

Bromsgrove District Council Discretionary Housing Payments



Bromsgrove
District Council

www.bromsgrove.gov.uk

Name:

Address

Post Code:

Benefit Reference no:

Depending on certain conditions, we can make extra payments if you are not currently receiving full Housing Benefit or Council Tax Benefit and we feel you need extra help with housing costs. These payments are called Discretionary Housing Payments and will be paid on top of any Housing Benefit or Council Tax Benefit you get.

To apply for Discretionary Housing Payments for your Rent, you must be in receipt of Housing Benefit. To apply for this assistance with your Council Tax, you must be in receipt of Council Tax Benefit. If your Benefit entitlement is currently equal to the full amount of Rent and/or Council Tax you are being charged, you are not eligible to claim.

Discretionary Housing Payments cannot be paid if the shortfall between your Benefit and your rent is because there are deductions being made in respect of meals or services such as gas, electricity, water, telephone or care and support that may be included within your Rent.

Please note, these payments are not a long term solution to your financial situation and any award will be for a limited period only. At the end of such a period, you can re-claim but entitlement is not automatic. If you disagree with a decision, you do not have a formal right to appeal as any decision is at the discretion of the Council. However, you can ask us to look again at a decision if you think it is wrong or you have been dealt with unfairly. If you feel you have been dealt with unfairly, you can complain to the Local Government Ombudsman, further information can be supplied upon request.

Section 1 Please complete this section of the form if it is being filled in by someone other than the person applying for extra help

Please tell us why you are filling in this form for someone else

Name of person who filled in the form

Signature of the person who filled in the form

Relationship to the person applying



Section 2 More information about your income and outgoings

So that I can understand what effect the shortfall is having on you and your family's budget, please give details below.

Income

	How much ?	How often ?
Your wages (after tax and National Insurance)		
Your partner's wages (after tax & National Insurance)		
Self-employed earnings		
Income Support		
Jobseeker's Allowance (Income Based)		
Jobseeker's Allowance (Contribution Based)		
Retirement Pension or Pension Credit		
Superannuation or other Pension		
Maintenance received		
Child Tax Credit		
Child Benefit		
Contributions from children living at home		
Contributions from other residents		
Working Tax Credit		
Any other income (give details)		
Any further information		

Outgoings

	How much ?	How often ?
Mortgage or rent		
Gas		
Electricity		
Other fuel bills		
Council Tax		
Water rates		
Fines or court orders		
Loans or hire purchase		
Food, clothing or school meals		
Insurance premiums		
Travelling expenses		
Maintenance paid		
Phone		
Catalogues		
TV rental and licence		
Deductions from benefit or Social Fund		
Pension contributions		
Any other outgoings (give details)		
Any further information		

Please note, in some circumstances we may ask for evidence of the figures you have quoted or for more information. This may be in the form of utility bills, repayment plans and / or bank statements. We will write to you separately if additional information and / or evidence is required.



Section 3 Information about your housing costs

Do you pay rent? **Yes** Please go to the next question **No** Please go to the question marked * below

How much rent do you pay each week?

£

How often do you pay rent?

Every

How much rent have you paid, in total, since moving in?

£

Is the amount you pay different to what your landlord said you would have to pay when you asked about the property?

Yes

No

If **Yes**, please tell us why the rent you pay is different and why you agreed to pay less or more

Have you asked your landlord if you can pay less rent? **Yes** **No**

If **Yes**, what did they say?

If **No**, why have you not asked them?

*Has your landlord asked you to leave the property? **Yes** **No**

If **Yes**, when did they ask you to leave?

/

/

What date did they say you had to leave by?

/

/

Have you had a written notice of 'Eviction'? **Yes** **No** (if so, please send a copy of this form)

Where will you live if you are evicted (forced to leave your home)?

How much Council Tax do you have to pay?

£



Section 4 Information about you and your family

Have you or any of your family got health problems which mean you have to live at this address?

Yes

No

If **Yes**, please use the space below to give us their names and tell us what the health problems are, how long they have had the problem and why you or they have to live here

If we do not give you Discretionary Housing Payments, how will this affect the health of these people?

Please give details of any disability benefits you or your partner receive for yourselves or any children



Section 5 About your home

Only fill in this section if you rent your home from a private landlord

Why did you choose this property?

Did you consider any other properties? **Yes** **No** If **Yes**, please give details below

Which addresses did you look at?

Why were these properties unsuitable?

If **No**, why didn't you consider any other properties?

Has the property been adapted for a disabled person to live in? **Yes** **No**
If **Yes**, please give details below

What was your last address?

Did you have to pay rent at your last address? **Yes** **No**

Why did you move from this address?



Section 6 How the shortfall in housing costs will affect your family

Please use the space below to tell me how a shortfall in your housing costs will affect your family (you may continue on a separate sheet if necessary):



Section 7 Your declaration

***Please read this declaration carefully before you sign and date it
I understand the following***

- This is my claim for Discretionary Housing Payments
- If I give information that is not true or not complete, you may take action against me
- You may check some of the information I have given with other sources as allowed by law.
- You may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give information to other government departments, local authorities and private sector companies like banks and organisations that may lend me money, if the law allows this. This may also include credit reference agencies such as Experian.

I know that I must let you know immediately about any changes in my or my household's circumstances which might affect my claim. The information I have given on this claim is correct and complete.

You must sign this declaration

If you do not sign this declaration we will return this form to you to be signed.

Your signature

Date

Contact Details

Bromsgrove District Council Customer Service Centre

School Drive
Bromsgrove
Telephone: **01527 881288**

Open

Monday to Friday 9am - 5pm

Saturday 9am - 12pm

Independent Advice

Citizens Advice Bureau

50-52 Birmingham Road
Bromsgrove
Telephone: **01527 831480**

Age Concern

51 Windsor Street
Bromsgrove
Telephone: **01527 871840**

Bromsgrove District Council Benefits Section

Burcot Lane
Bromsgrove
B60 1AA
Fax: **01527 881223**
Email: **benefits@bromsgrove.gov.uk**

For more information on Council
Services visit

www.bromsgrove.gov.uk



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EQUALITY
FRAMEWORK
FOR LOCAL
GOVERNMENT
ACHIEVING