

DISCRETIONARY HOUSING PAYMENTS APPLICATION FORM



Please answer the following questions and provide any relevant documentation that may help your application. If the amount of Housing Benefit or Housing Element you receive is less than the amount of your rent or you cannot afford to pay a deposit or rent in advance on a new property, you may be able to get help from the Discretionary Housing Payment fund.

For further guidance on how Scottish Borders Council assess Discretionary Housing Payment awards please visit our website www.scotborders.gov.uk.

Any award made from the Discretionary Housing Payments fund should be viewed as short-term emergency assistance as the award will be made for a limited period of time or as a one off. Any ongoing award is intended to give you the opportunity to review your financial situation and/or find more affordable alternative accommodation.

Please note:

- Decisions are at the discretion of Scottish Borders Council, do not rely on this award being made
- If you are in receipt of Universal Credit Housing Element please provide evidence of this such as a screen print from your on-line journal

Section 1: Your personal details

Name:			
Address:			
Date you moved to this property:			
Previous address (if you have moved in the last 12 months):			
Date of Birth:		National Insurance number:	
Telephone number:		Email address:	
Mobile number:		Benefit reference:	

Section 2: Your application

What are you applying for?

Help towards your rent as a result of the removal of spare room subsidy (Bedroom Tax) Please go to Section 4

Help towards your rent as a result of the Benefit Cap Please go to Section 4

Help towards the shortfall in your rent

Deposit £ Rent in advance £ Removal Costs* £ *Please note the maximum award amount is £800 out with the Scottish Borders and £500 within the Scottish Borders. A minimum of two quotes should be provided.

Do you have any other resources to pay this? i.e. friends, family or a loan? Yes No

What makes this address especially suitable for you?

Section 3: Reasons for application

If applicable please tell us the reason for the delay in moving into your new property?	
What makes this address especially suitable for you? Are there any reasons you cannot move?	
Please detail any health problems that you or a member of your household have (this must include written proof i.e. a letter from a health professional)	
Has this property been specifically adapted to meet your disability requirements? If yes, please give details	
If you are you a care experienced young person trying to secure housing, please enter the details of care or support you have been receiving	
Does any member of your family require their own room due to a disability such as an overnight carer or are unable to share a room with someone else?	
What steps have you taken to find more affordable accommodation?	
Have you attempted to agree a lower rent with your landlord? If yes, please give details of what happened. If the rent has been lowered please provide proof of this.	
Are you in rent arrears? If yes, how many weeks?	
Do you have any other resources to pay the remaining monthly amount? If yes, please provide details of who and how they could help e.g. friends or relatives	
As DHPs are usually paid for a short amount of time what action are you taking to meet your housing costs on a long-term basis?	
If you have contracts for satellite/cable, internet or other similar bills, please give details of the date the contracts started and details of how long you are committed to each.	
How long do you anticipate you will need any award of DHP?	
Please detail if you are aware your current circumstances are due to change and what these changes may be?	

Section 4: About your tenancy

Do you rent your property from?

A Housing Association A Private Landlord Other (please specify)

How much rent do you pay and how often? £ every For example, every week, every fortnight, every four weeks, every month.

How many rooms are in the property?

Living Rooms	
Bedrooms	
Bathrooms	
Kitchen	
Other (please specify)	

Section 5: About your household

Name	Date of Birth	National Insurance Number	Income (monthly)	Relationship to you

Is anyone in the household Yes No Please give the name of this person

If you have answered yes to the above when is the baby due? Do you share your rent with anyone other than your partner? Yes No

Section 6: Payment

How do you want us to pay your Discretionary Housing Payments, should an award be made?

My Bank account My landlords bank account

Name of Bank: Account Holder:

Sort Code: Account Number

Section 7: Declaration

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

- **I declare** that the information I have given in this form is correct and complete. I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- **I know** that I must let you know in person, over the phone or in writing, about any change in my circumstances which may affect my claim.
- **I agree** that you will use the information to work out my entitlement to a Discretionary Housing Payment.

For more information go to www.scotborders.gov.uk/CASSPrivacyNotices

If you receive a Discretionary Housing Payment you have not been entitled to we may ask you to repay the money.

Applicant Signature Date

Your full name

Sharing information with your landlord

Sharing information with your landlord could help us deal with your claim more quickly.

We may need to check information, such as the date your tenancy started, with your landlord before we can make a decision on your claim. In these circumstances, we can contact your landlord without your permission.

Under the General Data Protection Regulation (GDPR), we need your permission to discuss anything else with your landlord.

If you give us permission by signing this form, we will only share information with your landlord if you have agreed that we can pay your benefit direct to your landlord.

If you give us permission, we will be able to tell your landlord if:

- you have claimed or renewed your claim for Housing Benefit or Local Housing Allowance;
- we have made a decision on your claim; or
- we need more information before we can make a decision on your claim and what that information is.

We will not give your landlord any information about:

- your personal or household circumstances; or
- your financial circumstances.

You can withdraw your permission at any time.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

I give you permission to share information about my DHP claim with my landlord or their representative.

Your signature

Date

Your full name

(in CAPITAL LETTERS)

Statement of weekly income and expenditure for you and your partner

This form must be completed for every application

Income	£ per month	Expenditure	£ per month
Net earnings - Applicant		Rent	
- Spouse/partner		Council Tax	
- Other occupants		Power - Gas	
Pension income - Pension credit		- Electric	
- State pension		- other fuel	
- State pension (Partner)		Household - Food/Groceries	
Working Tax Credit		- Mobile	
Child Tax Credit		- Phone	
Scottish Child Payment		- Broadband	
Benefits - Child Benefit		- TV licence	
- Income Support		- Sky TV/streaming services	
- Incapacity Benefit / ESA		- Travel expenses	
- JSA		Others	
- ADP/PIP/DLA (daily living/care)		- Car (insur/tax)	
- ADP/PIP/DLA (mobility)		- Petrol	
- Carers Allowance		- Car maintenance	
- Universal Credit		- Laundry	
- Housing Benefit		- Clothes	
- Child Disability Payment (care)		- Catalogues	
- Child Disability Payment (mobility)		- Loans/Credit Cards	
Other Benefits - Please List		- School meals	
		- Insurances	
Other Income - Private Pension		- Cigarettes	
- Child Support		- Pet costs	
- Maintenance		- Fines	
- Other Income		- Other Outgoings	
Total Income			
Value of Savings -		Total	

If you are in receipt of Universal Credit Housing Element please provide evidence of this such as a screen print from your on-line journal to avoid any delay in processing your application.

You can get this by logging in to www.gov.uk/sign-in-universal-credit.

Please return this form to:
 Customer Advice and Support Service
 Council Headquarters
 Newtown St Boswells
 Melrose TD6 0SA