

Application for a Discretionary Housing Payment for Customers receiving Housing Benefit



For official use only:	
Date requested: <input type="text"/>	Received stamp: <input type="text"/>
Date of issue: <input type="text"/>	

How to Contact Us:

If you would like to contact us or need help and advice go to www.haringey.gov.uk/contact-benefits

Please send this form and any proof to:

Shared Service Centre | Benefits

Haringey Council
PO Box 10505
Wood Green
London N22 7WJ

What is a Discretionary Housing Payment?

Discretionary Housing Payments (DHPs) are short-term payments to help people with their rent if they are experiencing financial hardship. They can be awarded as a one-off payment or as a series of payments.

DHPs are not Housing Benefit. However, to receive a DHP you must be paying rent and be receiving Housing Benefit, or eligible for Housing Costs as part of your Universal Credit.

DHPs can be awarded to top up Housing Benefit or the Housing Element in Universal Credit where there is a difference between the amount you are charged for your rent and the amount you have to pay after benefit has been awarded. However, the total amount awarded cannot be more than your eligible rent liability (e.g. the shortfall between your benefits and your rent payments).

You may experience a shortfall for a number of reasons, for example:

- You have a spare room that Housing Benefit will not pay for
- Your Housing Benefit or Universal Credits Housing Element has reduced because your benefit has been capped
- The rent is considered too high for the property
- You are single, under 35 years of age and are living in a one-bedroom flat or larger property
- Your benefit is being reduced because there is a non-dependant in the household

Service charges

We cannot award a Discretionary Housing Payment if the shortfall in your rent is because of ineligible service charge such as water rates, support charges or heating, lighting, or hot water that are not being charged for communal areas.

Why we might not award a Discretionary Housing Payment even though there is a shortfall

- If we believe that by prioritising your housing costs you could afford the rent
- If you could reduce the hardship by moving to a property where Housing Benefit would meet all the rent
- If you knew that Housing Benefit would not meet the rent before you moved in

Discretionary Housing Payments are paid from a limited budget. Each request is considered on its own merits, so please fill in this form carefully, providing as much relevant information as possible.

If you disagree with the decision about your Discretionary Housing Payment application you can ask for it to be looked at again. However, unlike with Housing Benefit there is no right of appeal to the independent tribunal.

For more information on Discretionary Housing Payments please visit the Haringey website

www.haringey.gov.uk/dhp

Please answer the following questions to explain why you need a Discretionary Housing Payment. It is important that you tell us as much as possible about your circumstances.

If you have any documents which support your answers (such as a letter from your doctor or hospital) please send us copies of these when you return the form.

Housing Benefit Reference Number (if you know it)

Your name

Full address

Postcode

When you moved into this property could you afford to pay the rent without help from Housing Benefit?

Yes No

If yes, how have your circumstances changed?

Have you made this DHP request because you have been affected by the Benefit Cap, Social Size Criteria (you have more bedrooms than you need) or Local Housing Allowance changes?

Please tick as appropriate and provide details.

Benefit Cap You have more bedrooms than you need
 Local Housing Allowance rate is lower than your rent Other

Please give details:

Haringey's Welfare Reform Practical Support Hub helps customers affected by welfare reform issues. Assistance includes Debt Management, Housing Advice, and help from Job Centre Plus staff on employment and training.

Have you received assistance from the Welfare Reform Practical Support Hub?

Yes No

If yes, we will get the information we need to make a decision on your claim direct from an adviser at the hub.

If no, we will refer you to the Welfare Reform Practical Support Hub for help and advice and they will provide us with information to assist your Discretionary Housing Payment application.

Do you have any adaptations to your property because of a disability?

Yes No

If yes, please give details:

Do you or someone in your household have any long term medical condition that prevents you from sharing a bedroom?

Yes No

If yes, please give details and provide proof of the medical condition:

Are you in rent arrears?

Yes No

If yes, how much?

What period do your rent arrears cover?

From

To

Has your landlord taken action to recover your rent?

Yes No

If yes, please tell us what action has been taken (please provide proof):

- Court action Notice seeking possession Notice to quit
 A letter A payment plan Other, please specify

How much notice do you need to give your landlord when you move out of your property?

When does your tenancy end?

Have you asked your landlord to reduce your rent? Yes No

If yes, has a reduction in the rent been agreed? Yes No

If yes please give details including the date of reduction:

If your landlord will not agree to a reduction in your rent, are you trying to find cheaper accommodation?

Yes No

If yes, please tell us what you are doing:

Is there any reason why you cannot move to cheaper accommodation or is there a special circumstance that prevents you from moving now?

Yes No

If yes, please give details:

Please tell us about anything else you think we should know.

Do you have any other financial resources that you could rely on, for example family or friends?

Yes No

If yes, please give details:

Savings and investments

Please give details of any accounts held by you (and your partner if you have one) with the Post Office, banks or building societies. Please provide proof.

