



Discretionary Housing Payment Application Form

Discretionary Housing Payments can help provide financial assistance if you are in receipt of Housing Benefit or Universal Credit Housing Costs.

If you are not receiving Housing Benefit or Universal Credit Housing Costs do not complete this application form as you will not be able to claim.

Discretionary Housing Payments are from a limited fund and NOT a long term solution for financial difficulties.

1. Your Details

Full name:	
Address:	
Date of Birth:	
National Insurance Number:	
Contact telephone number:	
E-mail address:	
Claim reference number:	

2. Paying Rent

What date did you want to apply for Discretionary Housing Payments from?	
If you need your award backdated please advise why you failed to claim earlier and supply any relevant proof to explain why you failed to claim earlier.	

Why do you need extra help to pay your rent?

Please give as much detail as possible and continue on an extra sheet if needed.

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If you have already had a Discretionary Housing Payment award, what steps have you taken to improve your financial circumstances? *Please give details and supply any proof of the steps taken to increase your income and/or manage your debts more effectively.*

If there is a shortfall between your Housing Benefit and rent, your Universal Credit Housing Costs and rent because your home is too large or too expensive. Please answer the following questions:

Are you trying to move home?

Yes ☐ No ☐

If you are not trying to move, please explain why you need to stay in your home.....
.....
.....

If you are trying to move from your current home:

Are you registered with Cumbria Choice Based Lettings?

Yes ☐ No ☐

If you have answered yes to the above question then please send proof of your bidding history.

Is a Housing Officer helping you find you alternative accommodation?

Yes ☐ No ☐

If you are working with a Housing Officer please provide their details including name and contact details.....
.....
.....

3. Rent Arrears

Do you have any rent arrears?

Yes ☐ No ☐

If you have answered no go to part 4. About your Household.

If you have answered yes please provide a rent statement showing your arrears from the date they started to current date.

Who is your Landlord (i.e. Home Group) and how much do you owe.....

Please provide an explanation regarding how the arrears arose.....
.....
.....

Has your Landlord taken any action against you to recover the arrears? Yes ☐ No ☐

If you have answered yes to the above question please provide any letters sent to you about this from your Landlord.

Have you had any discussion or made any arrangements with your Landlord to try and repay any of the arrears accrued? Yes ☐ No ☐

If yes - please supply proof of the repayment plan you have entered into with your Landlord to try and repay this debt.

If no – why have you not had this discussion with your Landlord, please explain?.....
.....
.....
.....
.....

Please provide proof of your current rent charge, this can be in the form of your tenancy agreement or a letter from your Landlord detailing the rent charge, frequency of payments due and the date agreement started.

4. About your Household

How many bedrooms are there in your property?.....

How many un-occupied bedrooms do you currently have?.....

Please list all the people who live at your address.

	Name	Date of Birth	Main income (for example wages, Universal Credit etc.)	Relationship to you (for example son, daughter etc.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Do you require an additional room due to foster care responsibilities? Yes ☐ No ☐
If yes – please provide proof from Cumbria County Council/ Foster Agency.

Are you or any member of your household expecting a baby? Yes ☐ No ☐
If yes – please confirm the due date.....

Are any members of your Household due to turn 10 or 16 during the current year? Yes ☐ No ☐

If yes – please provide their names.....

Does any member of your household require an additional bedroom due to a disability? Yes ☐ No ☐

If yes- please confirm who requires the extra bedroom, details of their disability and an explanation as to why an extra bedroom is required.....

Do you require an additional bedroom for an overnight carer? Yes ☐ No ☐

If yes – please provide their details and the address where they normally live.....

Have you previously been homeless? Yes ☐ No ☐

If yes – please provide details.....

Do you require an extra bedroom for a son or daughter in the Armed Forces who normally lives with you but is currently away on operations? Yes ☐ No ☐

If yes – please provide details.....

Do you require an extra bedroom for a person who normally lives with you but is temporarily absent. For example, they are in hospital, in care, in prison, working or studying away. Yes ☐ No ☐

If yes – please provide details.....

5. Finances

We need to know and see proof of your and your partner's income, savings, expenses and all debts. It is important you take your time to fill this in fully and list everything, including all essential and non-essential outgoings.

Please make sure you also include all those payments you make including occasional payments, for example things you might pay for only once every three, six or twelve months.

You need to supply as much evidence of your income, savings and expenses that you have. If you have declared debts then you must supply proof of any repayment plans you have entered into to repay this debt. Any repayment documents must show the total debt, the repayment start and end dates, the total amount to be paid and the frequency of the amount i.e. weekly, monthly etc.

Please list all household income you and your partner receive.

[illegible]

Please list all household spending – we need to see proof of all regular spending.

[illegible]

Please list all outstanding debts – we need to see proof of all declared debts including any repayment plans you have entered into to repay this debt.

Type of debt	Current balance of debt	Repayment amount	Repayment frequency
Rent arrears (example)	£429.75 (example)	£15.00 (example)	Monthly (example)

Please confirm if you receive money to help with your household finances i.e. from any non-dependants (i.e. sons or daughters etc) that live in the property with you who have an income of their own. If they do contribute towards the household please provide details below.

