

## Discretionary Housing Payments

*Please read the following notes before applying*

- Discretionary Housing Payments are for people already receiving either Housing Benefit or the housing element of Universal Credit who need further financial assistance with their housing costs.
- You cannot get Discretionary Housing Payments for a period during which you are not entitled to Housing Benefit or the housing element of Universal Credit.
- Discretionary Housing Payments are not payments of Housing Benefit.
- You cannot get Discretionary Housing Payments to help with:
  - Council Tax
  - Water Rates or
  - A service charge which is not eligible for Housing Benefit or Universal Credit.
- You cannot get Discretionary Housing Payments if the need arises because of:
  - A suspension of benefit
  - A recovery of overpaid benefit or
  - A benefits sanction.
- The amount that the Council can spend each year on Discretionary Housing Payments is limited.
- No-one has a legal right to Discretionary Housing Payments. Any payments made are at the discretion of the Council.
- Decisions on claims for Discretionary Housing Payments are not subject to appeal to HM Courts & Tribunals Service. If you disagree with the decision on your claim for Discretionary Housing Payments you should write to the Council. The decision will be reviewed by a different officer.
- The legal provision for Discretionary Housing Payments is the Discretionary Financial Assistance Regulations 2001.

*If you would like to apply for Discretionary Housing Payments please complete the attached form and send it with the evidence where requested to:*

Benefits Service  
PO Box 784  
Redhill  
RH1 9JA

Or email: [benefits@camden.gov.uk](mailto:benefits@camden.gov.uk)

## Discretionary Housing Payments

<b>Part 1: Your Details</b>			
a.	Name (Block Capitals)		
b.	Address		
c.	Email		
d.	Telephone / Mobile		
e.	Date of Birth (DD/MM/YY)		
f.	National Insurance Number		
<b>Part 2: Reason for DHPs</b>			
Please tick the main reason for your application for DHPs (tick one box only)			
1.	Local Housing Allowance and Under 35 years old		
2.	Under Occupancy		
3.	Benefit Cap		
4.	Hardship		
<b>Part 3: DHP Details</b>			
a.	Amount of DHP requested (weekly)		<b>£</b>
b.	Period for which you are requesting DHPs <i>(This must be a period during which you are in receipt of Housing Benefit or the housing element of Universal Credit)</i>	<b>From</b>	<b>To</b>
<b>Part 4: Rent Arrears (please circle)</b>			
Are you in arrears with your rent?		Yes	No
If yes, please provide proof of the amount:			
Has your landlord given you notice to quit?		Yes	No
If yes, please provide a copy of the notice to quit			
Have you tried to get the landlord to reduce the rent?		Yes	No
If yes, what rent will the landlord accept?			
If no, please say why you have not tried			
Could you live with family or friends?		Yes	No
If no, please state why not			

**Part 5: Income**

Do you or your partner receive Universal Credit that includes an amount for housing costs?

*Please circle*

No - Go to Part 7

Yes - Go to Part 6.

You must also provide proof of your Universal Credit

**Part 6: Universal Credit Recipients Only (please circle A or B)**

**A** - If my application is successful, please pay my award to my landlord.

*If we are able to pay your landlord we will send you a form for you and your landlord to fill in.*

**B** - If my application is successful, please pay my award into my account - details of which are below. I will provide an original statement for this account, showing the name the account is in, current address of the account holder, sort code and account number.

Name of Bank or Building Society:

Name the account is in:

Bank sort code:

Account number:

Building Society Roll Number:

**Part 7: Debt**

**Please list your debts, including repayment of loans below**

<b>Name of Creditor</b>	<b>Balance £</b>	<b>Repayment amounts £</b>	<b>Frequency of repayments (for example weekly or monthly)</b>
1)			
2)			
3)			

