

Your ref: Our ref Please ask for: **Benefit Services Tel: 0300 555 8100**

### **Re: Discretionary Housing Payment**

A Discretionary Housing Payment (DHP) is an award of additional financial assistance to help with your rent. The council can make an award if you are unable to meet your eligible housing costs from your available income or savings. To receive an award from us you must live in Dudley and you rent your home from the council, a housing association, a charity or a private landlord.

You may only apply for a DHP if you are getting housing benefit or the housing costs element of universal credit. In most cases, any award of a DHP will be short term to give you time to make changes. This could mean moving to more affordable accommodation, getting help with budgeting advice, adjusting your finances, dealing with a temporary difficulty, finding employment or returning to work. A DHP can be awarded for longer periods however, these will only be in exceptional circumstances.

We do not need to see proof of all expenditure, however, if certain proof is required, as directed on the form, please supply this within 30 days of submitting your application or we will no longer be able to consider your claim. Please complete and return this form in full as soon as possible, along with any required proof of expenditure to:

**(Please do not delay returning this form while you are waiting for receipts)**

**Revenue and Benefit Services** Or, you can self scan your form at: **PO Box 3, Dudley Council Plus**  
**Council House, Castle Street, Dudley, DY1 1LQ Priory Road** Between 8.30am and 5pm, Mon - Fri **Dudley, DY1 1HF** Between 9am and 12 noon Saturday

## About your application and your partner

Please tick the appropriate box below to confirm why you have applied for a Discretionary Housing Payment			
Shortfall in rent		Advance Rent	£.....
Removal Fees	£.....	Advance Deposit	£.....

## About you and your partner

	You	Your Partner
Title : <i>Mr, Mrs, Miss</i>		
Surname		
Forename		
Date of birth		
Daytime/Mobile telephone number		
E-mail address		

## About the people you live with

	Name	Date of birth	Relationship to you
1			
2			
3			
4			
5			
If any of the above are aged over 18, do they earn their own income?		Yes	No

If Yes, how much money do they contribute towards the household expenses?	£..... Frequency .....
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**About the property you live in**

Please confirm the address of your property:			
Who do you rent your property from?	<i>Council</i>	<i>Housing Association</i>	<i>Private Landlord</i>
How much is your rent?		How often is this due ? ie Weekly/Monthly	
Could you afford the rent when you first moved to the property?	Yes No	Have you asked your landlord for a reduction in rent	Yes No
If yes, what was the outcome ?			
Have you considered moving to cheaper accommodation?	Yes	<i>If Yes, What action have you taken?</i>	
	No	<i>If No, why not?</i>	
<b>Please tick all boxes below that are relevant to you</b>			
Did you move into this property because:	<i>Cheaper To rent</i>	<i>Had less bedrooms</i>	<i>Had more rooms</i>

	<i>Closer to your carer</i>	<i>You were Homeless</i>	<i>Closer to work</i>
	<i>Closer for me to look after a sick or disabled person</i>		<i>None of these</i>

## About your circumstances

Please tick all boxes below that are relevant to you	
<i>I am affected by the spare room subsidy (commonly known as the bedroom tax)</i>	<i>I have a disabled child who is unable to share a bedroom due to overnight care needs</i>
<i>I have a medical need for an extra bedroom</i>	<i>My property has been specially adapted as I, or a member of my household, is disabled</i>
<i>I, or a member of my household, is disabled and receives overnight care where an additional bedroom is required</i>	<i>I am a foster carer or prospective adoptive parent</i>
<i>There has been a death in my household in the last 12 months</i>	<i>I, or a member of my household, have extra health related expenses, such as non-prescription medication</i>
<i>I have to pay rent on two homes as I am unable to live in my normal home due to domestic violence</i>	<i>I have to pay rent on two homes as I am living away from home to care for a member of my family/visit whilst they are in hospital</i>
<i>My property has been specially adapted to include a panic room</i>	<i>I am, or my partner is, pregnant</i>  <i>The baby is due: .....</i>
<p>If you have ticked Yes to any of the above, or there are any other special circumstances not listed above, e.g. special dietary requirements, please tell us the details in the space below:</p>	

## About your income and expenditure

## Money you have coming in

Are you in receipt of: *(Please tick one box only)*

Housing Benefit Universal Credit

If you receive Housing Benefit, we will know about your current household income, however, if this has recently changed, you must tell us about this by completing an online Change of Circumstances form at [www.dudley.gov.uk](http://www.dudley.gov.uk). If you are receiving Universal Credit, the DWP will let us know details of your award. However, if we are unable to obtain this, we may need to contact you further.

