

DISCRETIONARY HOUSING PAYMENTS APPLICATION



BARNSELY
Metropolitan Borough Council

Director of Finance and Property
Benefits, Taxation and Welfare Rights
PO Box 634, Barnsley, S70 9GG.

Discretionary Housing Payments (DHP's) are top-up payments to help people in financial difficulty towards their housing costs. If you receive Housing Benefit and/or Council Tax Benefit and still have to pay towards your rent or council tax you may be able to get extra help.

The Council has a limited budget from which to make DHP awards. All applications are considered taking this into account as well as individual circumstances and merit. Awards are normally made on a short term basis.

You can't get this extra help if the shortfall between your rent charge and Housing Benefit received is due to your having to pay service charges or overpayment recovery.

To apply for help please complete this application. The budget breakdown sheet inside will help us assess your financial circumstances. You must provide details of all the income you receive and the amount of each income. Please also provide evidence of any debts you mention or rent arrears.

You should also provide an explanation of why you need extra help. Most of your personal information is held on your benefit application form and we will use this where necessary, however you must give complete answers to each question in order that this application can be considered fully. We will need to contact you about your application so please provide a telephone number for contact.

If you have any questions about this form please contact a member of staff on 01226 774770. Details of where to get help and advice on DHP or other financial matters are on the bottom of this page.

Please return this form to: Barnsley MBC, PO Box 634, Barnsley, S70 9GG.

Claim Number: Date of issue:

Please complete this form with details of all your household's income and expenditure.

Your Name:

Address:

Telephone Number:

You must provide this as we will need to contact you about your application

Number of people in my household:

WHERE TO GET HELP AND ADVICE

Housing Options, Advice and Homelessness Prevention drop in service at the Civic Centre, Eldon Street, Barnsley. Monday, Tuesday, Thursday and Friday 1.30pm to 4pm or telephone 01226 773870.

Barnsley Citizens Advice Bureau, 1 Shambles Street, Barnsley. Tel: 08444 111 444 for financial advice.

Welfare Rights, PO Box 634, Barnsley, S70 9GG.

You can contact Welfare Rights via Barnsley Connects or on 01226 772360.

Open Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm for advice about benefits and appeals.

You can only get help through Discretionary Housing Payments if you already get Housing Benefit and/or Council Tax benefit and you have a shortfall between the rent or tax you pay and the benefit you receive towards these.

1	What do you want help to pay?	Council Tax <input type="checkbox"/>	Rent <input type="checkbox"/>
2	How much do you have to pay towards your rent and/or council tax?	Council Tax £ <input type="text"/>	per <input type="text"/>
		Rent £ <input type="text"/>	per <input type="text"/>
3	How much can you afford to pay?	Council Tax £ <input type="text"/>	per <input type="text"/>
		Rent £ <input type="text"/>	per <input type="text"/>

4 Do you have any rent arrears? Yes No

If you are currently under threat of eviction please provide evidence when you hand in this form. You should seek advice straight away from the Housing Advice Team, telephone 01226 773870.

5 Do you or anyone in your household have health/medical problems? Yes No

If **yes**, state the problem

6 Are your circumstances likely to change in the future? Yes No
eg. loan paid, income changes, someone moving in with you.

If **yes**, state what will change and when.

7 What steps have you taken, or intend to take to help your financial situation?

If you have had a previous Discretionary Housing Payment award it is normally expected that you will have taken action to improve your financial situation such as seeking help and advice about reducing your debts and expenditure so that you can pay your housing costs.

You can get advice about housing costs from the Housing Advice team. Financial advice is available from Citizens Advice on 08444 111 444.

8 What income do you receive? Please state what it is, the amount and how often you receive it?
Eg. benefits, earnings, child maintenance payments.

TYPE OF INCOME	HOW MUCH YOU GET

9 List all your outgoings and state how often you pay them. If you have rent arrears, loans or other debts you must provide evidence of these. If your declared expenditure is considered excessive a lower amount may be assumed. If this is the case we will tell you in our decision letter.

OUTGOINGS	AMOUNT YOU PAY	HOW OFTEN WEEKLY/MONTHLY	HOW MUCH DO YOU OWE?
Rent			
Council tax			
Housekeeping/food			
Gas			
Electricity			
Coal / oil			
Telephone			
Insurance			
Water Rates			
TV rental/license			
Magistrates court fines			
Maintenance/child support			
School meals/meals at work			
Clothing / laundry			
Care costs (disability)			
Childcare			
Prescriptions / special dietary needs			
Loans (please see next page)			
Hire purchase repayments			
Credit card repayments			
Social fund repayments			
Travel expenses			
Alcohol / cigarettes			
Other - (please add any other expenses you think we should know about). Please specify			
TOTAL			

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Please list any loans you have. This includes any money that you owe to companies or agencies such as catalogue companies, Provident. loans from banks, building societies, Credit Union, Brighthouse or other finance companies.

