

Claim for Discretionary Housing Payments

If you are getting Housing Benefit or Universal Credit which includes a housing element for rent, you may be able to claim extra help from Discretionary Housing Payments.

The money available for Discretionary Housing Payments is very limited and we can only help those in greatest need. Before we can award any Discretionary Housing Payments you will need to undergo a financial assessment to see if you can afford to pay your rent yourself, and we will also have to consider if you have any exceptional circumstances.

We cannot pay Discretionary Housing Payments towards any of the following:

- Rent arrears at a previous property
- Reductions of benefit due to a sanction or recovery of an overpayment
- Some service charges
- Increases in rent due to outstanding rent arrears

We need to assess your situation fully. Please fill in this application form and answer in full all the questions that apply to you. We treat all information as confidential.

You will need to provide the most recent 2 months bank statements for any bank, building society account or post office account that you hold. If you are in receipt of Universal Credit you will also need to provide your most recent statement which provides a full breakdown of how your Universal Credit has been calculated, and evidence of your rent. Your application cannot be considered without them.

A member of our Money Advice Team will contact you to assess your financial needs and complete the application process.

Part 1 - Your Details

Claimant details		Partner details (if applicable)	
Name		Name	
DOB		DOB	
NINO		NINO	
Address			
Daytime Contact Telephone Number			
<small>*We will need to speak to you to process your application, so it is important that we can contact you on this number</small>			

Email address			
Number of children under 16		Number of children 16-18	
Other dependants		Total number in household	
Is anyone in your household pregnant?	Yes No	If yes, when is the baby due?	
Are you veteran of the armed forces?	Yes No	If yes, when did you leave the armed forces?	

Part 2 – Income and Savings

Please tell us about the income and savings that you or your family has. You must include **ALL** income that you receive.

Income type for example Earnings, Universal Credit, other benefits etc.	Amount	Frequency (weekly, monthly etc.)
	£	
	£	
	£	
	£	
	£	
	£	

Savings type for example bank account, building society account, shares etc.	Amount
	£
	£
	£
	£

Part 3 - Expenses

Please tell us how much you and your family spend on each expense and how often.

IMPORTANT: Make sure you include all your expenses. If you don't, you will appear to have more money than you do and we will expect you to use this money to pay towards your rent.

Expense		Amount Paid (without arrears)	Frequency (weekly, monthly etc.)
Home and contents	Rent	£	
	Ground Rent & Service Charges	£	
	Council Tax	£	
	Hire purchase/rental of household goods	£	
	TV Licence	£	
Utilities	Gas	£	
	Electricity	£	
	Water	£	
Care and health costs	Childcare Costs	£	
	Adult-care Costs	£	
	Child maintenance or support	£	
	Other health costs	£	
Transport and Travel	Public transport (e.g. work, school, shopping)	£	
	Hire purchase or conditional sale vehicle	£	
	Car Insurance	£	
	Road Tax	£	
	MOT and ongoing maintenance	£	
	Breakdown Cover	£	
	Fuel and parking charges	£	
School costs	School Uniform	£	
	After-school clubs and School Trips	£	
	Other Costs	£	
Pensions and Insurance	Pension payments	£	
	Life Insurance	£	
	Buildings and contents insurance	£	
	Health insurance (medical, accidental, dental)	£	

Expense		Amount Paid (without arrears)	Frequency (weekly, monthly etc.)
Communications and leisure	Home phone, internet, TV package (including film subscriptions)	£	
	Mobile Phone	£	
	Hobbies, leisure or sport (e.g. socialising, outings, clubs)	£	
	Gifts (e.g. birthdays, festivals)	£	
	Pocket money	£	
	Newspapers, magazines, stationary & postage	£	
Food and housekeeping	Groceries (e.g. food, pet food, non-alcoholic drinks, cleaning)	£	
	Nappies and baby items	£	
	School meals and meals at work	£	
	Laundry and dry cleaning	£	
	Alcohol	£	
	Smoking	£	
	Vets bills and insurance	£	
	House repairs and maintenance	£	
	Other costs	£	
Personal costs	Clothing and footwear	£	
	Hairdressing	£	
	Toiletries	£	
	Other costs	£	

If you are in arrears on any of the expenses listed above, please provide details:

Type	Total amount of arrears	Agreed repayment amount	Frequency e.g. weekly, monthly etc.
	£	£	
	£	£	
	£	£	

If you are committed to paying for a mobile phone or a home entertainment package for a period of time, please provide details below. Even if you are tied into a contract, it is possible to reduce the amount you have to pay by going onto a basic package.

Type	When did you agree to the contract?	When does the contract expire or the earliest date it can be cancelled?
	/ /	/ /
	/ /	/ /
	/ /	/ /

If you have any loans, please provide details below:

Loan Provider	When did you take out the loan?	When will the loan be repaid in full?
	/ /	/ /
	/ /	/ /
	/ /	/ /

If you fell behind on the repayments for any debts that you have, please explain what would happen, for example items being repossessed. If you know which items would be repossessed, please also specify this below:

Part 4 – Your home

Landlord Name			
Address			
Rent amount and frequency	£ _____	Frequency	_____
Are you behind with your rent payments?	Yes	No	Arrears amount £ _____

Who receives your Housing Benefit or housing element of your Universal Credit payments	You/Partner/Landlord
How many bedrooms are in your home?	
Did you find out about benefit entitlement before moving into your home?	Yes No
Have you ever stayed at a homeless hostel?	Yes No
Name of hostel and address	Dates you stayed there

Part 5- Other people who live in your home

Does anyone else normally live with you and your partner? This includes dependant children, any older children, other relatives and lodgers. **Do not include joint tenants.**

Yes No

If yes, please list their names and details below.

