



BROMSGROVE DISTRICT COUNCIL

DISCRETIONARY HOUSING PAYMENTS

Name:	
Address:	

Benefit Reference no:

Discretionary Housing Payments are not payments of Housing Benefit. They are stand-alone payments. We will pay them on top of any Housing Benefit and Council Tax Benefit you get.

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.

To apply for Discretionary Housing Payments you must be receiving Housing Benefit and or Council Tax Benefit and need help to meet your housing costs.

Section 1 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 within the council, rent offices and other councils
- 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 organisations, if the law allows this

I know that I must let you know immediately about any changes in my 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 _____

Section 2 Form 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 (for example friend, relative, agent, appointee, adviser)

Section 3 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 & 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		

Section 4 Information about your housing costs

Do you pay rent?

Yes Please go to the next question

No Please go to the last question on this page

How much rent do you pay each week?

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

How often do you pay rent?

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'?
(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 5 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?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	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 6 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?

If **Yes**, please give details below

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Which addresses did you look at?

Why were these properties unsuitable?

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?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Section 6 About you home - *continued*

If **Yes**, please give details below

What was your last address?

Did you have to pay rent at your last address?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Why did you move from this address?

Section 7 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

Contact Details

**Bromsgrove District Council
Customer Service Centre**
School Drive
Bromsgrove
Telephone: 01527 881288

Open

**Monday to Friday
Saturday**

**9am – 5pm
9am – 12pm**

Benefits Section

PO Box 7760
Burcot Lane
Bromsgrove
B60 1EH
Fax: 01527 881223
Email: benefits@bromsgrove.gov.uk

For more information on Council Services visit our website:

www.bromsgrove.gov.uk

Independent Advice

Citizens Advice Bureau

50-52 Birmingham Road
Bromsgrove
Telephone: 01527 831480

Age Concern

51 Windsor Street
Bromsgrove
Telephone: 01527 871840

Need help with English? Ethnic Access Link Tel: 01905 25121
'Potrzebujesz pomocy z Angielskim – skontaktuj się z Ethnic Access
Tel: 01905 25121'
Potrebujete pomôcťs angličtinou? Kontaktujte etnickú prístupovú linku
na telefónom čísle 01905 25121
„Aveți nevoie de ajutor cu engleza? Contactați Ethnic Access la numărul
de telefon: 01905 25121.”
क्या अंग्रेजी में सहायता चाहिए? ऐथनिक ऐक्सेस लिंक [Ethnic Access Link]
से फोन: 01905 25121 पर संपर्क करें
[Ethnic Access] آپ انگریزی میں مدد چاہتے ہیں – نسلیاتی رسائی
01905 25121 سے رابطہ کریں ٹیلیفون: