

# DISCRETIONARY HOUSING PAYMENTS APPLICATION FORM

You should supply as much detail as possible so that we fully understand your situation. You will need to tell us about all the money you have coming into your household and all the money you pay out each week/month and provide your last two months' bank statements.

**Your application may be held up if you do not supply bank statements or proofs.  
Do not delay in returning this form, evidence can be provided when available.**

## Section 1: About Yourself

Name: _____
Address: _____ _____ Post Code: _____
Daytime telephone number: _____
Work phone number: _____
Mobile: _____
E-mail Address: _____

Do you need help with your:

- Rent  Deposit  Rent in Advance  Removal costs

Please tell us how long you will need this help for:

- Less than 13 weeks  13 weeks  26 weeks  One off payment  
 Other (please specify)

Please provide details for the reason(s) for your application:

Please tick the boxes that most closely matches the reason why you are currently suffering financial hardship:

- You are under 35  Under occupancy (too many bedrooms)  
 Your rent has been restricted by the Rent Officer  The LHA rate  
 Non dependant deduction  Benefit cap  Personal Circumstances causing hardship  
 Other (Please advise)

**For office use only**

Claim Reference	
Issued Date	
Received date	

## Section 2: About your Housing

Please answer the questions below:

1. What disabilities, health problems or special needs do you or any member of your household have?

2. If you receive Disability Living Allowance (DLA) or Personal Independence Payment (PIP), please tell us about any extra costs you have.

3. Has your property been adapted for you or any member of your household?  Yes  No  
If **yes**, please give details:

4. If you are downsizing to a more affordable property and would like us to consider helping with removal costs, please tell us:

a. How much this will be and provide us with at least two removal quotes.

b. When you intend to move in and why you chose this property as your home.

5. Have you tried to negotiate a lower rent with your landlord?  Yes  No  
**(Private tenants only)** if **no** why not? If **yes** what was the outcome?

6. Have you considered/tried moving to cheaper or smaller accommodation or are awaiting a transfer. Please give details or reasons for not moving.  Yes  No

7. If this is a repeat application, please can you tell us what steps you have taken to help with your financial situation since your last application?

8. Have you considered taking in a lodger/boarder?  Yes  No

9. Could a family member(s) contribute to the rent?  Yes  No

10. Could you live with relatives/friends?  Yes  No

How much notice do you have to give your landlord if you want to move?

11. Do you have rent arrears? If yes, how much? (**You must provide proof**).  Yes  No

12. Have you made an arrangement to pay back the rent arrears? If **yes**, give details. If **no**, why not?

13. Has your landlord taken any action against you to recover the arrears?  Yes  No

If yes please tell us what action they have taken (**you must provide proof**).

Please provide us with any court dates.

### Section 3: About your Capital & Savings

14. Please list all of the banks accounts (including Post Office accounts) and other savings and/or invested money that you and your partner (if you have one) have. Please list all single name and joint accounts/savings/investments, even if the accounts are overdrawn or not used very often.

Please provide the latest 2 months statements for each account.

State the name of the bank(s) etc and the type of account(s), the account number(s) and balance.

<i>e.g. Barclays</i>	<i>current</i>	<i>12345678</i>	<i>£</i>

### Section 4: Additional Information

15. If you have Sky/Cable TV, Internet, Phone contracts, please give the date your contract started and details of how long you are tied in to your current agreement.

16. If you own a car, please detail the make, model and age.

17. Is the car a motability car? If yes, please give details.

Yes  No

18. Do you pay for a home help or a carer to come in to your home to care for you? If yes, please give details.

Yes  No

19. Please use this space if you wish to explain further why you need extra help with your rent and to tell us anything else about your circumstances, which might be relevant to this application even if you think it is not very important. Tell us about any action you are taking to improve your future finances.

## Section 5: Income and Expenditure

<b>Income</b> Please list <b>ALL</b> your income	Amount (claimant)	Amount (partner)	How often received	<b>Office use only</b> weekly amount
Wages/Salary				
Self Employed Earnings				
JSA (Contribution based)				
JSA (Income based)				
Income Support				
ESA (Contribution based)				
ESA (Income based)				
Universal credit				
Working Tax Credits				
Child Tax Credits				
Child Benefit				
Maintenance/Child Support payments				
State Retirement Pension				
Other Pensions				
Pension Credits				
Incapacity Benefit				
Disability Living Allowance (Care) or Personal Independence Payment				
Disability Living Allowance (Mobility) or Personal Independence Payment				
Housekeeping/money from non-dependants				
Income from Lodgers				
Other Benefits				
Other Income (please specify)				
<b>INCOME TOTAL</b>	<b>£</b>			