Name	Relationship to you (e.g. son, sister, lodger)	Date of Birth	Income (e.g. earnings, pension, Jobseeker's Allowance)	Weekly Amount (gross)	Full time education (Yes or No)
		/ /		£	
		/ /		£	
		/ /		£	
		/ /		£	
		/ /		£	

Part 6 - Health Problems and Disabilities

Do you, or a member of your household, suffer from ill health? Or are you, or a member of your household, disabled?

Yes Please answer all of the questions in this section.

No Please go to part 7

1. Who has a health problem/disability?

Please give details of the health problem/disability and how this affects your household?

Part 7 - Reason for applying

Please tell us any reasons you have for making a claim for Discretionary Housing Payments; for example has there been a change in your circumstances which has caused you to claim:

Use this space to tell us about anything else you want us to know when we look at your application. For example, if any of your expenses are higher than usual, or you need to live in a specific area you can explain why here:

Part 8 - Payment Details

If your application is successful, payments will be made to the person currently receiving your Housing Benefit payments. If you receive Universal Credit, payment would normally be made to whoever receives the Housing Costs element of Universal Credit. Please confirm their details below:

Account holder name:							
Bank name:							
Account number:							
Sort Code:		--		--			
Building society roll number:							

Part 9 - Council Tax Reduction (CTR)

Council Tax Reduction is available to people on low incomes who have to pay Council Tax for the home they live in. If you have a current Housing Benefit or Universal Credit claim, and are not currently in receipt of a Council Tax Reduction but would like to use the information you have provided in this DHP application to submit a claim please sign in the box below.

We may need to request additional information and proof to process your claim and will contact you separately to process your CTR claim.

Signed

Date

Part 10 – Your Declaration

Please read this declaration carefully before you sign and date it.

- **I understand** that this claim is made to you, City of Cardiff Council, and that you are able to process my personal data as you have a legal requirement to do so.
- **I declare** that the information I have given on this form is correct and complete as far as I know and believe, and I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I understand** that you will gather, collect, and store information to process my claim for Discretionary Housing payment; to contact me about other services I may be entitled to; and to prevent fraud.
- **I agree** that you will use information I have provided to process my claim. You may check this information with other sources such as other sections of the Council, other Councils or my employer. (This list is not exhaustive.)
- **I understand** that 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 some information to other organisations, such as government departments, local authorities and private sector companies such as banks and organisations that may lend me money, if the law allows this.
- **I understand** that you may share specific information with my landlord or other organisations if I have given you permission to do so.
- **I know** that I must let you know in writing straight away about any change in my circumstances which may affect my claim.

Signed

Date

Sharing Information about your claims with your Landlord and other people

Sharing information with your landlord or representative could help us deal with your application quicker and reduce the risk of you falling behind with your rent, but we are unable to do this without your consent.

It will not affect your application if you do not wish to give us permission to disclose details of your claim to other people. You can also withdraw your permission at any time by emailing landlords@cardiff.gov.uk

To give us your permission to discuss your claim with your landlord or representative, please sign below. **We will not give your landlord or representative any information about your financial or personal circumstances.**

Landlord/ representatives name	
Landlord/ representatives address & telephone number	

I give the City of Cardiff Council Benefit Section permission to share information about the progress of my Discretionary Housing Payment claim with my landlord or representative named above acting on my behalf:

Signed

Date

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 person who filled in the form

Signature of the person

Relationship to person claiming

Date

Please return this form to:

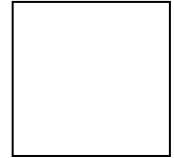
FREEPOST CARDIFF COUNCIL HOUSING BENEFIT
PO Box 6000
Cardiff
CF11 0WZ

benefits@cardiff.gov.uk



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

Record of Customer Consent



Cardiff Council – Advice Hub

I understand the Cardiff Council Advice Hub will collect information from myself and other organisations in order to provide me with advice and assistance.

This information will not be shared with other organisations without my consent (see below). I understand that if I do not agree to share some information it may restrict the assistance that I can be given.

This authority is under a duty to protect the public funds it administers. We may use the information you provide for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I give my authority for the advice worker to access my council records to help them give me appropriate advice.

For further information on how the Council process your personal information in line with Data Protection Law, see our full Privacy Policy on the Council's website https://www.cardiff.gov.uk/ENG/Home/New_Disclaimer/Pages/default.aspx

I agree to my information being shared with (tick where appropriate):

Council Tax Department

Foodbank

Welsh Water

My landlord

Social Services

Government Departments (e.g. DWP, HMRC)

A company you owe money to (e.g. Provident, pay day loans, credit card companies)

Gas / electricity / water companies

Other advice agencies (e.g. CAB, Shelter)

GP / Hospital

Name: _____

Address: _____

Postcode: _____

Telephone no: _____ NI number: _____

Date Of Birth: ___/___/_____

Consent

I would like Cardiff Council to advocate on my behalf. They can keep the information on this form and other information I provide needed to represent me. I consent for any personal information required to be released in confidence to the named representative.

[If you would like to withdraw your consent, please email advicehub@cardiff.gov.uk and we will deal with your request as soon as possible.](mailto:advicehub@cardiff.gov.uk)

Data Protection

Any information you provide to Cardiff Council will only be used by the advocate in order to represent you. We will hold your personal information on our systems for as long as you use the service you have requested, and will remove it and destroy it when it is no longer needed. Please note that for insurance purposes we may need to retain some information on file. No information will be disclosed to a third party without your prior consent, unless obligated or permitted by law. We will ensure that all personal information supplied is held securely, in accordance with the Data Protection Act 2018.

Signature: _____ Date: _____

Notes