



Westmorland
& Furness
Council

Westmorland and Furness Council

Request for Discretionary Housing Payments (DHP)

Important Information – Please Read Carefully Before Completing This Form

(The information that you give on this form will be held in strict confidence). You have asked Westmorland and Furness Council to provide you with further payments to help pay your rent. These are called Discretionary Housing Payments and are **not** part of Housing Benefit. Any award is made at the discretion of Westmorland and Furness Council. **Please read and answer each question as fully as possible as this will speed up your application.**

Section 1 - About Yourself

Name		Benefit Ref.	
Address		Date of birth	
Postcode:		National Insurance	

Section 2 – About your application

I wish to apply for Discretionary Housing Payments (DHP) for help towards my

Rent shortfall	☐	Rent in advance	☐	Deposit	☐	Moving costs	☐
Rent arrears	☐	Please tick as appropriate.					

If you are applying for DHP for help towards your rent shortfall you may be entitled to additional Housing Benefit without the need for DHP. Please tick all the following boxes that apply to you.

*We will write to you separately for details.

*You have somebody who regularly stays overnight to provide care	☐	*You have a disabled child who needs a separate bedroom	☐
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You live in a housing association property and it is shared ownership	☐	You live in a housing association property and it is supported accommodation	☐
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Please tick the box if you have applied for Universal Credit or are currently in receipt of Universal Credit and would like to claim Council Tax Reduction ☐

(You do not have to tick the box if you are already receiving Council Tax Reduction)

If you give us permission we can share details of your application with your landlord, for example, we can confirm you have made an application and how long it is likely to take before it is assessed. We will **not** discuss your financial circumstances. If you want to give permission for us to share details with your landlord please tick this box ☐

Section 3 – Applying for a deposit, rent in advance or help with moving costs

1. If you are applying for help with **rent in advance**, then please confirm the amount that you are required to pay £

What period does it cover? to

2. If you are applying for help with a **rent deposit**, then please confirm the amount that you are required to pay £

Did you pay a deposit when you moved into your current property? Yes ☐ No ☐

If yes, will this be returned to you? Yes ☐ No ☐ How much is it? £

Please note you must apply and send proof of rent in advance / deposit charges before you move in. This should be your new tenancy agreement, or a letter from the landlord, which outlines what is required to secure the tenancy along with their bank details.

3. If you are applying for help with your **moving costs**, please estimate the amount that you will need £

What are the moving costs for?

Moving costs are paid directly to the removal company; if you qualify for DHP, then please send us the invoice once the move has taken place. The invoice should include the removal company's bank details.

How much have you saved up to put towards these costs yourself? £

How much money are you receiving from anyone else for help with moving for example crisis loans, family, friends, downsizing schemes etc? £

Who are you receiving this from?

If you are applying for rent in advance, a deposit or moving costs, you will need to provide up to date statements for any bank and building society accounts you hold, plus any other capital you have.

What is the address that you are moving to?
 Postcode

What date are you moving? / /

What will the rent be at the new property? £ per

How many bedrooms does the new property have?

What is the name and address of your new landlord?

 Postcode

Important: To be eligible for rent in advance, a deposit or moving costs you must be entitled to either Housing Benefit or Universal Credit housing costs at the address you are **moving from**. If you are not entitled to either of these benefits we will not be able to award you DHP.

Section 4 – Applying for help with your rent shortfall

1. Have any disabled adaptations been made to your property?

Yes

☐

No

☐

If yes, please tell us what these are

2. Were you able to afford the rent when you moved in?

Yes

☐

No

☐

If yes, how were you able to afford it, eg working. If no, before moving in, did you ask the Council / DWP how much rent would be used when working out your Housing Benefit / Universal Credit housing costs? If you didn't enquire, what was the reason for not doing so?

3. Do you use a spare bedroom for the storage of medical equipment or because you and your partner need separate bedrooms for medical reasons or you have shared custody of a child?

Yes

☐

No

☐

If yes, please give details

4. Have you asked your landlord to reduce your rent?

Yes

☐

No

☐

If yes, what was the outcome?

5. Have you tried to find cheaper accommodation?

Yes

☐

No

☐

Is there any reason why you could not move if you found cheaper accommodation?

How much notice would you have to give on your current property?

When does your current tenancy end?

Section 4 – Applying for help with your rent shortfall (continued)

6. Are you registered with Choice Based Lettings and actively bidding on properties?

Yes

☐

No

☐

Please give details below

7. Have you sought advice from the Citizens Advice Bureau or Housing Advice Team?

Yes

☐

No

☐

If yes, what was the outcome

8. Do you have any relatives or friends who could help you out? Could they provide you with accommodation, if only temporarily? Could they, or anyone who lives with you, help you with the rent / council tax or any other household bills?

