

# Application for Discretionary Housing Payments

East Lothian Council, Resources and People Services, PO Box 13261, Haddington, East Lothian, EH41 3HA

A Discretionary Housing Payment (DHP) is a short term payment awarded to people who need help paying their rent. Any award made from the Discretionary fund should be viewed as short-term emergency assistance as the award will be made for a limited period of time or as a one off. Any ongoing award is intended to give you the opportunity to review your financial situation and/or find more affordable alternative accommodation.

**In order to qualify you must receive Housing Benefit or Housing costs element of Universal Credit.**

To be considered for a DHP you have to be paying towards your rent and show that your housing costs are causing you financial difficulty. We will always consider your individual circumstances.

The government gives the Local Authority a fixed sum for DHP payments. We cannot promise a payment will be made. Awards generally may be made on a short term basis but will take all of your family circumstances into account when we decide the length of your award.

Discretionary Housing Payment can also be paid to cover under occupancy (sometimes referred to as "bedroom tax") It cannot be awarded for charges due to heating, lighting, meals, laundry and other day-to-day expenses.

**Please note; you may be asked to provide relevant proof such as proof of rent, Universal Credit award, bank accounts, proof of debts or medical evidence.**

## Part 1 – Your personal details

Name

Address

Postcode

Date you moved to this property

Previous address (if you moved in last 12 months)

Postcode

Date of birth

National Insurance number

Phone number

Email address

Benefit reference

## Part 2 – About your tenancy

### Where do you rent your property from?

A Housing Association

Private Landlord

Council

Other

How many bedrooms are in your property?

How much is your rent charge?

How often?

### Have you been told that your Housing Benefit award has been, or will be reduced for any of the following reasons:

Your landlord is the council or housing association and are subject to an under occupancy charge

You have been subject to the Benefit Cap or affected by Local Housing Allowance

If you are claiming DHP for any other reason please describe below:

Please give details of the financial assistance you require i.e. weekly/monthly amount you need to help make up the shortfall in your rent.

## Part 3 – Reasons for your application

Do you or your family have any health issues that add to your need for DHP? For example any specific health reasons why you need to stay in this property or area. Please provide any supporting medical evidence i.e. Doctor's letter.

Are you in arrears with your rent? If so how much?

Have you asked your landlord to reduce your rent?

Could you afford the rent when you moved in? If yes, tell us how you were able to afford it.

How long do you anticipate you will need any award of DHP for? Are your circumstances due to change?

Please tell us what adjustment you can make in the near future to meet this shortfall from your current income?

Please provide any details of the housing options you have explored?

Do you have any other resources to pay the remaining balance of rent? If yes please provide details of whom and how they could help e.g. friends or relatives.

If you have contracts for satellite/cable, internet or other similar bills, please give details of how long you are committed to each.

## Part 4 – About your household

### Who lives with you?

Name

Date of birth

National Insurance No.

Income (weekly)

Relationship to you

Name

Date of birth

National Insurance No.

Income (weekly)

Relationship to you

Name <sup>3</sup>

Date of birth

National Insurance No.

Income (weekly)

Relationship to you

Name

Date of birth

National Insurance No.

Income (weekly)

Relationship to you

**Is anyone in the household pregnant?** Yes  No

Name of person

If yes when is the baby due?

**Do you share your rent with anyone other than your partner?** Yes  No

If yes give details:

## Sharing information with your landlord

**Under the Data Protection Act 1998, we need your permission to discuss anything with your landlord. Sharing information with your landlord could help us deal with your claim quicker and reduce the risk of you falling behind with your rent.**

We may need to check information, such as the date your tenancy started with your landlord before we can make a decision on your claim. We will only share information with your landlord if you have requested that we pay DHP direct to your landlord.

If you give us permission, we will be able to tell your landlord if:

- You have claimed or renew your claim for DHP
- We have made a decision on your claim; or
- We need more information before we can make a decision on your claim and what the information is.

We will not give your landlord any information about:

- Your personal or household circumstances; or
- Your financial circumstances

You can withdraw your permission at any time. If you want to give us permission to discuss your claim with your landlord, please sign below.

**I give you permission to share information about my DHP claim with my landlord.**

You or your partner's signature

Date

## Privacy Notice

We are using the information you have provided in order to make a decision on award of Discretionary Housing Payment. You have given your consent to us processing your personal information.

You can withdraw your consent at any time; you cannot withdraw your consent for a past period only from a current date. The information will be shared with relevant services within the Council. These services may include Housing and Environment, Adult Wellbeing, Children's Wellbeing, Finance and Education, Revenues, Benefits, Financial Assessments & Landlord Registration. We will keep your personal data for 6 years/for as long as you are a service user, and use only for its original purpose.

For more information about how and why we use your personal data, please visit [www.eastlothian.gov.uk/dhpprivacy](http://www.eastlothian.gov.uk/dhpprivacy)

Part 5 – Statement of weekly income and expenditure  
for you and your partner. **This section must be completed**

Income (£s per week)

**Net earnings**

Applicant

Spouse/Partner

Other occupants

**Pension income**

Pension Credit

State pension

State pension partner

**Working Tax Credit**

**Child Tax Credit**

**Universal Credit** (monthly)

**Benefits**

Child benefit

Income Support

Employment Support Allowance

Job Seekers Allowance

DLA(care)/PIP

DLA(mobility)/PIP

Carer's Allowance

Bereavement Benefit

Other benefits - please list:

**Other income**

Private Pension

Child Support

Maintenance

Student Loan/Grant

Insurance payments

Other income – please list:

Expenditure (£s per week)

**Rent**

**Council Tax**

**Power**

Gas

Electric

Other fuel

**Household**

Food/groceries

Mobile

Phone

Broadband

TV licence

Sky/digital TV or other

Travel expenses

**Other expenditure**

Car insurance

Petrol

Car maintenance

Laundry

Clothes

Catalogues

Loans/Credits cards

School meals

Insurances

Cigarettes

Pets costs

Fines

Other outgoings - please list:

**Total Income** £

Value of Savings £

**Total Outgoings** £

## Part 6 – Payment

### Where do you want your Discretionary Housing Payments paid?

To my bank account

To my landlord's bank account

### Please give details of the account where payment has to be made.

Name of bank

Account holders name

Account number

Sort code

## Part 7 – Declaration

**Even if someone else has filled in the form for you, you must sign the declaration if you can. If you have a partner, they must sign the declaration as well.**

**Please read this declaration carefully before you sign and date it.**

### Consent

This is my claim for Discretionary Housing payment

- **I declare** that the information I have given on this form is correct and complete. I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- **I agree** that you will use the information I have provided to process my claim for Discretionary Housing payment. You may check some of the information with other sources as allowed by law.
- **I agree** that you may use any information I have given in connection with this and any other claim for state benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private companies, if the law allows this.
- **I agree** to advise you immediately in person, over the phone or in writing about any changes in my circumstances which may affect my claim.
- **I agree** that you will use the information to work out if I am entitled to Discretionary Housing Payment.
- **I understand** that you are under a duty to protect public funds you handle, and for this reason you may use the information I have provided on this form to prevent and detect fraud. You may also share this information, for the same purpose, with others responsible for auditing or handling public funds.

### I have read and understood the above declaration

Applicant signature

Date

Partner signature

Date