

Hammersmith & Fulham Council tax benefit & Housing Benefit Service

Discretionary housing payment application form

Please answer the questions below as fully as possible. We will need to see proof of what you tell us. We may also ask you to attend an interview or we may visit you at home.

Where there are boxes, Yes No Please tick which applies

SECTION 1. YOUR NAME.

Your surname _____ First name _____

Your Housing Benefit reference number _____

SECTION 2. WHERE YOU LIVE.

Address, including flat or room number

SECTION 3. PEOPLE WHO LIVE WITH YOU.

Please complete as fully as possible

Name	Age	Relationship to you

If you are applying for help with Council Tax ONLY please go to Section 10.

If you are also applying for additional help with your rent please complete all sections of the form.

SECTION 4. ABOUT WHERE YOU LIVE.

Did you find this accommodation through an agency? Yes No

If no, how did you find it? _____

Was anywhere cheaper offered to you? Yes No

If yes, why did you not take it? _____

Did you have to pay a deposit before you moved in? Yes No
If yes, will you get the deposit back? Yes No

If no, please give further information _____

Did your tenancy start before 15th January 1989? Yes No

SECTION 5. ABOUT THE LAST PLACE YOU LIVED.

What was your previous address, including flat or room number?

How much was the rent? _____ every _____

Were you receiving Housing Benefit at this address? Yes No

Why did you move from this address? _____

If you were given Notice to Quit the property, please attach a copy of it.

If your previous address was not in the London Borough of Hammersmith and Fulham, why did you move to this borough?

SECTION 6. EVICTION.

Has your landlord given you Notice to Quit? Yes No

If yes, please send a copy of your Notice to Quit. Or, bring it in; and we will make a photocopy. **You should also contact H&F Advice on 0845 313 3935 for information and advice regarding your housing situation.**

SECTION 7. REDUCING THE RENT.

Have you, or someone on your behalf, tried to get your landlord to reduce the rent? Yes No

If yes, what rent will your landlord accept? _____

If no, please say why you have not tried? _____

SECTION 8. FINDING CHEAPER ACCOMMODATION.

Have you or someone on your behalf, tried to find cheaper accommodation? Yes No

If yes, please give details and provide proof you have. _____

If no, please say why? _____

For help and advice on moving, or for advice about your existing tenancy rights, contact H&F Advice on 0845 313 3935

SECTION 9. LIVING WITH FAMILY OR FRIENDS.

Could you live with family or friends? Yes No

If no, please state why not? _____

SECTION 10. WEEKLY INCOME AND OUTGOINGS

What is the total weekly income of you and your partner (if you have one)?

£ _____ What does this include? _____

What are your weekly outgoings (not including rent)?

	How much are you paying?	How much do you owe?
Gas		
Electricity		
Other fuel		
Water rates		
Household insurance		
Child care		
Food		
Clothing		
Laundry		
Telephone		
Mobile phone		
Insurance / health endowment policies		
Television rental		
Video rental		
Washing machine rental		
Hire purchase payments		
Travel to work/school		
Council Tax		

Debts, including repayment of loans. (please state)	How much are you paying?	How much do you owe?

Other outgoings (please state)	How much are you paying?	How much do you owe?

If you are getting Income Support / Job Seekers Allowance (Income Based), are any deductions being made?

Yes No If Yes, please give details:

What is the deduction for? _____

How much is being deducted, each week £ _____

Do you have any savings? Yes No

If yes, how much? £ _____

Can you, or someone on your behalf, make up the difference between your rent and the Housing Benefit you are getting? Yes No

If you are unable to make up the difference, please explain why?

SECTION 11. SPECIAL NEEDS.

Do you, or any member of your family who lives with you, have any special needs which mean you have to spend more money than normal, e.g. special Dietary needs or medical reasons? Yes No

If Yes, please give details of the costs:

Special need	Weekly cost (£)

Do you, or any member of your family who lives with you, have any health problems which mean you need to live in your accommodation, or might be made worse if you have to move? Yes No

If Yes, please give details _____

Continue on another sheet of paper if you need to.

SECTION 13. DECLARATION.

You must read the following statement carefully and sign and date the form in the appropriate spaces below. If you have a partner, they must also sign the declaration.

The information I/we have given on this form is correct and complete to the best of my/our knowledge.

I/we understand that the council must protect the public funds it handles and so may use the information I/we have given on this form to prevent and detect fraud. I/we understand that anyone who dishonestly claims or receives benefit or a discretionary housing payment may be prosecuted

I/we give my permission for the council to make any enquiries that it thinks necessary to verify the information on this form. This includes permission to contact the council where I/we previously lived regarding my Housing Benefit entitlement and the circumstances in which I/we vacated my previous address.

I/we also give my permission for the council to verify this information with my/my partner's employers and my/my partner's bank or building society and to visit me to check that the details of my claim are correct. I/we also understand that you may share and verify this information with other organisations that handle public funds; including, other sections within the council, rent officer, other councils and benefit authorities.

I know that I must tell the council benefit office about any relevant changes of circumstances that happen after I/we have signed this claim. These could be things like:

- **A change of address temporarily or permanently**
- **A change in my/our income, or that of anyone living with me/us**
- **I/we stop getting Income Support or Job Seekers Allowance**
- **If somebody joins or leaves my/our household**
- **If I/we go on holiday or leave the country**

Your signature _____ Date _____

Your partner's signature _____ Date _____

Endorsement

I have completed this application form on behalf of
Mr, Mrs, Miss, Ms _____

I have read out each question to this person and written down their answers:

Signature _____ Date _____

INFORMATION ON AWARDS

Where a discretionary housing payment award is made in respect of help with rent, this will be made in the same way and at the same frequency as your housing benefit payments and will be included in these payments.

Where a discretionary housing payment award is made in respect of help with council tax, this will be credited direct to your council tax account for the same period as your council tax benefit.

An award will be made from the Monday after the form is received and will be for a fixed period that will not be more than 52 weeks and may be less than 52 weeks. If your housing and/or council tax benefits end for any reason then your DHP will also end. If you make a new claim for housing and/or council tax benefits you will also need to make a new claim for a discretionary housing payment.

In exceptional circumstances an award can be backdated. If you wish to apply for the award to be paid from an earlier date you must state this in your Personal Statement above and explain why you did not make a claim or enquiries earlier.

IMPORTANT: PLEASE NOTE

The authority is allocated a strictly limited budget by central government that it is allowed to spend on discretionary housing payments.

For this reason even if you are awarded a discretionary housing payment it may not be given for the full amount of the shortfall of your rent or council tax.

It is also possible that you may not be able to receive a discretionary housing payment every time you apply, or if you do, it may not be for the full amount of the shortfall.

Where this payment is made to help with the shortfall in your housing benefit entitlement due to a rent restriction, you should begin looking for more affordable accommodation immediately.

Please return this form to:

If you are a Council Tenant to the Area Office where you claim Housing and or Council Tax Benefits. In all other circumstances to the address below.

**Benefits, h&f Direct,
London Borough of Hammersmith and Fulham
1st Floor, Hammersmith Town Hall Ext,
King Street,
Hammersmith
London W6 9JU**