**Please tick all boxes below that are relevant to you**

<i>I, or my partner, has recently had a reduction in income due to a change in circumstance</i>	
<i>I, or my partner, has recently been unable to work due to illness or disability</i>	
<i>A member of my family who lives with me has recently become ill or disabled</i>	
<i>I, or my partner, have been unable to increase our hours of work or earnings?</i>	

## Money you need to spend

<b>Item</b>	<b>Amount (£)</b>	<b>How Often <i>ie Weekly / Monthly</i></b>	<b>Proof Required <i>ie bank statements, receipts, contracts showing end of contract date, etc</i></b>
Gas			No
Electricity			No
Water Rates			No
House Insurance			No
Groceries			No
Petrol			No
Car Tax			No
Car Loan			Yes

Car Insurance			Yes
Car Maintenance			No
Bus / Taxi Fare			No
TV License			No
Satellite / Cable TV / Broadband			Yes
Mobile Phone			Yes
Clothing			No
Credit Cards			Yes
Catalogue Accounts			Yes
Hire Purchase			Yes
Loans			Yes
Rent Arrears (Private Tennants)			Yes
Council Tax			No
Council Tax Arrears			No
Other			Yes
Other			Yes

### About the action you have already taken

<b>Please tick all boxes below that are relevant to you</b>	
I have sought advice on how to clear my debts?	I have re-negotiated non-priority debts, such as credit card agreements
I have attended the Council's <i>Live for Less</i> course?	I have changed my spending pattern On non-essential items

I have taken long term action to help me meet my housing costs	I am attempting to return to the workplace
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## How we will pay you (Universal credit claimants only)

<p><b>If you are in receipt of Housing Benefit, then your award will be paid in the same way as your housing benefit and we do not need any further information. If you are in receipt of Universal Credit, you need to tell us the bank details of where you would like your payment to be made. Please provide proof of your bank account (i.e. bank statement etc.)</b></p>	
Name of bank or building society	
Account holders name	
Sort code	
Account number	
Roll number if applicable	

## What if your circumstances change

Once this form has been submitted, if your circumstances change from those declared, you must report them to us immediately, but no more than a calendar month of the change taking place. Changes can include changes to your income, savings, expenditure and household etc. If you are unsure whether a change may affect your benefit, please call us on 0300 555 8100. **It is an offence not to tell the Council about any changes that may affect your award. We may take court or other action and if we pay too much benefit it will have to be paid back.**

## Fair Processing Notice

We will check any information that you have provided about you and other household members with details already held. We will share and cross match your information both internally within the council and with external organisations to protect public funds, assist in debt recovery and prevent or detect crime, we will only share information where the law allows up to do so. The Council's full Privacy and Disclaimer Statement can be accessed on the website at [www.dudley.gov.uk](http://www.dudley.gov.uk) or by calling us on 0300 555 8100.

## Your declaration

**Even if someone else has filled in this form for you, you must sign this declaration** If you do not understand any of the statements below please ring us on 0300 555 8100 for assistance. I **declare** that the information given on this form is true and complete.

**For joint claims only:** I agree that any information provided on this form may be discussed with my partner.

### I understand that:

· If I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other

action.

- I must tell Dudley Council Benefits Service if the circumstances change from those declared on this claim form and know that it is an offence not to do so.

**I understand that failure to provide supporting evidence within a calendar month of the date I submit this form will lead to my claim not being considered.**

**Signature of the person claiming**

<b>Date</b>
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**Signature of partner Date**

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