



Royal Borough of Greenwich
Advice & Benefits Service
The Woolwich Centre
35 Wellington Street
London, SE18 6HQ
Website: www.royalgreenwich.gov.uk
Email: benefits@royalgreenwich.gov.uk
Telephone number: 020 8921 4900

Discretionary Housing Payment Application Form

Please fill in this form to apply for a Discretionary Housing Payment. This scheme supports people who need extra help with their rent when Housing Benefit/Universal Credit does not cover the full rent amount. **YOU MUST BE GETTING SOME HOUSING BENEFIT OR HOUSING COSTS ELEMENT INCLUDED IN YOUR UNIVERSAL CREDIT AWARD.**

Please complete all sections of the form.

Section I: Your details

Full Name:

Address:

Daytime contact number

Mobile number

Email address

Date of Birth

National Insurance number

Section 3: Rent Details

Type of tenancy (Please tick)

Private Accommodation

Temporary Council Accommodation

Council

Family/Friends

Housing Association

Other

Start date of tenancy:

How much is your rent per week/month? £

Could you afford the full rent when you moved in? Yes No

Have you received Housing Benefits or Universal Credit for any period in the 52 weeks prior to your claim? Yes No

Have you tried to negotiate a lower rent with your landlord? Yes No

Did you pay a deposit or rent in advance to secure this tenancy? Yes No

If so, how much did you pay? £

Please provide your previous address

Postcode

Date moved in

Date moved out

Why did you leave your previous address?

What type of property do you live in (Please tick)

House Flat Hostel Room in a house
Other Please specify _____

How many bedrooms in the property?

Please fill in this table giving the **NUMBER** of each type of room in your home.

Number of rooms	Living Room	Bedroom	Kitchen	Bathroom	Toilet	Bedsit
Total used by you and your family						
Rooms you share with other tenants or Landlord						

Paying Rent

Do you have any rent arrears? Yes No

How much do you owe? £

Has your landlord commenced any action against you to recover the arrears? Yes No

If there is a shortfall because your home is too large or too expensive under the Housing Benefit rules please answer the following:

Are you trying to move home? Yes No

If not, please advise why you need to stay in your current home _____

If you are trying to move:

Are you registered and bidding for housing with Choice Base? Yes No

Are you registered on the Council's Mutual Exchange Scheme? Yes No

Have you discussed options with your Housing Officer? Yes No

If so, please advise the name of the Officer/Team? _____

If you have has a previous DHP award, what steps have you taken to improve your financial situation since your last application (e.g. reduced debts/arrears, bidding to move, looking for work, increasing work, etc) Please detail; _____

Section 4: About Your Circumstances

Have you been told that your Housing Benefit or Universal Credit award has been or will be reduced for any of the following reasons?

Your landlord is the Council or a Housing Association and you have been told that you are over-accommodated (this often referred to as a bedroom tax). Yes No

You rent from a Private Landlord and your rent charged is higher than the Local Housing Allowance (LHA). Yes No

You have been told that your Housing Benefit or Universal Credit award will be reduced because the total amount of benefits you are receiving is too high Yes No
(this is known as overall benefit cap).

What enquiries did you make prior to occupying your home as to the level of HB or UC that may be awarded? _____

Please tell us any relevant information which will support your need for a DHP. For example, health issues, current accommodation is suitable for your special needs, schooling etc.

Does anyone receive Carer's Allowance for you or your partner? Yes No

Their Name: _____

Their address: _____

Do you or your partner receive Disability Living Allowance (DLA) Yes No

Personal Independence Payment (PIP) Yes No

Attendance Allowance (AA) Yes No

If yes, how much do you receive £_____ and how often _____

If you or any members of your household have any health problems that means that you need to remain in your current home, please briefly explain about the problems _____

Have any adaptations been made to your home or are any in progress, please give details _____

Does anyone provide you with care and/ or support? Yes No

If yes, do they need to stay overnight? Yes No

If yes, please provide their name and the address where they normally live.

Name _____

Address _____

Do you care for someone?

Yes No

If yes, please give their name and address.

Name _____

Address _____

How many hours do you care for them each week?

Section 5: Income

What is the total weekly income of you or your partner (if you have one) from all sources?

	You	Your Partner
Universal Credit		
Housing Element	£	£
Standard Element	£	£
Wages/Salary	£	£
Drawings from Self Employment	£	£
Jobseekers Allowance	£	£
Employment Support Allowance	£	£
Income Support	£	£
Working Tax Credit	£	£
Child Tax Credit	£	£
Child Benefit	£	£
Pension Credits	£	£
State Retirement Pension	£	£
Occupational Pension	£	£
Housekeeping from Adults in your household	£	£
Maintenance	£	£
Disability Living Allowance or Personal Independence Payment		
Care	£	£
Mobility	£	£
Carers Allowance	£	£
Fostering Allowance or Private Fostering Payment	£	£
Other	£	£

Section 8: Universal Credit Claimant only

1. Please note that Universal Credit does not help towards your Council Tax. Therefore, if you receive a Council Tax Bill but have not claimed Council Tax Support it is essential that you make a claim with the Council. You can make a claim online at www.royalgreenwich.gov.uk
2. Also:
 - 1) Please send your Universal Credit monthly statement showing the housing costs element of your Universal Credit.
 - 2) Please also send proof of the rent paid to your landlord. For example, up to date rent statements or a letter from your landlord confirming current rent balance.

Because you do not receive Housing Benefit, we need to decide how to pay any Discretionary Housing Payments. If you request payment to yourself we need to see evidence that you have previously paid your rent.

Please tick if you want

Payment to you	<input type="checkbox"/>
Payment to your Landlord	<input type="checkbox"/>

Please supply bank details of who the DHP payment should be made to?

Name of person payable to _____
Bank/Building Society name and address _____

Account no: _____
Sort code: _____
Print Name: _____
Signed: _____
Date: _____

You will need to provide a recent bank statement as evidence that the bank account belongs to you.

Section 9: Declaration

- I/we declare that the information given in respect of this application is correct and complete.
- I/we will provide any further evidence/information that the Council may need to finalise my claim.
- The Council may check any of the details I have provided.
- I understand that I may be prosecuted if I give incorrect information or fail to report any changes of circumstances.
- Any overpayment of discretionary Housing Payment may be recovered from me or my partner.

Signed by claimant: _____

Date: ____ / ____ / ____

Signed by partner: _____

Date: ____ / ____ / ____

If someone other than the person claiming completed this form please tell us why?

Full Name of person _____

Relationship to person claiming _____

I have confirmed with the person claiming that the information given is correct.

I have also explained the declaration above to the person who is claiming.

Signature of person filling in the form _____

Date: ____ / ____ / ____

Please return the completed form and any evidence to:

ROYAL BOROUGH OF GREENWICH
ADVICE & BENEFITS SERVICE
2ND FLOOR THE WOOLWICH CENTRE
35 WELLINGTON STREET
WOOLWICH
LONDON
SE18 6HQ