



Application form for a Discretionary Housing Payment

A Discretionary Housing Payment (DHP) may be awarded when the City of London considers that a claimant requires further financial assistance towards their rent costs.

You must be in receipt of either Housing Benefit (HB) or the housing element of Universal Credit (UC). (Please note that while the housing costs element of the UC award notification may refer to support for mortgage interest payments, owner-occupiers are not eligible to receive DHPs).

You have indicated that you are interested in applying for a Discretionary Housing Payment. We require certain information and evidence from you in order that your claim can be considered.

If you have a partner, please tell us about them

By partner we mean someone of the same or opposite sex you are married to or live with as if you were married. Even if your partner only comes home at weekends, or part of the week, you must include them

You	Your partner
First name	First name
Surname	Surname

Date of birth	Date of birth
National insurance number:	National insurance number:
Phone number	Phone number
Email address	Email address

Address:

What is your main reason for claiming? (Tick all boxes that apply)

- My Universal Credit/Housing Benefit has been reduced because I am a council or housing association tenant and I have too many bedrooms
- I am a private tenant and the rent charged has been restricted
We will need to see proof of your rent liability
- My Universal Credit/Housing Benefit has been restricted because of the Benefit Income Cap
- I have exceptional expenses or another reason which makes it difficult for me to pay my rent
- I am moving and I need help with a rent deposit
- I am moving and I need help with rent in advance

Are you currently in receipt of Housing Benefit or the Housing Element of Universal Credit?

Yes No

If you are receiving Universal Credit, we will need to see your Universal Credit award letters showing that you are receiving the Housing Element for the periods you are requesting a Discretionary Housing Payment

How much Discretionary Housing Payment are you requesting?

Amount	
Is this amount	Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> lump sum payment <input type="checkbox"/>
Period from	Period to

Are you currently in arrears with your rent? Yes No

If yes, please confirm the current level of arrears £_____

Has your landlord given you notice to quit? Yes No

If yes, please provide a copy of the notice to quit

SECTION 2 – Has your Universal Credit/Housing Benefit been reduced because you have more bedrooms than a family of your size needs?

If yes, please answer the following questions:

1. Are you willing/able to move to a smaller property? Yes No
2. Have you applied for a transfer? Yes No
3. When did you submit your application? _____
4. Have you registered with Homeswapper? Yes No
5. When did you register? _____
6. What other steps have you taken to find a smaller property?
Are there any other factors that have made it difficult for you to find a smaller property?

7. If you are not able to move to a smaller property, please use the box below to explain why you need to remain in your current property. Provide as much information as possible and use a separate sheet if necessary. Below are some examples which may make it difficult for someone to move to another property:
- Someone in the household has a disability or illness that would make it difficult for them to move home
 - Someone in the household needs the extra room because of their illness or disability
 - Someone in the household needs an overnight carer who does not live with you
 - You provide foster care
 - A member of the family is currently away from home and you expect them to return to live with you
 - Your circumstances are likely to change in the near future and the Bedroom Cap will no longer apply to you

SECTION 3 - Has your Universal Credit/Housing Benefit been reduced because the amount of benefits you receive has reached the Benefit Cap amount of £442.31 per week (£296.35 per week if you are single and have no dependants)?

If yes, please answer the following questions:

8. Are you willing to move to a more affordable property? Yes No

9. Have you contacted Housing Needs for help finding more affordable accommodation? Yes No

10. What steps have you taken to find a more affordable property?

11. Are any of your circumstances likely to change meaning you will no longer be affected by the Benefits Cap? For example:

- Have you applied for Personal Independence Payment/another disability related benefit?
- Have you appealed against a decision not to award one of these benefits?
- Are you or your partner likely to start working?

SECTION 4 - Has your Universal Credit/Housing Benefit been restricted because your rent charge is higher than the Local Housing Allowance rate for your family when calculating your entitlement to Universal Credit/Housing Benefit?

12. Could you afford to pay the rent when you moved into the property? Yes No

13. Did you contact the Benefits Service for advice before signing your tenancy agreement/agreeing to a higher rent? Yes No

14. Have you tried to negotiate a lower rent with your landlord? Yes No

15. Have you contacted Housing Needs for help finding more affordable accommodation? Yes No

16. What steps have you taken to avoid this shortfall?

10. What steps have you taken to find a cheaper property?

SECTION 5 - Do you have exceptional expenses or any other reason which makes it difficult for you to pay your rent?

Please tell me about:

- Any exceptional expenses you have
- Any other reason which makes it difficult for you to pay your rent
- Anything that makes this address, especially suitable for you and your family

Is there anything else you would like to be taken into account?

