

Application for a discretionary housing payment

■ Discretionary housing payments are not payments of Housing Benefit, but only people who receive Housing Benefit or help with housing costs under Universal Credit can claim discretionary housing payments.

■ What would you like help with (please tick)

Rental payments or a rent deposit and/or rent in advance

Any discretionary housing payment that you are awarded will be paid with your Housing Benefit. Rent/ Deposit in advance are usually to your Landlord.

You must fill in all this form if you want a discretionary housing payment

About you

Benefit reference number or National Insurance Number

Surname

Other names

Address

Phone number

Email address

Address which the claim relates to (if different from above)

What is your main reasoning for claiming (tick all the boxes which apply)

My 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 my housing benefit does not cover my full rent

I am moving but I need help with a rent deposit

I am moving but I need help with rent in advance

Period of claim (if not rent deposit or rent in advance)

Please tell us the period you would like us to consider making a discretionary payment for.

Start date End date

Weekly amount

Please tell us the extra amount that you need to pay your rent.

Please note: the discretionary housing payment regulations say that any payments awarded, when added to your rent, cannot be more than the maximum eligible amount.

Why you need help

Please give details about why you need more help with your housing costs, for example, financial difficulties, a personal problem, medical conditions or the risk of being made homeless. You should send us proof where possible.

Estimated date of moving in

Do you have a rent deposit at your current address? Yes No

Are you related to your landlord? Yes No

Do you have anyone who can help you with your rent deposit or rent in advance? Yes No

Please give details of how much help you need Amount of rent deposit

Amount of rent in advance

Please give details about your new landlord Landlord name

Landlord address

Landlord phone number

You will need to check

You will need to check how much we can pay for you and your family to rent your property that you wish to move to by logging onto our website <https://lha-direct.voa.gov.uk/search.aspx> Please write the LHA rate below, for your chosen property

Budget Planning

Name	HB Ref Number
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Address

Income	Income (monthly)
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Wages or salary	
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Wages or salary (partner)	
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Company Pension	
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Jobseekers allowance	
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Income Support or Pension Credit	
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Universal Credit (UC)	
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Working Tax Credit	
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Retirement or works pension	
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Child Benefit (Child tax credit)	
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Employment Support Allowance/Income capacity	
----------------------------------------------	--

Incapacity Benefit	
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Bereavement Benefit	
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Maintenance	
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Non dependents' contributions	
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Carers' Allowance	
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Housing Benefit	
Council Tax Benefit	
Student Loan or Grant	
Insurance payouts	
Other	
TOTAL INCOME	£ -
Outgoings	Outgoings (monthly)
Broadband	
Buildings insurance	
Car Insurance & general Maintenance	
Child minding costs	
Child's pocket money	
Clothing	
Clothing and shoes	
Contents Insurance	
Council Tax	
Electricity	
Gas	
Ground Rent	
Hire-purchase	
Housekeeping inc food, toiletries, cleaning	

Laundry	
Leisure expenditure such as the cost of trips to the cinema, alcohol and cigarettes.	
Life assurance or endowment premiums	
Life Insurance and pension	
Loan which your home is security for	
Magistrates' courts fines	

Continued overleaf... **Budget**
Planning

Outgoings (continued)	Outgoings (monthly)
Maintenance payments	
Meals at work	
Mobile Phone	
Mobile Phone insurance	
Mortgage payments	
Mortgage protection policy	
Other	
Other fuel or heating costs	
Pension payments including additional voluntary contributions (AVCs)	
Pet costs	
Phone – landline	
Phone – mobile	

Prescriptions, dentist and glasses costs	
Rent	
Repayments on any finance or loan	
Savings or Child Trust	
School meals	
School meals and meals at work	
Second mortgage	
Service charge	
Travel expenses	
TV Licence	
TV rental	
Water Charges	
TOTAL OUTGOINGS	£ -

Priority Debts	Balance owed	Monthly repayment
Rent arrears		
Mortgage arrears		
Council Tax arrears		
Utility debts: Gas		
Electricity		
Other		
Overdue Water rates		
Magistrates' court fine arrears		
Maintenance arrears		
Credit Card debts		
Catalogue debts		
Hire-purchase arrears		
Other 1		
2		
3		
Totals	£ -	£ -

Priority Debts	Balance owed	Monthly repayment
1		
2		
3		
4		
5		
6		
7		
8		
9		
Total owed	£ -	
Total Monthly repayment		£ -

Summary Panel	Monthly Figure
Income left after outgoings	£ -
Income left after outgoings and priority debt	£ -
Income left after outgoings and priority debt and creditors	£ -
Monthly saving target	£ -

If you need more space.

A large rectangular area containing 20 horizontal blue lines, intended for writing or drawing.

Declaration

- I confirm that, as far as I know, the information given on this form is correct and complete.
- I give you permission to make any necessary enquiries to check the information on this form.
- I understand that you may give some information to other organisations, such as government departments, local authorities, Job Centre Plus, and other private-sector companies such as banks and organisations that may lend me money if the law allows.
- I understand that I will have to pay back any overpayment of discretionary housing payment caused by me failing or delaying to tell you about a change in my circumstances. Your signature

Date

/ /

What to do now

- Look through the form and check that you have filled it in correctly.
- Include any supporting evidence e.g letters from GP, support worker, school
- Complete the budget planner enclosed on pages 5-7
- Check that you have signed the form.

What happens next?

- A council officer will look at your application carefully.
- We will review your budget planner and propose an action plan to enable you to find a solution to your difficult situation

Useful Websites

- www.homeswapper.co.uk/
- www.croydon.gov.uk/housing/councilhousing/move/mche
- www.swllc.org/index.php
- www.gov.uk/
- www.croydon.gov.uk/advice/benefits/welfare-benefits/project

The information you have provided on this form will be put on a computer system registered under the 1998 Data Protection Act. We may check it with other information we hold and use it for any purpose allowed under the Data Protection Act.

Please send this form to:

**Discretionary Support Team, Bernard Weatherill House, 8 Mint Walk, Croydon
CR0 1EA. Tel: 0208 760 5719**

