



# Discretionary Housing Payment Claim Form

## Housing Benefit

Name

Benefit Ref

Address

Date

Daytime telephone number

Mobile telephone number

Discretionary Housing Payments are available to customers who can demonstrate that they require further financial assistance to meet their housing costs, often due to unavoidable changes in circumstances.

Please complete this form so that we can see if this help is appropriate. However, please be aware:

- We often do not meet the entire shortfall in your housing costs
- Payments are usually awarded for short periods only
- Payments are from a limited fund
- Payments should not be relied upon

If you wish to reapply after an initial award we will only consider claims if you are able to show that you have special circumstances or that you have taken steps during the period to help your circumstances, such as seeking cheaper accommodation, additional income or help with your budget.

If you have any questions, please contact the Benefits Service on **0345 129 4880**

**Did you make any enquiries regarding the level of Housing Benefit before taking on the tenancy?** No  If No, please explain why not  
Yes  If Yes, specify below

If you are renting from a private landlord No  If No, please explain why not  
have you tried to negotiate a lower rent with your landlord? Yes  If Yes, what was the outcome?

**Have you tried to look for alternative accommodation?** No  If No, please explain why not  
Yes  If Yes, what was the outcome?

**Please answer all of the following questions**

**Have you recently moved?**

No

If YES, why did you leave your last address?

Yes

**Has the property been adapted for your use?**

No

Yes

If Yes, please give details

**Are you at risk of eviction?**

No

i.e. Section 21 or other notice served

Yes

If Yes, please give details

<p><b>Do you have any Savings or Capital?</b></p> <p>For example, current bank accounts, savings accounts, post office accounts</p>	No <input type="checkbox"/> Yes <input type="checkbox"/>	<p>If yes what is the total value held in these accounts <span style="float: right;">£</span></p> <p><b>Please provide statements for any accounts you hold</b></p>
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**Your income – What money you have coming in (continue on a separate sheet if necessary)**

	Please confirm source of income	Frequency	
		Weekly	Monthly
Benefits: e.g. Income Support, Job Seekers Allowance, Employment Support Allowance, Pension Credit, State Retirement Pension etc.			
Child Benefit/Tax Credits			
Wages Claimant Partner			
Any other income			

**Your expenses** – What you spend each week or month (continue on a separate sheet if necessary)

	Amount paid out (£) each		Arrears or Total outstanding	Office Use Only
	Week	Month		
Rent				
Mortgage				
Council Tax				
Electric				
Gas				
Water				
Other Fuel				
Food & groceries				
Household items				
Clothing				
School meals				
School fares				
Child Care				
Bus or Train fares				
Fuel for car				
Car Tax				
Car Insurance				
Other Car Expenses				
Telephone landline				
Mobile, if contract, when does it end				
TV Licence				
Sky/Digital. Confirm Contract end date				
Insurance Policies				
County Court Orders (please specify)				
Maintenance				
Loans (please specify)				
Credit Cards (please specify)				
Catalogues				
Cigarettes / Alcohol				
Newspaper / Magazines				
Internet				
Medical Costs (please specify)				

Any Other Expense (please specify)				
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**Have you or are you about to receive advice about your budget or debts?** No

If YES please give details Yes

**Please briefly explain why you need this payment**

**Please post your completed form to:**

High Peak Borough Council  
PO Box 136  
Buxton  
SK17 1AQ

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**Please provide the latest bank statements for any accounts that you hold, to support your claim for Discretionary Housing Payment.**

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### Declaration

Please read this declaration carefully before you sign and date it. I understand the following:-

- If I give information that is incorrect or incomplete, you may take action against me.
- You will use the information I have provided to process my claim for Housing or Council Tax Reduction, or both. You may check some of the information with other sources within the Council, Rent Offices and with other Councils.
- You may use any information I have provided in connection with this or any other claim for Social Security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.

**Signed**

**Date**