

What are Discretionary Housing Payments?

On 2nd July 2001 the Government introduced a scheme called Discretionary Housing Payments, which allows Councils to make additional payments to people who receive Housing Benefit or the Housing Element of Universal Credit, and need further help with rent payments. These are not intended to be long term ongoing payments; they are awarded on a short term basis while you take action to improve your circumstances.

How do I get Discretionary Housing Payments?

To be considered for a Discretionary Housing Payment you must complete the attached form along with supporting documentary evidence.

What will I need to tell you?

When you complete the form we will need to know why you think you should get an additional payment towards your rent payments, what your circumstances are, any action you have taken to help yourself and anything else you think may help us make a decision. You should supply as much detail as possible so that we fully understand your situation.

You will also need to tell us about all the money you have coming into your household (income) and all the money you pay out each week/month (expenditure).

When you have completed and returned your form we will consider all aspects of your circumstances before we decide if we can award you Discretionary Housing Payments.

How will the Benefits Section make a decision about Discretionary Housing Payments?

We will consider all requests for Discretionary Housing payments while trying to ensure that payments are made to those most in need.

There is no list of circumstances that will automatically qualify you for an award of Discretionary Housing Payments. Each request will be considered on its own merits, but you will need to demonstrate that you do not have the means to pay the shortfall in your rent yourself and that you have not intentionally taken on a tenancy that you knew you could not afford.

Wherever it is possible, and reasonable to do so, you will be expected to take steps to improve the circumstances that have led to the need for Discretionary Housing Payments, for example - finding more affordable accommodation.

Can I claim Discretionary Housing Payments to cover all my housing costs?

Discretionary Housing Payments cannot be awarded for any of the following:

- Ineligible service or support charges
- Any rent you have to pay if you do not qualify for Housing Benefit/Universal Credit Housing Element
- Increases in your rent to cover rent arrears
- Reductions in any benefit as a result of Child Support
- Amounts of Housing Benefit that have been suspended



How much money can I get?

Discretionary Housing Payments will be paid at the discretion of Corby Borough Council, but they will not be greater than your weekly rent liability. For example if your eligible rent is £50.00 per week and your entitlement to Housing Benefit is £45.00 the maximum Discretionary Housing Payment you can get is £5.00 per week. The money we get to pay Discretionary Housing Payments comes directly from central Government and is strictly limited each year. Therefore, if a Discretionary Housing Payment is awarded, it will last for a specified period of time, and then it will end. You can apply for another Discretionary Housing Payment award and this will be considered.

Discretionary Housing Payment are usually available for periods between 3 and 12 months

What if you turn my request down?

If your application for a Discretionary Housing Payment is turned down and there is something you feel we have not considered or were not aware of; we will look at our decision again if you write to us within one month of the date that we inform you that your claim has been refused.

I want to apply

If you wish to proceed with an application for Discretionary Housing Payments, please complete **all** sections of the claim form attached and return the form, together with:

- ❖ 3 months recent bank statements
- ❖ Recent utility bills – Gas/Electricity/Water
- ❖ Any other information YOU think may assist your application

If you do not provide this information at the time you submit your claim it will delay your application.

By post or by hand to;

**Benefits Section, Financial Services,
Corby Borough Council,
The Corby Cube,
Parklands Gateway,
Corby,
Northants, NN17 1QG**

Opening times:

Mon-Fri 8:30 am - 5:00pm




Discretionary Housing Payments Claim form

Reference number:

 The Corby Cube, Parklands Gateway, Corby NN17 1QG

 01563 464000

 e-mail benefit.enquiries@corby.gov.uk

 www.corby.gov.uk/benefits

Your name

Address

Postcode

Daytime tel. no.

National Insurance Number

Letters Numbers Letter

Please answer ALL questions.

1. Please tell us how much help (£) you would like with your rent and how long you would like this help for.

2. Did you check the Local Housing Allowance (LHA) rate, to see how much benefit you would be likely to receive prior to accepting the tenancy? (Private tenants only)

No Yes If yes, why did you accept this tenancy? If no, why not?

3. How much rent are you charged? £ Every (week, month):

Please provide proof of this. This can be a recently signed tenancy agreement, which is still valid, or a letter signed by your landlord which shows their full name and address, the amount of rent charged, how often you pay the rent and what services are included, if any.

4. Have you tried to negotiate a lower rent with your landlord? (Private tenants only)

No Yes If yes, what was the outcome? If no, why not?