*** If you, or a member of your family, are receiving medical treatment it would help if we had a letter from your doctor to confirm this**

SECTION 6 - Please provide details of your income and expenses

Income	Monthly amount
Earnings – You	
Earnings - Your partner	
Child Benefit	
Tax Credits	
Universal Credit	
Maintenance	
Charitable payments	
Other benefits/pensions	
Contributions from family members	
Other (please specify)	
Total	

You will need to provide documentary evidence of all income

Please list all accounts you or your partner have including any other capital you have access to/an interest in for example any property/ trust funds / stocks and shares / premium bonds:

Account/asset	Value/balance

You will need to provide two full months' recent statements for all accounts that you have

Please tell us about the money you have going out:

Expense	Monthly amount
Rent	
Council Tax	
Water charges	
Electricity	
Gas	
Broadband/Internet	
Landline	
Mobile Phone	
Car Insurance & general maintenance	
Contents insurance	
TV licence	
TV rental/subscription service	
Travel expenses	
Child minding costs	
School meals	
Food	
Clothing and shoes	
Housekeeping eg cleaning, toiletries	
Laundry	
Prescriptions, dentists and glasses costs	
Leisure expenditure eg cinema, alcohol and cigarettes	
Maintenance payments	
Magistrates court fines	
Hire purchase	
Repayment on any finance or loan	
Life insurance and pension	
Life assurance or endowment premiums	
Other (please specify)	
Total	

You will need to provide documentary evidence of your expenses – this could be your bank statements showing the payments you are making

Do you have any debts or arrears? Please give details:

Item	Total owed	Monthly repayments
Rent Arrears		
Council Tax Arrears		
Court Orders		
DWP/HMRC Overpayments		
Gas/electric /water rates		
Phone		
Loans		
Overdraft		
Credit cards/store cards		
Catalogues		
Money owed to friends or family		
Total		

You will need to provide documentary evidence of your debts or arrears

Do you have any have any friends or family who can help you with the shortfall in rent? Please give details or the amount of help they can give and how long they are able to do this:

SECTION 7 – Declaration

Please read this carefully before you sign the form:

- I declare that the information I have given on this form is correct and complete to the best of my knowledge
- If the information I have given changes at any time I will inform the City of London Benefits Section immediately
- I understand that I will have to pay back any overpayment of Discretionary Housing Payment caused by me failing or delaying telling the City of London Benefits Section about a change in my circumstances, or the circumstances of someone in my household
- I understand that you may use the information I have given on this form to prevent and detect fraud
- I understand that if the information I have given is incorrect I may be prosecuted
- I have read and understood this declaration

I authorise the City of London Benefits Section to make any necessary enquiries to check the information on this form, and that which may have been provided in support of this application, with other parts of the City of London Corporation and other Government Agencies e.g. Department for Work and Pensions

Claimant's Signature _____ Date ____ / ____ / ____

Partner's Signature _____ Date ____ / ____ / ____

If this form has been filled in by someone other than the person claiming please tell us your name, and why you are filling in this form for the person claiming

Please return this form to:

Benefits Section
Barbican Estate Office
3 Lauderdale Place
Barbican
London
EC2Y 8EN

If you need help completing this form, or have any questions, please contact the City of London Benefits Team at the above address or by:

- Phone: 020 7332 3937
- Email: benefits@cityoflondon.gov.uk
- Website: www.cityoflondon.gov.uk

Privacy notice

This privacy notice explains how the City of London will use any personal information we collect about you when you apply for a Discretionary Housing Payment

What personal data is collected about you

We collect details about you, people in your household or joint tenants. This specifically includes your and possibly your household members' names, address, contact details including telephone number and email address, dates of birth, National Insurance Numbers, incomes - including earnings, self-employed accounts, benefits received/claimed, loans, student income, pensions, expenditure (such as child care costs), - capital including bank/building society accounts, shares and rent details.

What special category data is collected about you

We also collect what's known as "special category data", which may include nationality, gender and disability status

Reasons why we use your personal data

We use your data to assess your entitlement to a Discretionary Housing Payment. This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. The City of London may also use your information for another purpose if it has a legal duty to do so such as to prevent and detect fraud or if there is a risk of serious harm or threat to life.

Why we are allowed to use your personal data

We can use the personal data we collect about you because we have your consent, and, in some circumstances, we have a legal obligation.

Who we can share your personal data with

The information we collect may be shared with the following:

- You
- Council staff employed to administer Discretionary Housing Payments
- Other Council Services
- Department for Work and Pensions (DWP)

Information will usually only be shared to enable quick and accurate assessment of any Discretionary Housing Payment award.

How long we keep your personal data for

Information will be held for up to 6 years following the closure of a claim.

Situations when your personal data might be sent to other countries

Personal data that we collect about you will not be shared outside the United Kingdom