

**APPLICATION FOR A  
DISCRETIONARY HOUSING PAYMENT**



**You MUST answer all questions and complete the form using BLACK ink**

Claim No: ..... Date of birth: .....

National Insurance number: .....

Name ..... Are you applying for additional help with:-

Address ..... Your rent

.....

..... Deposit  Rent in advance

(please tick)

My rental charge is £..... per week/month. **You must provide your tenancy agreement**

I receive £..... housing benefit\* / housing costs within universal credit\*

The deposit\* and/or rent in advance\* required is: (\*circle as appropriate)

Deposit     £.....                      Rent in advance     £.....

***If you are requesting a payment for a deposit/rent in advance, please submit this fully completed application to the Housing Options Team***

***\*\*\*\*You must provide confirmation of the new tenancy, e.g. letter from the landlord/agent offering the property, including the amount of deposit/rent in advance; rent charged and start date of tenancy. \*\*\*\****

Full name, address and telephone number of  
new landlord:

Address of the property you require  
the deposit/rent in advance for:

.....  
.....  
.....

.....  
.....  
.....

New landlord's bank account details:     Sort Code ..... Account no: .....

Date the new tenancy will be effective from .....

Why are you seeking to move address? .....

.....  
.....  
.....

**The following questions must be answered by all applicants:**

How many bedrooms are in the property .....

I consider that I should receive additional assistance because .....

.....  
.....  
.....

Have you tried to find cheaper accommodation? Yes  No

If you ticked yes, what was the result? If you ticked no, why not?

.....  
.....  
.....

Do you or any members of your family have any disabilities or health problems that contribute to your need for a Discretionary Housing Payment? Yes  No

If yes, please explain .....

.....  
.....

Are you in arrears with your rent/council tax? Yes  No

If yes, how much council tax do you owe? £ .....

If yes, how much rent do you owe? £ .....

What dates are the arrears in respect of?

Council tax ..... Rent .....

Has your landlord asked you to leave your home because of the rent arrears owing?

Yes  No

If yes, please give details.....

.....  
.....

Please list your **weekly** income, including the amount for each. **Please also provide your last 2 months bank statements for all accounts held. If you are in receipt of universal credit (UC) you must provide your award letter showing housing costs**

.....  
.....  
.....**TOTAL:**.....

Please give a **detailed list** of your **weekly expenses**, including amounts spent on each.

.....  
.....  
.....  
.....  
.....**TOTAL:**.....

Have you any outstanding debts that you are not paying off? Yes  No

If yes, please advise .....

Is there anything else we should know?

.....  
.....  
.....  
.....

I declare that the information I have given is true and complete and I authorise the Council to check the information if it wishes to do so. I undertake to notify the Council immediately, in writing, of any changes in the personal or financial circumstances of myself and any member of my household.

I am aware that if I deliberately make a false statement or withhold information in order to obtain Discretionary Housing Payments, the Council will ask me to repay any amount awarded as a result of the incorrect information provided.

Claimant's signature ..... Date .....

Partner's signature ..... Date.....

## **DISCRETIONARY HOUSING PAYMENT**

From 2<sup>nd</sup> July 2001, we are able to make Discretionary Housing Payments (DHP) where, in our view, you need further help, in addition to benefit already received, to meet your housing costs. The following questions and answers should help you in deciding what to do next. If you still have questions after reading what is set out below, please do not hesitate in contacting the Council's benefits team.

### **What do we mean by housing costs?**

In this context we mean **rent**. The following are not included:-

- ◆ Ineligible service charges;
- ◆ Charges for water/sewerage;
- ◆ Increases in rent due to outstanding rent arrears;

### **Is DHP a payment of housing benefit?**

No. DHP's are funded from a separate grant, although the award may be made with your normal housing benefit payment.

### **If my application is successful, how much will I get and for how long?**

Each application will be considered on its own merits. In the case of a successful application, the amount of award and the length of award will be decided on an individual basis. The funding is subject to an annual cash limit, and therefore it is likely that any award of DHP will be awarded for short time while you are trying to resolve the difficulties you are experiencing.

### **What sort of things will you take into account when deciding whether or not an award of DHP can be made?**

We will ask you:-

- ◆ Whether or not you knew the full rent would not be paid by housing benefit/universal credit prior to moving into your home;
- ◆ Whether you have tried to find cheaper accommodation;
- ◆ Whether you or any member of your household suffer from health problems that would need to be taken into account;
- ◆ Whether you have any capital assets that would help you financially;
- ◆ How much your weekly income and expenditure add up to. We will ask what type of expenditure.

### **Who can apply for a Discretionary Housing Payment?**

The person who claims and is in receipt of housing benefit / housing costs within a universal credit claim.

## **How do I apply for a Discretionary Housing Payment?**

You will need to fully complete an application form. One can be obtained from the Council Office in Bideford or downloaded from the Torridge District Council website.

Evidence will need to be provided to support any claim:

- Previous 2 months bank statements
- Tenancy agreement showing the rental charge, any deposit/rent in advance due, landlords full details
- Universal credit award letter showing a full breakdown of the award including any housing costs

## **Then what happens?**

The Council will write to you and let you know of their decision. If your application is successful, you will be advised of the requirement for you to advise the Council of any future changes in circumstance that may be relevant to the award of DHP.

## **What happens if I apply and am not happy about the outcome of my application?**

This scheme is not part of the housing benefit scheme. The decision is not subject, therefore, to the same rights of appeal. However, if you are not happy with a decision you can write to the Council within one calendar month of the date of the decision, giving your reasons, at which time the decision will be looked at again.

## **Privacy notice:**

Torridge District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

- Legal Obligation – in relation to personal data
- Social Security Law – in relation to ‘special category’ personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website:

[www.torridge.gov.uk/privacypolicy](http://www.torridge.gov.uk/privacypolicy)

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to:

Data Protection Officer  
Riverbank House  
Bideford, Devon, EX39 2QG

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