

APPLICATION FOR DISCRETIONARY HOUSING PAYMENT

Name:

Address:

Postcode:

Benefit Claim Reference:

Please read this page carefully before completing the form.

You may be able to get more help with your rent and Council Tax. You can get this extra help only if you already get Housing or Council Tax Benefit, or both, and if we feel that you need more help with these costs.

The Council has a limited amount of money to make these payments, so all applications are considered carefully. The more information you can give, the more likely it is that we can make a fair decision. **It is important that you answer all of the questions.**

If you need help filling in this form and English is not your first language, we can arrange an interpreter.

We can also arrange for a member of our staff to visit you at your home if you need help filling out this form and are housebound, visually impaired or temporarily unable to reach one of our offices.

When this form has been completed you can return it by

Posting the form to the:

Benefit Service
Town Hall
Bridge Street
Peterborough
PE1 1BF

Handing the form to our:

Customer Service Centre
Bayard Place
(opposite the Central Library).
Our opening hours are:-
9.00am to 5.00pm, Monday, Tuesday,
Thursday and Friday
11.00am to 5.00pm Wednesday

You can telephone our office on 01733 452241

between 9.00am to 5.00pm (Monday to Friday)

You can get general information from our website at

www.peterborough.gov.uk/housingbenefit

You can email your comments or queries to our e-mail address at

benappeals@peterborough.gov.uk

You can get independent advice from:

Peterborough Citizens Advice Bureau
16-17 St Marks Street, PE1 2TU
Telephone 0870 126 4024

or **Step One**
70 Broadway
Telephone 01733 310107

Please answer each question as fully as possible. We need the information that we ask for so that we can make a fair decision about your application.

2. Do any of the above include payments for arrears or debts that you owe?

If so, please tell us the amount that you are paying off your arrears, or debt, every week, fortnight, four weeks or month (**not the total you owe**). Also what date do you hope to have finished paying this?

We may need to ask for evidence of these amounts. It may allow us to deal with your claim more quickly if you provide it now.

	Amount =>	Weekly	Fortnightly	4 weekly	Monthly	When do you expect this to be paid off?
Council Tax Arrears	£					
Rent Arrears	£					
Loan/Credit Repayments	£					
Deductions from DWP benefits	£					
Gas	£					
Electric	£					
Water rates	£					
Other: (please state below)						
	£					
	£					
	£					

3. Do you have any savings? YES/NO

If yes, please give details and amounts.

4. Do you, or a member of your household, have any health problems or illnesses that cause you additional expense? YES/NO

If so, please give details. (For example, this could include travel costs, medication, and so on.) Please also tell us if this problem is TEMPORARY or PERMANENT.

We may need to ask for evidence. It may allow us to deal with your claim more quickly if you provide it now.

Please answer each question as fully as possible. We need the information that we ask for so that we can make a fair decision about your application.

5. Has there been a death in the household in the last 12 months? YES/NO
Questions 6 to 8 need to be answered by Private Tenants only. If you are a Housing Association Tenant, or Owner-occupier, please go to question 9.

6. As the maximum rent that can be paid is fixed by the Local Housing Allowance,

which is made public, please explain why you took this property.

7. Have you tried to agree a lower rent with your landlord? YES/NO
If yes, please tell us the outcome; if no, please tell us why not:

8. Did you look for a home with lower rent before accepting this tenancy? YES/NO

9. Would you consider moving to a home with lower rent? YES/NO
If no, please tell us why. Include any reasons why you think your home is suitable for your needs.

10. Do you have any rent arrears because of the shortfall in your rent? YES/NO
If yes, are you being threatened with eviction because of this? YES/NO
If you have answered yes to either of these questions, please provide written evidence, such as a letter from your landlord.

11. If you have applied before and are asking for your Discretionary Housing Payment to continue, please explain why you need more help.

Please answer each question as fully as possible. We need the information that we ask for so that we can make a fair decision about your application.

12. How long would you like your Discretionary Housing Payment to be made for?

From:	To:
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If you are asking for the payment to be made from a date before you sent us this form, please explain the delay.

13. How much extra help do you need us to give to allow you to meet all of the shortfall?

Rent	£
Council Tax	£

You must tell us straight away if any of the details you have given change. If you do not, you may have to pay back any overpayments, or you may miss out on help that you are entitled to.

Declaration

I declare that the information provided is true and complete. I understand that the Council will use information from my Housing and Council Tax Benefit claim to help them decide on this application.

I know that if I deliberately give false information or fail to tell the Council about a change of circumstances, I will have to pay back any overpaid money, and that legal action may be taken.

Signature **Date**

Print Name

We may need to check some of the information that you provide, or ask for further details. If you want us to contact you by telephone for this, please tell us your telephone number:

If someone else has helped you to fill in this form, please ask them to sign and print their name below

Signature **Print Name**

Please answer each question as fully as possible. We need the information that we ask for so that we can make a fair decision about your application.

Please use this space for anything else you want to tell us. Use another piece of paper if there isn't enough room.