



**Elmbridge**  
**Borough Council**

*... bridging the communities ...*

Elmbridge Borough Council  
Housing Benefits  
Civic Centre, High Street, Esher,  
Surrey, KT10 9SD  
Email: [benefits@elmbridge.gov.uk](mailto:benefits@elmbridge.gov.uk)  
Website: [www.elmbridge.gov.uk](http://www.elmbridge.gov.uk)

## Discretionary Housing Payment Application Form

**Name:**  
**Address:**

**Address you want to claim for if  
different:**

**Telephone no:**

**email:**

**Reference no:**

**For Official Use Only:**

**Date of Issue:**  
**Issuing Officer:**

**Please answer all the following questions**

**About the property you are renting:-**

**How much is your full rent?**

£	per
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**Do you rent your property from a**

**Housing Association**

**Yes/ No**

**Have you discussed your housing options with your housing officer?**

**Yes/No**

**Private Landlord**

**Yes/ No**

**Did you seek advice from the Housing Benefit department or  
Housing Advice department, before renting your property?**

**Yes / No**

**If Yes, who did you speak to and when? Please provide details of the advice you were given.**

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**Have you completed a Housing Register application form?**

**Yes / No**

**If Yes are you bidding for properties on Search Moves?**

**Yes / No**



**Discretionary Housing Payment is paid out of a limited fund. It is a discretionary award and not a statutory award.**

**Declaration:**

**I declare the information I have given on this form is true and complete.**

**I understand I must let the Council know about any change in my circumstances, which might affect my claim.**

**I am aware discretionary housing payment is a limited fund. If this fund runs out, or gets close to running out, I am aware that any discretionary housing payment awarded, maybe withdrawn at any time, without prior notice.**

**Signed: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_**

**If this form has been filled in by someone other than the claimant, please complete below:**

**Signed: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_**

**Name of person \_\_\_\_\_**

**Relationship to person applying? \_\_\_\_\_**

**As far as possible I have confirmed with the person claiming that the answers I have given on this form are correct.**

**Once you have fully completed and signed the declaration, please return the application form to:**

**Housing Benefit Department  
Elmbridge Borough Council  
Civic Centre  
High Street  
Esher  
KT10 9SD**

**How we collect and use information**

We will use the information you give on this form and any supporting evidence you send us, to process your Discretionary Housing Payment application.

We may check the information you have provided, or information about you that someone else has provided, with other information held by us.

We may share the information you give us with other Elmbridge Borough Council Departments to assist in our decision making process.

We, Elmbridge Borough Council, are the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.