Money received from	Amount	Frequency
Son and give name (example)	£20.00 (example)	Weekly (example)

If you have a non-dependant resident in the property who has their own income and that do not contribute to your household please explain why.....

.....

Please provide the details of any money held in any bank, building society, post office or credit union accounts. Please also ensure that you supply 3 months consecutive up to date statements for all accounts held.

Name of Bank/Building Society etc.	Amount held
Credit Union (example)	£115.20 (example)

Do you have any shares or premium bonds, if you do please provide details.

Type of share or bond	Quantity held	Value
Royal Mail shares (example)	100 (example)	£205.20 (example)

6. Any Other Information.

Please tell us about anything else you think we should know about, please continue on a separate sheet of paper if you need to and attach to your application.

7. Sharing information with other parties.

If you want to give us permission to discuss your application with your Landlord or any other person who is assisting you with your application you must indicate below. Giving us this permission can speed up the process and assist with regards to any further information that may be required during the process of your application.

I give you permission to share information about my application for a Discretionary Housing Payment with:

- ☐ My Landlord
- ☐ Citizens Advice Bureau
- ☐ Housing Options at Cumberland Council
- ☐ Someone else (please provide details below):

Name.....

Address.....

Contact telephone number.....

8. Universal Credit Claimants only.

Please send your most recent award letter, you can forward it to us direct from your on-line journal. You need to send the full breakdown of your award and it must show your Housing Cost Element which is paid as part of your Universal Credit.

If you have had a change to your rent you must ensure that you update Universal Credit of this change so they are awarding your Housing Cost Element on the correct rental charge.

Have you informed Universal Credit of any recent change to your rent? Yes ☐ No ☐

9. Payments.

If you are requesting payment to yourself, we will need to see evidence that you are paying your rent. Please supply proof of the rent you are paying your Landlord, this can be in the form of up to date statements or a letter from your Landlord confirming you are up to date with your rent.

How would you like your Discretionary Housing Payment to be made:

☐ My Landlord

☐ Paid direct to myself - I have enclosed proof I am paying my rent. Yes ☐ No ☐

Now provide the bank details of who the Discretionary Housing Payment should be made to:

Name of the person payable to:

Bank Name:

Account name as appears:

Account number:

Sort Code:Reference number (if Furness Building Society).....

10. Check List.

Based on the information you have supplied on your application the following information must be supplied or a calculation cannot be made. Please indicate as below the information that you have included.

☐ Proof of current rent in the form of a tenancy agreement or a letter from your Landlord.

☐ Proof of rent arrears in the form of a full statement showing the arrears from the date they started to current date.

☐ 3 months up to date consecutive bank / building society statements for all accounts you hold.

☐ Proof of all declared debts including any repayment plan. Any repayment plan must show the start and end dates, the amount payable and the payment frequency.

☐ Universal Credit most recent up to date award letter showing full breakdown of award and must show Housing Cost Element based on the correct and most recent rent.

11. Declaration.

Please read the following statement and sign below. We cannot deal with your application if you have not signed it.

- 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.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I understand that you may check the information I have given on this application against Council and Government records.
- I understand that you may use the information I have given in connection with this and any other application I have made or may make for Department for Work and Pension benefits. You may give some information to other organisations, such as government departments, local authorities and private companies such as banks and organisations that may lend me money, if the law allows this.
- I know I must tell you if my circumstances change after I make this claim.

Your signature:

Date:

Your partner's signature:

Date:

If someone other than the person claiming is filling in this form, please tell us why.....
.....
.....
.....

Name of the person filling in the form:

Relationship to person claiming:

I have confirmed with the person claiming that the information I have given is correct.

I have also explained the declaration above to the person who is claiming.

Signature of person filling in the form:

Date:

If you have a representative helping you with this claim, such as a support worker, Citizens Advice etc., please provide their name, contact address including postcode, telephone number and e-mail address. *If you do not do not supply this information I will be unable to update them when a decision is reached following your application.*

What to do next.

Once you have completed your application form, please return it to Cumberland Council with any supporting evidence. This may include:

- Information as listed in section 10, the check list.
- Proof of household income.
- Proof of household outgoings.
- Proof of capital.
- Relevant medical evidence.
- Any other information you may feel is relevant.

Returning your application.

If you are submitting your application by post the Council does not accept responsibility for valuable documents you may be sending in. Please send you application to:

Housing Benefit Department
The Market Hall
Whitehaven
Cumbria
CA28 7JG

Returning your application in person.

In addition to returning your application via post you can also submit your application direct to the offices as follows. Please ensure if you are submitting your application by hand that it is completed in full and you have supplied all relevant information:

Housing Benefit Department
The Market Hall
Whitehaven
Cumbria
CA28 7JG

Millom Community Hub
Salthouse Road
Millom
Cumbria
LA18 5AB

Other ways to contact us.

E-mail: dhp@copeland.gov.uk

Telephone: 0300 373 3730