5. Have you considered/tried moving to cheaper accommodation ?

Please give details or reasons for not moving.

6. Could you afford the rent when you first moved in? No Yes

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

8. Do you have rent arrears? No Yes If yes, how much? (please provide proof). £

9. Has your landlord taken any action against you to recover the arrears?

No Yes If yes, please tell us what action they have taken.

10. Please tell us how your accommodation is suitable for you (and your family).

11. Please list all residing in the property (name, gender, date of birth and relationship to you.)

FULL name	Male / Female	Date of birth	Their relationship to you
		/ /	
		/ /	
		/ /	
		/ /	

12. Give details of any disabilities, health problems or special needs that you or any member of your family has. Include information on how long you have had this disability, health problem or special need.

Please support your claim with any medical evidence you may have.

13. Please list all the bank accounts and other savings and/or invested money that you or your partner have including joint accounts. Please provide the last three months statements for each account. This includes overdrawn or seldom used accounts.

14. If you have any hire purchase, loans or credit card repayment agreements, please give the date your agreement started, the date your agreement is due to end and details of what the finance was for (please provide proof).

15. If you own a car, please detail the make, model, age and approximate value.

Please use this space to explain why you need extra help with your rent and 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.

Declaration

I have completed this application form and declare that the information given is true and complete to the best of my knowledge. I know that I must notify Benefit Services of any changes in my circumstances within one month from the date of change. I understand that the information I have given in this application may be checked against other records held by Corby Borough Council.

If this form has been filled in by someone other than the person claiming

Please tell us why you are filling in this form for the person claiming.

Name of the person who filled in the form

Signature of Claimant <input style="width: 100%; height: 50px;" type="text"/>	Signature of the person who filled in this form <input style="width: 100%; height: 50px;" type="text"/>
	Date <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

Do you want this person to act on your behalf?
No Yes

Please confirm their address
 Postcode

Telephone number:

Income

Please calculate your income on a **weekly basis**.

Income	Claimant amount	Partner amount	Office use only
Wages/salary (after deductions for tax and N.I.)	£ .	£ .	
Job Seekers Allowance (contribution based)	£ .	£ .	
Job Seekers Allowance (income based)	£ .	£ .	
Universal Credit \ Income Support	£ .	£ .	
Working Tax Credit	£ .	£ .	
Child Benefit	£ .	£ .	
Child Tax Credit	£ .	£ .	
State Retirement Pension	£ .	£ .	
Private or Occupational Pension	£ .	£ .	
Pension Credit (savings or guarantee)	£ .	£ .	
Incapacity Benefit	£ .	£ .	
Employment and Support Allowance	£ .	£ .	
Disability Living Allowance (care)	£ .	£ .	
Disability Living Allowance (mobility)	£ .	£ .	
Maintenance	£ .	£ .	
Housekeeping or monies from non dependants	£ .	£ .	
Other benefits:			
.....	£ .	£ .	
.....	£ .	£ .	
Other income:			
.....	£ .	£ .	
.....	£ .	£ .	
Office use only: totals	£ .	£ .	

Expenditure

Please calculate your expenditure on a **weekly basis**.

Expenditure	Amount	Office use only
Rent (the amount not covered by Housing Benefit)	£ .	
Household shopping (food, toiletries etc.)	£ .	
Catalogue payments	£ .	
Phone (landline)	£ .	
Phone (mobile)	£ .	
Dental and optician costs	£ .	
Water cost	£ .	
Gas	£ .	
Electricity	£ .	
Household fuel (coal, heating oil)	£ .	
TV Licence	£ .	
Court fines	£ .	
DVD hire	£ .	
Shopping club	£ .	
Newspapers/magazines	£ .	
Schools expenses	£ .	
School dinners	£ .	
Clothing	£ .	
Total	£ .	

Expenditure	Amount	Office use only
Council tax (the amount not covered by Council Tax)	£ .	
Insurance (home and personal)	£ .	
Sky/cable	£ .	
Internet	£ .	
Pension contributions	£ .	
Maintenance or child support payments	£ .	
Subscriptions	£ .	
Tobacco	£ .	
Alcohol	£ .	
Car (maintenance, servicing and insurance)	£ .	
Car (petrol)	£ .	
Car (road tax)	£ .	
Entertainment and eating out	£ .	
Loan repayments	£ .	
Credit card repayments	£ .	
Hire purchase repayments	£ .	
Any other expenditure	£ .	
Total	£ .	