Company	Amount of loan	Amount you owe	Amount you pay each week	Loan finish date	Are your repayments up to date?

PRIVATE TENANTS ONLY

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Have you or someone on your behalf asked your landlord to reduce your rent?

Yes Please send us your landlord's written reply
No Please provide reasons for not doing so

For further advice or help contact the Housing Advice team on 01226 773870 or your support worker if you have one.

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Are you registered on a council house waiting list or with a housing association?

Yes
No Please tell us why you have not done this

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Have you looked for other cheaper, suitable alternative accommodation?

Yes No

If you live alone have you considered sharing a property and the rent charge?

Yes No

If you are living alone and unable to find affordable accommodation sharing a property with someone else is an option you might want to consider.

Use this space to tell us about anything else you think we should know. Please also provide reasons why you think we should give you extra money to pay your rent and/or council tax.

Please sign and date this form.

- I declare that the information I have given on this form is correct and complete to the best of my knowledge.
- I authorise the Council to cross check the information I have given with other sections within the Council, other Councils and Benefits Authorities.
- I understand that if I give information that is incorrect or incomplete or fail to report any changes, which might affect my award I may be prosecuted.

Claimant's Signature: Date:

If this form is completed by another person on the claimant's behalf, please complete the following:

Form completed by:

In the presence of:

BMBC is required under the Audit Commission Act 1988 to participate in the National Fraud Initiative (NFI) data matching exercise. In order to protect public funds we advise that the information you have provided on this form may be used for the prevention and detection of fraud. Further details can be obtained on the council's website at www.barnsley.gov.uk

If you need help understanding this document please contact 01226 774770

Nëse j'u nevojitet ndihmë për të kuptuar këtë dokument, j'u lutemi n'a kontaktoni.

若您需要幫助來理解本檔，請與我們聯繫。

यदि आप को इस दस्तावेज को समझने के लिए सहायता की आवश्यकता है तो कृपया हम से संपर्क करें

Jezeli potrzebujesz pomocy w zrozumieniu tego dokumentu skontaktuj się z nami

ਜੇਕਰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਮਦਦ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ

Обратитесь к нам, если для того, чтобы понять этот документ, вам нужна помощь

اگر آپ کو اس دستاویز کو سمجھنے کیلئے مدد کی ضرورت ہے تو براہ کرم ہم سے رابطہ کریں

About you

The council is committed to ensuring that all its services are delivered fairly. We would like you to answer the following questions about yourself so that we can make sure that services are delivered equally to everyone. The information provided will be kept confidential but may be used by the council to check the fairness of other services provided. You do not have to answer these questions and it will make no difference to your application should you not do so.

Are you?

Male Female

What is your age?

0 - 16 51 - 60 16 - 20 61 - 70 21 - 30 71 - 80 31 - 40 80+ 41 - 50

Are you disabled?

(A disabled person can be someone with a physical or sensory impairment, learning difficulties, mental health problems or a long term or progressive medical condition).

Yes No

What is your ethnic origin?

White British Irish Gypsy Traveller Other (Please state) **Mixed** White & Black Caribbean White & Black African White & Asian Other (Please state) **Black or Black British** Caribbean African Other (please state) **Asian or Asian British** Indian Pakistani Bangladeshi Other (please state) **Chinese or other ethnic** Chinese Other (please state)

Where to return your form and how to contact us

If you have any questions or need help filling in this form please contact us for advice on telephone number 01226 774770 or you can contact us by email at bentax@barnsley.gov.uk

When you have filled in the form, please ensure it is signed and return it to us with any evidence we need to see.

In person to your local Barnsley Connects Office

- Civic Hall Service Centre, Eldon Street, Barnsley
- Barnsley Connects, Units 5/6 The Laithes Shopping Centre, Athersley
- Mapplewell Village Hall, Darton Lane, Mapplewell
- The Cudworth Centre, Carlton Street, Cudworth
- Dearne Service Centre, 8-10 Barnsley Road, Goldthorpe
- Hoyland Lift Building, High Street, Hoyland
- Wombwell Town Hall, High Street, Wombwell
- Royston Lifelong Learning Centre, The Grove, Station Road, Royston
- Penistone Town Hall, Shrewsbury Road, Penistone

Opening Times 9.00 am to 5.00 pm

By Post to: The Director of Finance, Barnsley Metropolitan Borough Council
Benefits and Taxation Division, PO Box 634, Barnsley S70 9GG