

DISCRETIONARY HOUSING PAYMENTS

BEDROOM TAX APPLICATION



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:	
Benefit reference:			

Section 2: Your application

Tick here to confirm you are having difficulty paying your rent as a result of the Removal of Spare Room Subsidy (Bedroom Tax) and would like to apply for Discretionary Housing Payment

If you are applying for another reason, you are required to complete the DHP full application form which can be found at www.scotborders.gov.uk or by calling 0300 100 1800

Section 3: 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 4: About your household

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

Is anyone in the household pregnant? 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 5: 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 6: 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

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)

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