	£ (wkly)	Notes
<i>Claimant</i>		
<i>Partner</i>		
<b>Total Income (office use only)</b>		

If you are in receipt of Income Support, Job Seekers Allowance (income based), Employment and Support Allowance (income related) or Guarantee Credit, what is the total amount of your capital?

Please confirm your weekly expenses below, if you do not pay these weekly then put the amount and frequency in the notes field

Essential Weekly Expenditure	£ (wkly)	Notes
Rent (after HB deducted)		
Council Tax		
Electricity		
Gas		
Water Rates		
Other Fuel e.g. Coal, oil etc		
Housekeeping	Food	
	Household items	
Car / Vehicle	Loan / Finance	
	Road Tax	
	Insurance	
	Petrol / Diesel	

Essential Weekly Expenditure (cont)		£ (wkly)	Notes
Television License			
Property Insurance	Buildings		
	Contents		
Telephone			
Clothing			
Pets			
Loans / HP payments / Credit Cards			
*Care costs			
Travel costs eg bus fares, train fares			
Other			
Emergency / Contingency		5.00	
<b>Total Expenditure (office use only)</b>			

\*If you pay care costs, please can you tell us who these are paid to and what they are for?

If any of your expenses are unusually high please confirm the reasons for this, e.g. you have special dietary requirements or you have high petrol expenses due to you having to travel to and from hospital. We may ask for proof of these expenses.

Please note that when we look at your expenses we have to decide whether we think that they are reasonable or not taking into account your financial situation.

**Declaration:**

**Read this part carefully and then you and your partner must sign below (It is the policy of South Lakeland District Council to pursue all fraudulent claims).**

The information I have given on this form is true and complete.

I will let you know in writing if any of my circumstances change so you may work out my Discretionary Housing Payment again. (Failure to report changes is an offence).

You may check any of the information I have given. This may include contacting my bank, building society, the Benefits Agency, the Employment Service or my landlord.

If I receive too much Discretionary Housing Payment because I do not tell you about changes in my circumstances or I do not move into the property I have received a DHP lump sum payment for, I realise I will have to repay the monies.

If I give false information, I realise I may be prosecuted. (The Council must protect the public funds it handles and so may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations which handle public funds).

Claimant's Signature  Date  /  /

Partner's Signature  Date  /  /

What is the best way of contacting you: Telephone  Email  Post

Your telephone number

Your email address

If we need to clarify any of the details on this form then a Council Officer will either telephone you or visit you at home (We will call you to arrange the visit). The Council will then write to you to let you know if you are entitled to Discretionary Housing Payments.

Thank you for completing this form. **Please return it to: The Benefits Team, South Lakeland District Council, South Lakeland House, Lowther Street, Kendal, LA9 4DQ**

If you have any queries please email Stuart Poulter, DHP and Appeals Officer, at [stuart.poulter@southlakeland.gov.uk](mailto:stuart.poulter@southlakeland.gov.uk) or telephone 01539 793418.