

Application for Discretionary Housing Payments

Mae'r ffurflen hon ar gael yn Gymraeg / This form is available in Welsh

1. Your Full Name and Address

Name:

Address:

Postcode:

FOR OFFICE USE ONLY

Date we received this form (stamp)

Claim No:

Date of Birth:

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NI Number:

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2. Contact Details

It may help us to process your application quicker if you give us your contact details here:

Daytime Number:

Mobile Number:

Email address:

Discretionary Housing Payments can only be paid if you are receiving:

- Housing Benefit
- or
- Universal Credit which includes a housing element to help with your rent.

Do you need more help to pay your rent?

Discretionary Housing Payments assist people who need extra help to pay their rent when Housing Benefit or Universal Credit does not cover the full amount. If you are suffering severe financial hardship or your tenancy is at risk, you may be able to get a Discretionary Housing Payment to help you.

Discretionary Housing Payments are not a benefit payment and cannot be guaranteed. If you would like to apply for extra help, please complete and sign this application form.

Return the form to:

Housing Benefit Section, 3rd Floor, Ty Elwyn, Llanelli, SA15 3AP

If you would like any help completing the form, please contact us by phone on **01554 742100** or by e-mail: **housing.benefits@carmarthenshire.gov.uk**

3. Why are you applying for Discretionary Housing Payments?

I have too many bedrooms in my home.

Yes No

I am affected by the Benefit cap

Yes No

Changes to local housing allowance rates

Yes No

I require financial help towards moving costs e.g. bond

Yes No

I am in arrears with my rent

Yes No

I am under threat of eviction

Yes No

My personal circumstances are causing me hardship (*give details below*)

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4. Your home and rent

If you are a private tenant, have you asked your landlord about reducing your rent?

Yes No

If yes give details:-

Could you afford your rent when you moved in?

Yes No

If not why did you move to this accommodation?

If you receive Housing Benefit did you check with the council how much Housing Benefit you would receive before moving into your home ?

Yes No

Are you on a waiting list for cheaper or more suitably sized accommodation?

Yes No

If you have recently moved to this address please provide your reasons for doing so e.g. fear of violence, fire, more suitable:-

Have you or your family any health problems which affect where you live, the type of accommodation you live in or the number of bedrooms you require?

Yes No

If yes give details:-

Has your property been altered or adapted in any way for yourself or a member of your family to accommodate a disability?

Yes No

If yes please state what adaptations have been made:-

Are there any particular reasons why you must live at this address rather than move to cheaper accommodation?

Are you a registered foster carer?

Yes No

If yes, please give details of the foster children who are currently living with you.

Name of child being fostered	Date of birth	Male / Female

4. Your home and rent continued

What are you planning on doing / or have already done in order to be able to afford your housing costs in future?

Have you had a previous Discretionary Housing Payment award? Yes No

If **yes** you **must** answer the following questions:-

a) Have you reduced your outstanding debts Yes No

b) Have you received budgeting or debt advice Yes No

c) Have you taken any other steps to improve your situation since your last application was granted? Yes No

If you have answered yes to any of the above please give details

Access to Children

If you have access to children who normally live with another parent please confirm the following:

Name of child	Number of nights they stay with you	The address they live for the rest of the week

5. Your money

Do you/your partner receive Disability Living Allowance, Personal Independence Payment or Attendance Allowance? Yes No

Do you have any bank/building society or Post Office accounts? Yes No

You must provide two months statements for all bank / Post Office accounts or any other savings or investments you hold. Failure to provide these statements may result in your application being refused.

Are you in receipt of Universal Credit (UC)? Yes No

Please indicate to whom the housing element is paid (please indicate who):

Myself My landlord My rent account

You will need to provide the most recent award letter you have received from the Department for Work and Pensions which shows how your UC entitlement has been worked out.

