

APPLICATION FOR AWARD OF DISCRETIONARY HOUSING PAYMENT (RENT) (DHP)
DISCRETIONARY HARDSHIP PAYMENT (COUNCIL TAX)

1. WHAT WOULD YOU LIKE TO APPLY FOR EXTRA HELP TOWARDS?

Rent Council Tax Both

2. ABOUT YOU

Name	
Address	
Postcode	
Telephone Number	
Claim Reference Number	

3. DETAILS OF PREVIOUS DHP AWARDS

a) Have you been awarded a DHP for this property before? Yes No

If yes, your award notice would include advice and recommendations for the action(s) you should take to help you to be able to meet the shortfall between your rent/council tax and the amount of your Housing Benefit/Council Tax Support award. Please give details below of what steps you have taken;

Please note that you must provide evidence to support your application within 1 calendar month. If you do not, we may not be able to include all your outgoings when we consider whether you are entitled to a Discretionary Housing Payment.

4. WHY YOU NEED EXTRA HELP

Please explain below why you think you should get this extra help with your rent and/or Council Tax. Also please provide any additional information to support your application. (Continue on a separate piece of paper if necessary).

5. ABOUT YOUR COUNCIL TAX:

a) Are you in arrears with your Council Tax? Yes No

b) Have you discussed these with the Council Tax Section? Yes No

If yes, please give details below (continue on a separate piece of paper if necessary).

Please note that we may approach the Council Tax Section for information about your account. If you wish to contact the Council Tax Section the direct line numbers are (01257) 515433 or 515435.

6. ABOUT YOUR RENT:

a) Have you asked your Landlord to reduce the rent? Yes No

If Yes, did your Landlord agree to reduce the rent? Yes No

If Yes, how much is the new agreed rent? £ _____ per week / month

b) Do you have any rent arrears? Yes No

If Yes, how much are your rent arrears? £ _____

Is the proof of the amount of your rent arrears attached to this application?

to follow?

If No, how are you managing to meet the shortfall in your rent?

If you have rent arrears, has your Landlord taken any steps to recover the rent arrears from you?

Yes No

Please give details below.

c) Have you been served with a Notice to Quit by your Landlord

Yes No

Is a copy of the notice attached to this application?

to follow?

d) Could you move home if a suitable property became available?
If not, please give the reasons why:

Yes No

e) If you have recently moved to this property, please give reasons why you left your last address?

f) The Local Housing Allowance rates on which Housing Benefit is based are published in advance at the Council's offices and on the public website. Did you check what rate would apply to you before moving into this accommodation?

Yes No

If Yes, please state why you decided to take on this tenancy:

If No, please explain why not

g) Have you tried to find cheaper accommodation? Yes No

If Yes, please give details of the steps you have taken to find cheaper accommodation.

h) Are you registered for housing with any Housing Associations? Yes No

i) Are there any reasons why you could not move if you found cheaper accommodation?

j) How much notice would you have to give on your current tenancy? _____

When does your current tenancy end? _____

6. ABOUT YOUR FAMILY CIRCUMSTANCES

a) Do you have any relatives or friends who could help you? Could they provide you with accommodation, even if only temporarily? Could they or anyone who lives with you help you with the rent and/or Council Tax? Please give details below:

b) Are all the members of your household in good health?

If not, please give details and provide supporting medical evidence if possible.

c) Has the property been adapted in any way to cater for any disabilities or health problems for any member(s) of your household?, or do you need special facilities? e.g. Ground Floor accommodation

d)Have you recently been bereaved?

Yes No

If so, please can you state the date? _____

e)Is there anything else about your family circumstances that you think we should know? (Please continue on a separate piece of paper if necessary)

7. ABOUT YOUR OUTGOINGS

a)Are you behind with payments for Gas, Electricity or Water ?

Yes No

If Yes, please give details in the box below:

Name of the Company	Amount You Owe	How are you paying this debt?	Is proof	
			Attached	To follow

b)Do you have any hire purchase or credit agreements?

Yes No

If Yes, please give details in the box below and please provide copies of the agreement(s):

Name of the Company	Date the last payment is due	How much do you pay and how often?	Is proof	
			Attached	To follow
		£ per		
		£ per		
		£ per		
		£ per		
		£ per		
		£ per		

Please note that if you do not provide proof of the debts mentioned at (a) or (b) above we may not be able to include them when we consider your application.

