Revenues and Benefits Service
Town Hall
Duke Street
Barrow in Furness
Cumbria, LA14 2LD
Telephone: 01229 404242
Email: benefits@barrowbc.gov.uk

PLEASE COMPLETE IN BLACK INK

APPLICATION FOR DISCRETIONARY HOUSING PAYMENT

- This is an application for a Discretionary Housing Payment for people who are receiving Housing Benefit or Universal Credit [Housing Element], have a rental liability, and require further financial assistance with housing costs. In certain circumstances help can be given towards rent deposit/ rent in advance, and other lump sums such as removal costs.
- The person who made the claim for Housing Benefit or Universal Credit should complete this application.
- You will only be granted a Discretionary Housing Payment if it is the view of the Local Authority you are in need of additional help with housing costs and there is sufficient money left in our budget to pay you.

Claim Number:- _____

About you and your partner

You	**Your Partner**
Surname	
Any other surnames you have been known by	
Other names	
National Insurance Number	

Address where you now live including postcode

Phone number where we can get in touch with you and your partner

You | | Your Partner | |

Your reasons for moving

TO BE ANSWERED BY PRIVATE TENANTS ONLY

Before you moved in did you ask the Council/DWP how much rent would be used when working out your benefit?

Yes ☐ No ☐

If 'NO' please tell us of any reasons why you did not do so.

If 'YES' please tell us of any reasons why you moved when you had been advised you would not receive all of your rent.

ASSISTANCE WITH A RENT DEPOSIT OR RENT IN ADVANCE

If you are requesting assistance with a deposit and/or rent in advance to move to a new property please provide:

- A Tenancy Agreement or letter from the new landlord confirming the amount of rent to be charged and the amount of deposit to be paid for the proposed new tenancy and the proposed tenancy start date.

- Please ask the new landlord to provide their bank details, to allow us make a direct payment to them if we agree to pay the deposit.

- Will you be able to meet any shortfall in the rent? (the difference between the rent charged and the amount of Housing Benefit / Universal Credit [Housing Element] paid)

- Please provide your current bank statements for any bank or building society accounts you have, to prove that you are unable to afford the deposit.

- Please confirm if you paid a deposit when you moved into your current property and if so will this be returned to you?

- If a deposit is to be returned to you please confirm how much this will be and if this can be paid towards the deposit on the new property?

- Please provide the name and address and telephone number (if known) of your current landlord in the box below:

Have you tried to negotiate your rent with your landlord? Please tell us their decision.

Have you tried to find anywhere else to live since being told you would not get all of all your rent? Please give details.

Are you registered for a property with the Housing Department/Housing Association (Choice Based Lettings)? If so please give details

TO BE ANSWERED BY ALL APPLICANTS

Has your landlord threatened you with eviction? Please specify:

(i)	Notice to Quit/Notice Seeking Possession	Yes		No	
(ii)	Court Summons for Possession	Yes		No	
(iii)	Court Order for Possession	Yes		No	
(iv)	Outstanding Rent Arrears	Yes		No	

If you do have rent arrears, please tell us the amount of arrears you are in, in the box below and provide evidence (**for example, a rent statement or a letter from your landlord**). Please also advise why these arrears have built up.

Why did you move to your present address?

Please tell us why you need this extra help.
Tell us anything you think we should know about.
This could be a bereavement, illness or disability, help you provide care for someone, violence or abuse etc.

Is there anyone else you would like us to ask for more information?

This might be a social worker, a probation officer, someone that is helping you with your affairs etc.

Yes ☐ No ☐

Please tell us their name

Their address and postcode if you know it

Daytime telephone number

ABOUT YOUR INCOME & SAVINGS

SAVINGS (**Please provide bank statements for all accounts you hold showing the last eight weeks transactions)**

Do you have any savings or assets which can be used to meet the shortfall in your rent and/or council tax e.g. bank, building society, post office account, shares, ISA's, premium bonds, value of property other than where you live etc?

Please list Type	Amounts	
You		Partner

Please use this space to tell us of any reasons why you cannot use these savings or assets

INCOME

Please list ALL your income e.g. income support, retirement pension, private pension, disability living allowance, earnings, maintenance etc.

If you are in receipt of Universal Credit, you will need to provide your most recent award breakdown from your online payment schedule (all pages).

Type	**You**		**Your Partner**	
	How much	How often	How much	How often

Please tell us about any money you have to pay out regularly, including normal living expenses. In order to make a decision the Local Authority will look at the income you receive and the money you have to pay out, it is important that you include all your weekly expenses e.g. food, mobile phone, gas, electric, catalogue, insurance, bus fares etc.

EXPENSES/OUTGOINGS	**WEEKLY/MONTHLY**	**AMOUNT**
Rent		
Council Tax		
Gas		
Electricity		
Water Rates		
Insurance		
TV Licence		
Food		
Baby Food/Nappies		
Sky/Cable TV		
Telephone/Mobile		
Internet		
Travel (bus/taxi fare)		
Prescriptions		
Court Fine		
Loans **(Provide proof of payments)**		
Credit cards **(Provide proof of payments)**		
Catalogues **(Provide proof of payments)**		
Clothing		
Motor Expenses (insurance, petrol etc.)		
Housekeeping (e.g. toiletries, cleaning items)		
Arrears (rent, council tax, water, gas etc.) **Provide proof**		
Other **(List below)**		

Any other information that you believe may help your claim

We will need payee details in order to make discretionary payments, should your application be successful.

If you are in receipt of Housing Benefit, discretionary payments will be made to whoever your Housing Benefit payments are made to.

If you are in receipt of Universal Credit [Housing Element], we will need the same account number and sort code that your Universal Credit payments are made to. If your rent within Universal Credit is paid to your landlord direct instead of yourself, we will need their payee details instead.

Please complete the payments section below:

Account Name	
Name of Bank or Building Society	
Sort Code	- -
Account Number	
BSOC Roll Number	

DECLARATION

I understand that if I give any information that is incorrect or incomplete, action may be taken against me. I also understand that the information given may be used in respect of my claim for Housing Benefit and Council Tax Support.

I declare that the information given on this form is correct and complete.

WHAT TO DO NOW

- Look through the form and check that you have answered all the questions that apply to you (and your partner).
- Supporting letters from organisations such as Social Services, your G.P., homeless projects etc., would help process your claim.
  Please also enclose your agreement for us to contact any relevant organisation for further information if considered necessary.
- Check that you have signed this form.

\WHAT HAPPENS NEXT

- Your application will be looked at carefully. We have to look at all the circumstances of people applying before deciding which needs can be met.
- There is only a limited amount of money available and priority is given to high priority needs.
- We will write and tell you whether we can pay you a discretionary payment and if so how much we will pay and for how long.

This is my application for a discretionary housing payment.

Your signature

Date

Please send this form to The Benefit Section, Barrow Borough Council, The Forum, Duke Street, Barrow-in-Furness, Cumbria LA14 1HH.