Your outgoings	If in arrears state amount	Amount Paid Weekly	Amount Paid Monthly
Rent/Mortgage	£	£	£
Council Tax	£	£	£
Water rates	£	£	£
Electricity Prepaid Meter? Yes <input type="checkbox"/> No <input type="checkbox"/>	£	£	£
Gas Prepaid Meter? Yes <input type="checkbox"/> No <input type="checkbox"/>	£	£	£
Other fuel (please specify)	£	£	£
Insurance (please specify)	£	£	£
Housekeeping (food, toiletries, cleaning etc)	£	£	£
TV licence	£	£	£
TV/cable package When does the contract end	£	£	£
Broadband/landline	£	£	£
Mobile phone When does the contract end	£	£	£
Clothing	£	£	£
School meals	£	£	£
Children's School bus	£	£	£
Car expenses (petrol, repairs, MOT etc)	£	£	£
Car insurance	£	£	£
Car tax	£	£	£
Bus/other travel expenses	£	£	£
Bank charges (monthly charge/interest etc)	£	£	£
Child Maintenance payments	£	£	£
Other outgoings (please specify)	£	£	£
	£	£	£

Other Outgoings loans, catalogues, credit cards, court fines etc	Total amount owed	Name of company debt is with	Amount Paid Weekly	Amount Paid Monthly	Date payments are due to end
	£		£	£	
	£		£	£	
	£		£	£	
	£		£	£	
	£		£	£	
	£		£	£	

Other Outgoings - costs relating to a disability If you have any specific expenditure that you incur because of your disability or the disability of someone else in your household, please list these here.	Amount Paid Weekly	Amount Paid Monthly
	£	£
	£	£
	£	£
	£	£
	£	£

Please provide proof of ALL outgoings listed on this page (i.e. receipts, bank statements, letters from debt collectors, catalogues, court). Failure to provide proof will delay your application.

6. Who lives in your home - Please list here everyone who lives with you.

Partner

By partner we mean someone of the opposite sex or same sex who:

- you are married to or is your civil partner
- lives with you as if you are married or in a civil partnership.

Name	Date of birth	National insurance number

Dependant children

Dependant children are children for whom you receive child benefit

Name	Date of birth	Male / Female

Do you need an extra bedroom for a disabled child?

Yes No

If yes please give details.

Non-dependants

Non-dependants are people over 16 who nobody gets Child Benefit for.

Name	Date of birth	Weekly income	Weekly contribution made to household

Boarders / Sub-Tenants

A boarder is someone who pays you rent for accommodation and meals within your property on a commercial basis.

A sub-tenant is someone who pays rent on a commercial basis for accommodation within your property, and you do not provide them with meals.

Name	Date of birth	Boarder/ Sub-tenant	Weekly rent paid
			£
			£
			£

Non resident carer

Do you have a spare bedroom which is being used by someone on a regular basis to provide you with overnight care? Yes No

If yes, please give details

7. Your rent details

You only need to complete this section if you receive Universal Credit.

If you are a Private Tenant you will need to provide a copy of your tenancy agreement or ask your landlord to complete an RA2 form.

How much is your gross rent? £

Does your rent include any service charges? Yes No

If Yes how much £

Is your rent due: Every day Every Week Every 2 weeks Every 4 weeks Every Month

Other If other, how often?

The date your tenancy began

What type of tenancy do you have? for example, shorthold

What is the length of the tenancy?

Do you have a written tenancy agreement? Yes No

Are you a joint tenant? Yes No

If "Yes", please state:

How much is the rent for the whole property?

How many joint tenants are liable to pay the rent?

The names of the other joint tenants:

8. Payments

If you receive Housing Benefit and you are granted Discretionary Housing Payments it will be paid in the same way as your Housing Benefit.

If you receive Universal Credit and you are granted Discretionary Housing Payments we can make payments to either yourself, your landlord / agent or your rent account (council tenants only).

Please confirm how you would like to be paid (please tick)

Directly into my bank / building society account *you will also need to complete the form on page 8*

Directly into my landlord / agents bank / building society account *your landlord / agent will also need to complete the form on page 8*

Direct to my rent account (council tenants only)

By cheque to my landlord / agent

Frequency of payments (in arrears) Weekly Fortnightly Four weekly

REQUEST FOR DISCRETIONARY HOUSING PAYMENTS TO BE PAID INTO A BANK/ BUILDING SOCIETY ACCOUNT VIA BACS

Please make Discretionary Housing Payments direct to my Bank/Building Society account via BACS as detailed below.

Please note that we cannot make payments into Post Office card accounts

PLEASE ENTER YOUR DETAILS BELOW

Name:

Address:

Contact Telephone Number:

Name of Bank/Building Society:

Branch Address:

Sort Code

Account Number:

Building Society Roll Number:

Account Name:

(for example Mr J Jones)

Signature:

Date:

PLEASE NOTE THAT PAYMENTS BY THIS METHOD WILL BE DELAYED IF ALL THE ABOVE DETAILS ARE NOT PROVIDED. UNSIGNED REQUESTS WILL BE RETURNED.