8. DETAILS OF YOUR EXPENDITURE

a) Please complete this form giving details of all the money you pay out. **You should provide evidence of the information you give below.**

Type of expense	Amount you pay	How often (weekly/monthly)	Is proof	
			Attached	To follow
Food			We will contact you if we need proof	
Insurance				
Laundry			We will contact you if we need proof	
Car Expenses				
Child Care				
TV Rental				
TV Licence				
School Meals			We will contact you if we need proof	
Meals at Work				
Savings Club				
Clothing			We will contact you if we need proof	
Travel Costs				
Rent/Mortgage payments				
Maintenance Payments				
Electricity				
Gas				
Water				
Council Tax				
Court Fines				
Telephone				
Hire Purchase				
Catalogues				
Prescriptions			We will contact you if we need proof	
Bus Fares			We will contact you if we need proof	
Please list any other expenses				

b)Are you receiving debt counselling?

Yes No

If Yes, please tell us where and explain what steps have been taken/are going to be taken to help you to meet the payments for these debts.

9. ABOUT YOUR INCOME

a)Please give details of all your income (including any Benefits) that you receive. Please state if any deductions are being made from your benefits and show the amount of the deduction and the reason.

Type of income or benefit (e.g. wages, Income Support, Tax Credits, etc.)	Amount you receive £	How often? (weekly/monthly)	Is proof	
			Attached	To follow

b)Have you contacted the Citizens Advice Bureau/Welfare Rights Service to check that you have claimed all the benefits you are entitled to?

Yes No

If not, they can be contacted at the Information and Advice Centre 35-39 Market Street, Chorley, PR7 2SW

10. ABOUT YOUR CAPITAL

Do you have any Bank accounts/Building society accounts/Post Office accounts or any other savings including holiday homes or timeshares abroad?

Yes No

If Yes, please give details below:

Name of Bank or Building Society	Account Type	Account Balance £	Is proof	
			Attached	To follow

If you are awarded a Discretionary Housing Payment, it will normally start from the Monday **after** the Council receives this application. If this form is received within 1 calendar month of the date you were notified about the start of your Housing Benefit and/or Council Tax Support claim, any Discretionary Housing Payment will start from the same date as that claim.

If you want the Council to consider starting any Discretionary Housing Payment award from a different date to those above, please give the date below and the reasons:

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PLEASE SIGN THE DECLARATION BELOW

I declare that the information I have given on this form is true and correct and I understand that any discretionary housing payment award made is based on the information that I have provided. I understand that I may be required to repay any overpayment of discretionary housing payment, which may arise.

I agree that you may make any enquiries necessary to check the information I have given.

Signature of applicant:	Date:
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Signature of partner:	Date:
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If someone has completed this form on your behalf, they must also sign, date and provide their full, name and address and reasons for doing so:

Signature:	Date:
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Full Name:	Address:
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Reasons for completing this form on the applicants' behalf.



HAVE YOU PROVIDED PROOF OF;
YOUR INCOME?
YOUR EXPENDITURE?
HIRE PURCHASE OR CREDIT AGREEMENTS?
DEBTS?

WHAT HAPPENS TO YOUR DISCRETIONARY HOUSING PAYMENT APPLICATION

- Your application will be given careful consideration and all the details you have given will be taken into account.
- It will be necessary to check the information that you have given on this form, this will mean that you may be asked to come into the Benefit Section for an interview.
- The Council will try to deal with your application within 14 days of receiving it. If you have also requested a review of the Rent Service figure, the Council will wait until a new figure is provided before looking at your application for a Discretionary Housing Payment.
- You will be told in writing about the outcome of your application.
- If your application is refused you can ask the Council to look at the decision again. You must do this in writing giving your reasons why you think the decision is wrong. A different officer will look at the application taking in to account any new information provided.
- If you are awarded a Discretionary Housing Payment the Council will not give you a long-term commitment to paying the additional amount awarded. The length of your award will depend on your circumstances and is unlikely to be for more than a temporary period. During the period of the award you will be expected to have made alternative arrangements to remove the grounds for the award.
- The Council will ask you about the action you have taken. If it is found that you have taken no action, without good reason, the Council may refuse any further help.
- If you have not provided all the supporting documents with the application, you **must** do so within 1 calendar month otherwise the Council may be unable to process your application and you may have to complete a new form and apply again.
- Please remember to inform the Council of any changes in your circumstances straight away.
- If someone has completed the application form on your behalf, they must sign and date it as well as you. They should provide their full name and address and explain why you were unable to complete the form yourself.

**We can provide this information in large print, on audiotape or in your own language.
Please telephone 01257 515410 or 01257 515428.**

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો:

01257 515410/515428

ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون کیجئے:

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