**If any of your expenditure includes arrears please provide evidence, eg rent arrears, telephone bill arrears.**

<b>Expenditure</b> Please list ALL your expenses.	Total	How often do you spend the money	Office use only weekly amount
Mortgage			
Second mortgage			
Rent			
Rent arrears			
Council Tax			
Gas			
Gas arrears			
Electricity			
Electricity arrears			
Water rates			
Water arrears			
Sewerage rates			
Sewerage arrears			
Housekeeping (food, toiletries)			
Nappies			
Clothing			
Maintenance/Child Support payments			
Childcare costs			
*Court fines			
Insurance - car			
Insurance – home			
Insurance – personal			
TV licence			
Sky or cable TV			
Internet			
Socialising			
Travel – bus/train			
Travel - taxi			
Car - finance			
Car - fuel			
Car - road tax			
Car maintenance			
Telephone - landline			
Mobile phone(s)			
Pension contributions			
Regular savings			
Subscriptions			
Children's pocket money			
Cigarettes/tobacco			
Alcohol			
School expenses			
**Loans			
Credit cards			
Store cards			
Catalogues			
Other expenses – please specify			
<b>EXPENDITURE TOTAL</b>	£		

*Please specify length of time and amount of court fine.	
**Please specify purpose of loan/hire purchase	
Remaining terms of loans/hire purchase	

## Section 6: Payment of Discretionary Housing Payments

If your request is successful who would you like payment(s) made to?  You  Your Landlord

## Section 7: Declaration

**Please read this declaration carefully before you sign and date it.**

### Warning:

If you provide false statements, information or documents to support your claim or you continue to receive benefit when you knowingly fail to tell us about any relevant change of circumstances which happen after the date you make a claim, you will be guilty of an offence and may be prosecuted.

### I understand the following:

If I give information that is incorrect or incomplete, you may take action against me. You will use the information I have provided to process my claim for Discretionary Housing Payments. You may check some of the information with other sources within the Council, my landlord and other Councils or agencies.

**I declare the information I have given on this form is correct and complete:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

### Data Protection:

The Council takes its obligations under the Data Protection Act very seriously and will not disclose information to any unauthorised person. If requested, information on names and addresses of individuals may sometimes be passed to other local authorities, public bodies and statutory utilities.

# Contact

Please contact your local Council using the email, telephone or postal details below.

<b>Maidstone Borough Council</b> Maidstone House King Street Maidstone Kent ME15 6JQ  <b>Tel:</b> 01622 602557 <b>Email:</b> <a href="mailto:benefits@maidstone.gov.uk">benefits@maidstone.gov.uk</a>	<b>Tunbridge Wells Borough Council</b> Town Hall Tunbridge Wells Kent TN1 1RS  <b>Tel:</b> 01892 526121 <b>Email:</b> <a href="mailto:benefits@tunbridgewells.gov.uk">benefits@tunbridgewells.gov.uk</a>
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## Further Advice and Information

- 1. Food** - If you have a child under 4 years old you may be entitled to Healthy Start vouchers. These can be used to purchase fruit, vegetables, cow's milk and infant milk. Please speak to your health visitor/midwife, visit [www.healthystart.nhs.uk](http://www.healthystart.nhs.uk)
- 2. Pregnancy** - If you are pregnant, advice about the Health in pregnancy payment can found at [www.direct.gov.uk](http://www.direct.gov.uk) and Sure Start Maternity Grant ([www.kent.gov.uk](http://www.kent.gov.uk))
- 3. Health Care** – You may be eligible for Free Prescriptions. You can get a form HC11 from your local chemist.
- 4. Smoking** – If you would like advice on how to quit there is a free support service available. Call the NHS Stop Smoking line – **0800 022 4332**
- 5. Alcohol** – If you have concerns over alcohol or would like more information please visit the website [www.drinking.nhs.uk](http://www.drinking.nhs.uk) or call **0800 917 8282**
- 6. School Meals** – You may be eligible for free school meals. Call the KCC Helpline 08458 247 247 or visit [www.kent.gov.uk](http://www.kent.gov.uk) and enter school meals in the search box.
- 7. Debt** – If you are in debt, the CAB (Citizens Advice Bureau) can help. They provide free advice on how to deal with the debt. Maidstone 01622 751788 or Tunbridge Wells 01892 533880. Step Change debt charity can also provide free debt advice visit [www.stepchange.org](http://www.stepchange.org) or call 0800 138 1111.
- 8. Housing Advice** – If you believe you maybe at risk of losing your home contact the Housing Needs Team.  
Maidstone – **01622 602440** or email [housingoptions@maidstone.gov.uk](mailto:housingoptions@maidstone.gov.uk)  
Tunbridge Wells – **01892 526121** or email [housing@tunbridgewells.gov.uk](mailto:housing@tunbridgewells.gov.uk)
- 9. Energy Saving** – If you are struggling to meet your heating an energy bills you may be able to get assistance a charitable organisation such as Charis Grants whom specialise in help with utility bills. Call on 01733 421060 or visit [www.charisgrants.com](http://www.charisgrants.com)  
  
For independent, expert advice on saving energy in your home call **0300 123 1234** or visit [www.energysavingtrust.org.uk](http://www.energysavingtrust.org.uk)
- 10. Money Advice** – The Money Advice Service is an independent service, set up by government to help people make the most of their money, they give free, unbiased money advice visit [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)