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

Please give details and state how they affect your ability to pay your rent and/or move to a cheaper accommodation

10. Have you recently been bereaved? (please give details)

Section 5 – Rent arrears

1. Do you have rent arrears?

Yes

☐

No

☐

If yes, please confirm:

the amount of the arrears

£

the period they cover

to

the reason they have accrued

2. Has your landlord threatened you with eviction? Please specify:

- Notice to quit / Notice seeking possession

Yes

☐

No

☐

- Court Summons for Possession

Yes

☐

No

☐

- Court Order for Possession

Yes

☐

No

☐

- Any other

Yes

☐

No

☐

Please provide proof of your rent arrears. This can either be a rent statement from your landlord or a letter from your landlord. This should show the amount of the arrears and the period they have accrued over.

Section 6 – Payment details

If you qualify for help with your **rent shortfall** and you receive Universal Credit, then we will need your bank details. If you qualify for help with your **deposit** or **rent in advance**, payments will be made directly to your new landlord.

Please complete the payment details section below.

You

Account name

Name of bank or
building society

Address of bank
or building
society

Sort code

Account number

Your landlord

Account name

Name of bank or
building society

Address of bank
or building
society

Sort code

Account number

Section 7 – Your income and expenditure

Please confirm your weekly / monthly income below, if you do not receive it weekly or monthly (eg 4 weekly) then put the amount and frequency in the notes field

Income	Weekly	Monthly	Notes
Claimant			
Partner			
Total Income (office use only)			

What is the total amount of your capital? £ Please provide statements for all of the accounts you hold, showing the last eight weeks transactions

Please confirm your weekly / monthly expenses below, if you do not pay these weekly or monthly then put the amount and frequency in the notes field

Essential Expenditure	Weekly	Monthly	Notes
Rent (after HB deducted)			
Council Tax			
Electricity			
Gas			
Water Rates			
Other Fuel e.g. Coal, oil etc			
Housekeeping	Food		
	Household items		
Car / Vehicle	Loan / Finance		
	Road Tax		
	Insurance		
	Petrol / Diesel		
Property	Buildings		
	Contents		
Television License			

Essential Expenditure (cont)		Weekly	Monthly	Notes
Sky/Netflix/Cable TV				
Telephone (landline)				
Mobile phone				
Broadband/Internet				
Clothing				
Pets				
Loans / HP payments / Credit Cards				
*Care costs				
Travel costs eg bus, train fares				
Prescriptions				
Other				
Emergency / Contingency				
Total Expenditure (office use only)				

*If you pay care costs, please can you tell us who these are paid to and what they are for?

If any of your expenses are unusually high please confirm the reasons for this, e.g. you have special dietary requirements or you have high petrol expenses due to you having to travel to and from hospital. We may ask for proof of these expenses.

Any other information that you believe may help your claim.

Please note that when we look at your expenses we have to decide whether we think that they are reasonable or not, taking into account your financial situation.

Declaration:

Read this part carefully and then you and your partner must sign below (It is the policy of Westmorland and Furness Council to pursue all fraudulent claims).

The information I have given on this form is true and complete.

I will let you know in writing if any of my circumstances change so you may work out my Discretionary Housing Payment again. (Failure to report changes is an offence).

You may check any of the information I have given. This may include contacting my bank, building society, the Benefits Agency, the Employment Service or my landlord.

If I receive too much Discretionary Housing Payment because I do not tell you about changes in my circumstances or I do not move into the property I have received a DHP lump sum payment for, I realise I will have to repay the monies.

If I give false information, I realise I may be prosecuted. (The Council must protect the public funds it handles and so may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations which handle public funds).

Claimant's Signature:**Date:****Partner's Signature:****Date:**

What is the best way of contacting you:

Telephone

Email

Post

Your telephone number:

Your email address:

If we need to clarify any of the details on this form then a Council Officer will either telephone you or visit you at home (We will call you to arrange the visit). The Council will then write to you to let you know if you are entitled to Discretionary Housing Payments.

Thank you for completing this form. **Please return it to: The Benefits Team, Westmorland and Furness Council, Barrow Town Hall, Duke Street, Barrow-in-Furness, Cumbria, LA14 2LD**

If you have any queries you can telephone our Customer Services Team on (01229) 404242 or email Benefits1@westmorlandandfurness.gov.uk

Office use only**Benefit ref:****Date of issue:**

