



Application for a discretionary housing payment

This scheme supports people who need extra help with their rent when housing benefit or universal credit doesn't cover the full amount.

Discretionary housing payments (DHP) are made from a separate fund with a limited budget. Payments are awarded as a short-term measure to help claimants in extremely difficult circumstances and it is strongly recommended that you seek support to achieve a long-term solution to financial difficulties. The scheme is not part of the benefits system and all awards are made entirely at the Council's discretion.

Please complete all sections of the form and provide the evidence needed to support your application at the time of submission. If you do not provide the evidence it will delay a decision being made as we will need to request it later.

Name:
Address:
Date of tenancy:
Date of birth:
National Insurance Number:
Telephone number:
Email address:
Type of tenancy: <input type="checkbox"/> Private <input type="checkbox"/> Council <input type="checkbox"/> Housing Association <input type="checkbox"/> Temporary accommodation
You are in receipt of: (please tick the appropriate box) <input type="checkbox"/> Housing Benefit (HB) HB reference number: _____ OR

☐ Universal Credit (UC) with Housing Costs. **You must send us the monthly breakdown of your UC award for every month you are applying for a DHP. If you do not provide this it will delay our decision-making. You must provide your tenancy agreement to evidence the rent you pay.**

Part A – About your application

Provide details of the reason(s) for your application.

Please tick the box that closely resembles the reason why you are currently suffering financial hardship:

☐ **Benefit Cap**

If you are affected by the benefit cap please make sure you have added your telephone number to the front of this form as there are additional questions we need to ask you before we can decide to make a DHP award.

☐ **Bedroom Tax**

If you have ticked Bedroom Tax can you please confirm if you:

☐ Are a registered Foster Carer?

☐ Have a property significantly adapted for a disability?

☐ Have a disabled child?

☐ Have an overnight Carer?

If you have ticked Bedroom Tax can you confirm if you are registered with Trading Places or any other schemes to help you downsize to a smaller property? If 'Yes' please provide evidence of your registration.

☐ Yes

☐ No

Please confirm how many bedrooms there are in the property: _____

☐ **Local Housing Allowance restrictions**

If you have ticked Local Housing Allowance restrictions you must provide a copy of your current tenancy agreement when you submit your application form.

☐ **Personal Circumstances**

Please tell us any relevant information which will support your need for a DHP – health concerns of you or a family member, children's schooling etc. **If you have health concerns you must provide evidence to support this when you submit your application.**

If you have rent arrears please confirm why and how much. We can backdate a DHP award but you will need to tell us why you did not apply earlier. **You must provide a rent statement to evidence your arrears.**

Please list all the people that live at your address with you:

Name	Date of birth	Income per week	Relationship to you

Part B – Income and expenditure

Please list all your income details. This section must be completed.

Income	Amount (self)	Amount (partner)	How often received, i.e., weekly, monthly
Wages/salary (take home pay)			
Income Support			
Job Seekers Allowance			
UC excluding housing costs			
Housing Cost element only of UC			
Child benefit			
Working tax credit			
Child tax credit			
Pension credit			
Employment and Support Allowance			
DLA Care/PIP Living			
DLA Mobility/PIP Mobility			
Pension - State Retirement			
Pension - Private/Works/Occupational			
Other benefit (please state which)			
Savings and investments, eg, bank/building society accounts			
Money from other adults in the house, eg, son, daughter			
Other income, eg, Child Maintenance (please state where from)			

TOTAL

Please list all your spending details. This section must be completed. **Provide evidence of debts.**

Outgoings	Amount £	How often do you spend the money, e.g., weekly, fortnightly, monthly, yearly
Rent shortfall (not covered by HB or UC Housing Costs)		
Rent arrears		
Council tax		
Gas		
Gas arrears		
Electricity		
Electricity arrears		
Water rates		
Water rates arrears		
Housekeeping (food, etc.)		
Clothing		
Maintenance paid for children who do not live with you		
Court fines		
Insurance - car		
Insurance - house (contents and buildings)		
Insurance - personal		
TV licence		
TV rental		
Sky or Cable TV		
Internet		
Entertainment		

Cigarettes		
Travel - bus/train fares		
Travel - taxi fares		
Car - finance		
Car - fuel		
Car - road tax		
Telephone - landline		
Telephone - mobile		
Secured loan - Amount owing Total £ _____		
Credit card - Amount owing: Total £ _____		
Store card - Amount owing: Total £ _____		
Catalogues - Amount owing: Total £ _____		
Other costs (please specify, e.g., child care costs, medical costs etc.)		
TOTAL	£	

PART C – DISCRETIONARY HOUSING PAYMENT

What do you need help with (please tick each box that is appropriate):

☐ Shortfall in rent
 ☐ Deposit
 ☐ Rent in advance
 ☐ Removal costs

If you need help with a rent deposit, please confirm the following:

How much is required for your deposit? £ _____

Are you due to have a refund from your current landlord? ☐ Yes ☐ No

What steps have you taken to improve your financial situation prior to making an application for a Discretionary Housing Payment? eg. made an arrangement with your landlord to pay rent arrears, reduced outstanding debts by setting up a payment arrangement, registered and bidding to move to a smaller property, looking for work.

Could you afford the rent when you first moved in?

☐ Yes ☐ No

Were you aware of the amount of Housing Benefit or UC Housing Costs that could be paid before you moved in?

☐ Yes ☐ No

Are you related to your landlord?

☐ Yes ☐ No

How much is your rent and how often is it paid? (e.g. weekly, monthly, four-weekly)

PART D – DECLARATION

If you are in receipt of Universal Credit please provide your bank account details so that any delay is avoided in the event that an award is made directly to you (you will need to provide a recent bank statement as evidence that the bank account belongs to you):

Bank name: _____
Sort code: _____
Account number: _____

If you are in receipt of Universal Credit you must also provide your landlord/agent bank details so that any delay is avoided in the event that an award is made to them eg. to safeguard your tenancy.

Bank name: _____
Sort code: _____
Account number: _____

I authorise you to make any necessary enquiries to check the information I have given on this form with other sections within the Council, Pension Service, Department for Work and Pensions, Inland Revenue and other Councils.

Print name:

Signed:

Date:

If this form has been completed on your behalf by a third party please give your permission for us to share information and where necessary request information to support your application from the third party.

I give permission to share information with the third party named below and for you to request information and evidence from them if needed to support my application.

Signed:

Third party name:

Third party signature:

Organisation name or relationship to claimant:

What happens next?

Your application will be considered by a panel of experienced officers and if any more information is needed we will contact you.

We will write to you with our decision as soon as it has been made.

Please upload this form online at: www.lewisham.gov.uk/benefitcontact

Or, send it to:

Housing Benefits
London Borough of Lewisham
PO Box 58996
London
SE6 9JD