<b>Part 8: Outgoings</b>		
	You	Partner
Weekly Outgoings		
Mortgage/Rent/Council Tax		
Electricity		
Gas		
Water Rates		
TV licence		
Telephone		
Food		
Household Products		
Clothing		
Car/Transport		
Child Maintenance		
Other outgoings (please state what they are)		
1)		
2)		
<b>Total Weekly Outgoings</b>	<b>£</b>	<b>£</b>
<b>Part 9: Capital</b>		
	You	Partner
Current Accounts	£	£
Savings Accounts	£	£
Other Capital (please state what it is)		
<b>Part 10: Pregnancy</b>		
a.	Are you single and pregnant and planning to move to a 1 or 2 bedroom flat? (please circle)	
	Yes	No
b.	Date you plan to move into the flat	
c.	Please confirm the baby's due date	

<b>Part 11 Health Problems (please provide medical evidence)</b>				
a.	Do you or anyone in your household have any disabilities or health problems? (please circle)	Yes	No	
b.	Who does this concern?			
c.	Please provide details			
<b>Part 12: Under Occupation</b>				
How many bedrooms are there in the property you live in? (If you are a joint tenant count all of the bedrooms not just the ones you use)				
How many bedrooms are spare?				
Do you or your partner have an overnight carer? (please circle)		Yes	No	
If yes, who requires care?		You	Your partner	
How many times per week/month do you/your partner require overnight care?				
Please provide details of your care needs and supporting evidence (e.g. letter from your doctor)				
Do you or your partner receive Attendance Allowance, Personal Independence Payment or the middle or high rate of the care component of Disability Living Allowance?				
Do you have a child who is disabled and cannot share a room with another child?		Yes	No	
If yes, please provide details and supporting evidence.				
Has the property been adapted to meet the needs of the disabled person in the household?		Yes	No	
Are you or your partner seeking a lodger to help with the rent?		Yes	No	
If yes, please provide evidence.				
Are you taking steps to move to smaller accommodation?		Yes	No	
If yes, please provide details and evidence (e.g. that you are bidding on smaller properties, confirmation from your housing association or Housing Options advisor)				
<b>Part 13: Significant Birthday – A significant birthday is one that may increase the amount of Benefit that is paid. If you or any member of your household is reaching ten, sixteen or pension age please confirm details. For single private tenants 35 is a significant birthday.</b>				
a.	Is anyone in the household due to have a significant birthday?	Yes	No	
b.	Who is having the birthday?			
c.	What is their date of birth?	DD	MM	YY



## Part 17: Supporting Evidence

Please provide the following documents in support of your Discretionary Housing Payment application. Please tick what evidence you are providing. We may request additional information / documents if needed.

- If you have stated that you have rent arrears:**  
Please provide a recent rent statement or a letter from your landlord confirming the amount of the arrears
- If you have stated that you have debts**  
Please provide recent proof such as credit card statements, loan repayment letters or a letter from a debt advisory agency
- If you have listed any health problems**  
Please provide medical proof, e.g. doctor or hospital letters
- If you have stated that you are looking for work**  
Please provide proof of any job applications and interviews, e.g., letters or emails from employers
- If you have said that you are trying to downsize to a smaller property**  
Please provide evidence that you are bidding for smaller properties or a letter from your Housing Officer confirming that you are trying to downsize

### **If you receive Universal Credit you must also provide the following:**

- A recent statement for the bank or building society account that you would like any award to be paid into. The statement must show your name, the account number and the sort code for the account.
- Proof of your most recent Universal Credit payment showing how your entitlement was calculated, any deductions made and the amount paid.
- Your tenancy agreement or proof of the rent that you have to pay.

## Part 18: Declaration

As far as I know the information I have given on this form is true and complete. I understand that if I give false or misleading information you will not pay me Discretionary Housing Payments. I agree to tell you at once if there are any changes in my circumstances so that I no longer require further financial assistance or I require a reduced amount of further financial assistance. I understand that you may use the information I have given on this form to prevent and detect fraud. I have read and understood this declaration.

Applicant's Signature	
Date	

## Part 19: Details of Officer helping claimant with the form (if applicable)

a.	Name of Officer
b.	Contact details: