



DISCRETIONARY HOUSING PAYMENTS (DHP)

The Discretionary Housing Payment (DHP) scheme helps people who are getting housing benefit and/ or council tax benefit but do not receive the full amount and so have a shortfall.

It is intended to help those who have special circumstances and need extra help with their rent or council tax payments.

These payments are made at the discretion of the Council; the money available is strictly limited and each case is considered individually.

If you want to be considered for a DHP please complete and post this form to us, giving as much information as you can and supply evidence to support this where appropriate. Please read the notes below carefully before completing the form.

DHP is not a benefit entitlement, which means that in some circumstances we may not be able to help if there is insufficient money remaining in the fund.

If we are able to help it will be on a short-term basis. We will, however, make the Council's advice services available to you as part of any help we can give.

Please return the form to us as soon as possible as your request may not be backdated. Our address is at the end of the form.

DISCRETIONARY HOUSING PAYMENTS (DHP)

Please read these notes to help you complete this form.

You can apply for this extra help if:

- you receive housing benefit and/ or council tax benefit; and
- the benefit does not fully cover your rent and/ or council tax payments; and
- you currently have special circumstances which mean that you need extra money to help with these payments.

You cannot apply for extra help:

- to pay for services that are included in your rent but do not fall within the housing benefit scheme (water rates, for example); or
- if your benefit is reduced because of a sanction or recovery of an overpayment; or
- if your rent is clearly excessive for the size of your household.

We can consider extra help with rent or council tax benefit or even both. The reasons that extra help is needed are very important so you must give as much information as you can. These reasons may be connected with health, disability, children's schools or other commitments that make your present tenancy or the area you live in particularly important right now.

Something about your circumstances may have changed to bring about your present financial difficulty. Please explain exactly what that was and why it was unavoidable. We will check your current benefit assessment to make sure that we are paying the correct amount at the moment.

On our website we publish the maximum rents we can meet under the Local Housing Allowance (LHA) scheme for each size of family. If your rent is higher than the LHA rates please say why you moved to this particular property, or why you cannot move to a property with a lower rent.

Remember that DHP is generally short-term and will depend on how long it takes for you to reduce your rent commitment or solve your difficulty in another way. We may ask the council's Housing or Welfare Rights and Debt Advice officers to help or advise you in this process.

APPLICATION FOR DISCRETIONARY HOUSING PAYMENTS



Claim No
Name
Address

Please answer all the questions as fully as possible, using a separate sheet of paper if necessary. **You should provide relevant evidence to support whatever reasons you give.**

Awards are given at the discretion of the Council. If you are unhappy with our decision you may write to the Benefits Manager for a review but there is no separate right of appeal.

How much help do you need to pay your rent?	<input type="text" value="£"/>
How much help do you need to pay your council tax?	<input type="text" value="£"/>
How much can you afford to pay towards your rent shortfall?	<input type="text" value="£"/>
How much can you afford to pay towards your council tax shortfall?	<input type="text" value="£"/>

*Please give the answers as **weekly** amounts.*

Do you, or a member of your household, have any health problems or disabilities?

Yes No

If Yes, how does this restrict your choice of housing or your ability to pay the shortfall? *Please continue on a separate sheet if necessary.*

Please give details of any extra expenses that currently make it difficult to pay the shortfall:

Have you had a recent change of circumstances, making it more difficult to meet the shortfall?

Yes

No

If Yes, please give details and provide proof:

Please continue on a separate sheet if necessary.

Please give any specific reasons why this accommodation is suited to the needs of you and your family:

If your property is in Council Tax Band F, G or H please say why you took on the tenancy or purchased the property:

Have you asked your landlord to accept a lower amount of rent?

Yes

No

If Yes, what was the result? If No, why not?

Please tick this box to give the Council permission to discuss the level of rent charged with your landlord.

As DHP can only be paid for a short period of time, what action are you taking to resolve the problem and meet your housing costs on a long-term basis?

Please supply details of any other debts that you have (including social fund loans), saying when the debts arose and what steps you are taking to reduce repayments:

Please list all your household income and capital below, showing the amount and how often it is received. Earnings for yourself and your partner should be the net amount, *after* deductions for income tax, national insurance etc.

Extra pay for commission, tips and bonuses must be included.

Type of Income	Amount	Frequency (delete as appropriate)
Earnings		weekly/ 4 weekly/ monthly
Self employed earnings		weekly/ 4 weekly/ monthly
Pensions		weekly/ 4 weekly/ monthly
Benefits		weekly/ 4 weekly/ monthly
Tax Credits		weekly/ 4 weekly/ monthly
Maintenance		weekly/ 4 weekly/ monthly
Lodgers		weekly/ 4 weekly/ monthly
Other (give details)		weekly/ 4 weekly/ monthly
Other (give details)		weekly/ 4 weekly/ monthly
Other (give details)		weekly/ 4 weekly/ monthly
Other (give details)		weekly/ 4 weekly/ monthly
Other (give details)		weekly/ 4 weekly/ monthly
Other (give details)		weekly/ 4 weekly/ monthly

Capital	You	Your Partner
Current Accounts		
Savings Accounts		
Other Capital (give details)		
Other Capital (give details)		
Other Capital (give details)		
Other Capital (give details)		

Please list all your household expenditure below. Include extra payments that you are making to cover any arrears, specifying what these are:

Family Outgoings	Amount	Frequency (delete as appropriate)
Rent (shortfall)		weekly/ 4 weekly/ monthly
Ground rent/ service charges		weekly/ 4 weekly/ monthly
Mortgage		weekly/ 4 weekly/ monthly
Mortgage insurance/ endowment		weekly/ 4 weekly/ monthly
Council tax (shortfall)		weekly/ 4 weekly/ monthly
Loans		weekly/ 4 weekly/ monthly
Credit cards		weekly/ 4 weekly/ monthly
Electricity		weekly/ 4 weekly/ monthly
Gas/ Heating Oil/ Solid fuel		weekly/ 4 weekly/ monthly
Food shopping		weekly/ 4 weekly/ monthly
Water Rates		weekly/ 4 weekly/ monthly
TV License/ rental		weekly/ 4 weekly/ monthly
Car – fuel costs		weekly/ 4 weekly/ monthly
Car – road tax		weekly/ 4 weekly/ monthly
Car - insurance		weekly/ 4 weekly/ monthly
Telephone - mobile		weekly/ 4 weekly/ monthly
Telephone - landline		weekly/ 4 weekly/ monthly
Broadband		weekly/ 4 weekly/ monthly
House insurance		weekly/ 4 weekly/ monthly
Life insurance		weekly/ 4 weekly/ monthly
Maintenance payments		weekly/ 4 weekly/ monthly
Fares		weekly/ 4 weekly/ monthly
School meals		weekly/ 4 weekly/ monthly
Child care		weekly/ 4 weekly/ monthly
Clothing		weekly/ 4 weekly/ monthly
Catalogue/ mail order		weekly/ 4 weekly/ monthly
Clubs, societies etc		weekly/ 4 weekly/ monthly
Other – give details		weekly/ 4 weekly/ monthly
Other – give details		weekly/ 4 weekly/ monthly
Other – give details		weekly/ 4 weekly/ monthly
Other – give details		weekly/ 4 weekly/ monthly

Please give details of anything else that you think we need to know:

Please continue on a separate sheet if necessary.

Declaration:

- I declare that the information I have given on this form is true and complete
- I understand that if I give false information I may be prosecuted
- I understand that I must tell the Council if my circumstances change
- I agree that the Council may make any enquiries it considers necessary to check the information I have given.
- I agree that the information I have given may be shared between Revenue Services and the Council's Housing and /or Welfare Rights and Debt Advice officers.

Signed: (Customer).....

Print Name:..... Date:

Signed: (Partner).....

Print Name:..... Date:

Return the completed form to:

Communities Directorate
South Norfolk Council
Swan Lane
Long Stratton
Norfolk NR15 2XE