



Please return the form to:
Benefits Services
Charnwood Borough Council
Southfields
Loughborough
Leics.
LE11 2TU

APPLICATION FOR DISCRETIONARY HOUSING PAYMENTS

What is a Discretionary Housing Payment?

If the amount of benefit we are paying you does not cover all of your rent or Council Tax you can apply for a Discretionary Housing Payment to meet the shortfall. You can apply if you receive Housing Benefit or Council Tax Benefit. This payment will be made separately to your normal award of Housing Benefit or Council Tax Benefit.

It cannot pay for any of the following:

1. Ineligible Service charges for rent;
2. Charges for water, sewerage and environmental services;
3. Increases in rent due to rent arrears;
4. Where you receive Council Tax Benefit due to the circumstances of a person living in your home. This is known as "second adult rebate";
5. Any reductions in Income support or Job Seekers Allowance due to not attending a work focussed interview or failing to comply with the Child Support Agency.

The amount of any award and the length of time that an award will last is a decision of the Local Authority. If you disagree with the refusal of an award, the amount of an award or the length of an award you can ask for the original decision to be looked at again. A different officer from the one who made the original decision will look at the decision.

The person already claiming Housing Benefit or Council Tax Benefit should make the claim.

If you have any doubts please contact us.

Applicants Name	
Address	
Post Code	
Day time phone number *	

*You do not have to provide this detail but it may help us to process your claim more quickly if you do.

I, or members of my family wish to apply for a Discretionary Housing Payment for the following reason(s):

1. When did you move to this address?							
• If you moved in the past 12 months, please state your previous address.							
2. If this was after 2 nd January 1996, did you ask for a Pre-Tenancy Determination (PTD)?							
3. Were you able to afford the rent when you moved in? If yes, please tell me how you were able to afford it (e.g. in work)							
4. Have you asked the landlord to reduce the rent?							
• What was the outcome?							
• Have you tried to find cheaper accommodation?							
5. Is there any reason why you could not move if you found cheaper accommodation?							
• How much notice would you have to give?							
• When does your current tenancy end?							
6. Do you have relatives who could help you?							
• Could they provide you with accommodation, if only temporarily?							
• Could they, or anyone who lives with you help with the rent of Council tax?							
7. Do you or any of your family, who live with you; have any disabilities or health problems? If yes please provide details.							
8. Have you recently been bereaved? (If yes please give date)							
9. Do you have rent or Council Tax arrears?							

Type of income	Frequency of payment (e.g. weekly or Monthly)	Self		Spouse / partner		For office use only	
		£	p	£	p	£	p
Wages / Salary (net)							
Drawings (if self employed)							
Private Pension (net)							
State Pension (net)							
Income Support							
Job Seekers Allowance							
Child Benefit							
Working Families tax Credit							
Disabled persons tax Credit							
Maintenance							
Board and Lodgings received							
Other Income							
TOTAL							

Declaration

Please read these statements carefully and sign in the box below.

The council can prosecute anybody who gives false information or documents about their claim for a Discretionary Housing Payment, or anybody who keeps claiming after their circumstances have changed in a way that would affect whether they would receive a Discretionary Housing Payment.

- This is my claim for a Discretionary Housing Payment.
- I will tell you if the information on any letter you send me is incorrect.
- The information I have given is true and complete.
- You can check any information relevant to my application. This includes sending a Certificate of Earnings direct to my employer if required.
- I am not claiming a Discretionary Housing Payment for any other address.
- I understand that you may contact the Home Office, Benefits Agency or Employment Service to check the information I have given on the form and to get other information.
- I will write to you straight away if there are any changes in my circumstances so that you can work out my Discretionary Housing Payment again. If I do not and get too large an award the Council can ask me to pay it back. I may also be prosecuted under the Social Security Administration (Fraud) Act 1997.

Your Signature		Date	
Your Partners Signature		Date	

PLEASE RETURN THIS FORM TO THE ADDRESS AT THE FRONT OF THE FORM