



## Application for Discretionary Housing Payment

Name

Address

HB reference:

Date of issue:

Discretionary Housing Payments are from a separate fund with a limited budget and are awarded as a short term measure to help claimants in extremely difficult circumstances. To help us decide on your case, we need you to fill in this form, giving details of your income and expenditure.

Please tell us how long you need this help for

Less than 13 weeks

13 Weeks

26 weeks

Payments will usually be considered from the Monday following receipt of your application. If you wish your request to be considered from an earlier date, please give this date and your reasons for this below:

From:

1. **I, or a member of my family, will suffer hardship if I do not receive extra benefit. This is because:**

2. **Date you moved to this address:**

- 2.1. **If this is in the last 12 months, please state your previous address:**

**2.2. Please state the reasons for moving to your new home:**

e.g has it been adapted if you have a disability, or has ground floor accommodation?

**3. Were you able to afford the rent when you moved in? If yes, please tell us how you were able to afford it (e.g. working):**

**4. Have you asked the landlord to reduce the rent? Yes/No**

**4.1. If so, when and what was the outcome?**

**5. Have you tried to find suitable alternative accommodation? Yes/No**

Please give details if you have looked for cheaper or smaller properties

**5.1. Are you on any Housing Association waiting lists?**

If yes when did you go on the list and whose lists are you on? Please provide evidence in the form of reference numbers and copies of any confirmation letters you may have. Please provide details of any tenancies that you have been offered.

**6. How much notice would you have to give?**

**7. When does your tenancy end?**

**8. Do you have any relatives or friends who could help you? Could they provide you with accommodation, if only temporarily? Could they, or anyone who lives with you, help you with the rent?**

**9. Do you, or a member of your family, have any disabilities or health problems? If so please give details including any disability related expenditure:**

**10. Have you recently been bereaved?**

If yes, who?

When?

**11. Please confirm the amount of rent arrears you have?**

£

Please explain what action your Landlord has taken against you because of your rent arrears. e.g notice of seeking possession.

**12. How many bedrooms does your property have?**

**13. Please give details of any other debts (HP, loans, fines, etc):**

**14. Please give details of all savings (inc. bank accounts, property, etc):**

**15. Discretionary Housing Payments are only intended to be short term awards. What steps are you taking to ensure you can meet your housing costs in the future?**

**16. Have you contacted the Citizens Advice Bureau or any other debt support agencies to ensure you are claiming all the benefits that you are entitled to or request help and advice with money management?**

If yes, please give details below.

**17. If you are entitled to Universal Credit please let us know the element that you are receiving for your rent ?**

**18. Is there anything else you think we should know?**

**19. Please complete the attached weekly budget statement. If any expenses are unusually high then please tell us why:**

## 20. If you claim Universal Credit please provide your bank details:

Account Name –

Sort Code -

Account Number –

## 21. Processing Notice

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk) or by writing to us at **Data Protection, Catmose House, Oakham, Rutland. LE15 6HP**

Your information will be used so that we can process your application for discretionary support in accordance with DWP guidance and our policy.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may also share the data with other local authorities and organisations and may check your credit report to make sure that your information is accurate; to prevent or detect crime and to pursue debtors to protect public funds. We may share the data with third parties if we are required by law to do so which, may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for seven financial years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling'*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.

## 22. Declaration

I understand the following:

I declare that the information I have given on this form is correct and complete.

I am aware that it is an offence to deliberately give false statement or withhold information in order to obtain benefit and that I may be prosecuted under the Theft Act 1968.

I authorise Rutland County Council to make enquiries it feels necessary to satisfy itself that the information I have given is true and complete.

I agree that any information previously given on benefit applications may be used to decide any Discretionary Housing Payment.

I must notify you of a change in my circumstances which might affect my claim, within 21 days of the change happening.

**Claimant's signature:**

**Date:**

**Partner's signature:**

**Date:**

**INCOME & EXPENSES DETAILS:**

<b>INCOME</b>	<b>Customer to complete (weekly/monthly)</b>	<b>Office use only (weekly/monthly)</b>
Wages/Salary – self		
Wages/Salary – partner		
State Pensions/ Occupational Pensions		
Income Support/ JSA/ESA		
DLA/DLM/PIP		
Child Benefit		
Child/Working Tax Credit		
Maintenance		
Non-dependent contribution		
Housing Benefit		
Other		
<b>TOTAL INCOME</b>		
<b>EXPENSES</b>	<b>(Weekly/monthly)</b>	<b>(Weekly/monthly)</b>
Rent		
Council Tax		
Water Rates		
Insurance		
Gas		
Electricity		
Mobile Phone		
Food/Housekeeping		
TV Licence		
TV/Broadband/phone package		
Maintenance paid		
Travel (bus, taxi,train)		
Vehicle – Fuel		
Motoring expenses		
Clothing and shoes		
Entertainment		
Cigarettes		
Alcohol		
Prescriptions		
Child minding		
Court fines		
Catalogue debts		
Disability related expenditure		
Other e.g. Hire Purchase		
<b>TOTAL EXPENSES</b>		
<b>INCOME LESS EXPENSES LEAVES</b>		