Account held with

Balance

£

£

£

HOUSEHOLD INCOME - MONEY COMING IN

Your wages or salary (net – after tax) Please provide three most recent payslips	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Wages or salary of partner (net – after tax) Please provide three most recent payslips	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Job Seeker's Allowance	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Income Support	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Working Tax Credit	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Child Tax Credit	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Child Benefit	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Maintenance Child Support Agency	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Pension	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Pension Credit	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Incapacity Benefit/Employment Support Allowance	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Income from boarders or lodgers	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Savings and/or investments	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month
Universal Credit	Start date: <input type="text"/>		
Other income (please advise)	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month

HOUSEHOLD EXPENDITURE - MONEY GOING OUT

Please provide proof of bills paid

Rent (less any housing benefit awarded)	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Council Tax currently being paid Support Agency	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Water rates	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Gas	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Electricity	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Second mortgage/endowment	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Food/housekeeping	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Telephone/mobile phone	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Contents insurance	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Life insurance/pension	£ <input type="text"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly

Loans	<input type="text" value="£"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Credit cards	<input type="text" value="£"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Court fines	<input type="text" value="£"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Travelling expenses	<input type="text" value="£"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Car expenses	<input type="text" value="£"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
TV licence	<input type="text" value="£"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Childcare	<input type="text" value="£"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
School meals	<input type="text" value="£"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Other regular payments (please advise)	<input type="text" value="£"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly
Life insurance/pension (please advise)	<input type="text" value="£"/>	<input type="checkbox"/> Per week	<input type="checkbox"/> Per month	<input type="checkbox"/> Quarterly

Do you have any other debts, for example hire purchase, loans, catalogues, fines etc? If yes, please give full details.

Company	Balance outstanding	Monthly payment	Arrears
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text" value="£"/>
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text" value="£"/>
<input type="text"/>	<input type="text" value="£"/>	<input type="text" value="£"/>	<input type="text" value="£"/>

Do you have any other money, savings or property, including holiday homes or a timeshare?

Yes No

If yes, please give details:

Please tell us how much Discretionary Housing Payment you are asking for weekly

Is this request for Rent in Advance or a Rent Deposit to move into affordable accommodation?

Yes No

Please give details of the new tenancy:

Address

Landlord's name Landlord's contact no

Deposit / rent paid in advance

Rental charge Per week Per month

Did you pay a rent deposit or rent in advance for your current tenancy Yes No

Deposit rent in advance

Declaration

Please read this declaration carefully.

- I declare that the information I/we have given on this form is correct and complete to the best of my/our knowledge.
- I authorise the council to make any necessary enquiries to verify the information on this form.
- I authorise the council to cross check the information I have given with other sections within the council, with rent officers, other councils and benefit authorities and any other public bodies involved with the protection of public funds.
- I understand that I have a duty to give the council such information as it may require, to enable it to make a decision.
- I understand that if I give information that is incorrect or incomplete or fail to report any changes that might affect my discretionary housing payment I may be prosecuted.

Claimant signature Date

If someone else has filled in this form on your behalf please ask them to sign and date the form below. If they work for an advice or support organisation please say which.

Name Signature
Name of organisation Date

Before you return this form

- Make sure you have filled in all your personal details. If someone else is helping you to fill in this form then they should give their details on the back page of this form.
- If you do not have enough room on this form to tell us why you need extra help, then you should use another sheet of paper and return it with this form. Please ensure that each additional piece of paper you attach has your name and your National Insurance number clearly marked.
- We will need you to explain why you think you need Discretionary Housing Payments. It will not be enough to say 'I need Discretionary Housing Payments to help pay my rent'. You will need to tell us why you need extra help
- Please include evidence you think is relevant to your application. If you are applying because your household bills are too expensive, you should provide proof of your bills, bank statements, and anything else that could support your claim.
- Make sure this form has been completed in full and signed then return it:
- **By post:**
Benefits Service,
London Borough of Haringey
P.O.BOX 10505
Wood Green N22 7WJ
- **How to Contact Us:**
If you would like to contact us or need help and advice go to www.haringey.gov.uk/contact-benefits

Shqip
Për udhëzime në plotësimin e formularit, ju lutem vizitoni një nga Qendrat tona të Shërbimit të Klientëve.

Polski
Pomoc w wypełnieniu formularza można uzyskać w każdym Centrum Obsługi Mieszkańców.

Kurdî Kurmancî
Ji bo rêberîya tijekirina formê, ji kerema xwe biçin yek ji Navendên me yên Xizmeta Mîşterî.

Français
Pour obtenir de l'aide pour compléter ce formulaire veuillez visiter l'un de nos Centres de Service Client.

Soomaali
Si aad u hesho tilmaamo ku saabsan buuxinta foomka, fadlan booqo mid ka mida xarumaha Adeegga macmiisha.

Türkçe
Bu formun doldurulması konusunda tavsiye için lütfen bir Müşteri Hizmetleri Merkezimizi ziyaret eden.