

Housing Benefit

Application for Discretionary Housing Payment

Discretionary Housing Payments are payable only as an addition to Housing Benefit. If this is not in payment, no Discretionary Housing Payment can be awarded. They can only be awarded up to the maximum eligible rent liability. Awards are discretionary. So we cannot guarantee an application will be successful. Please answer as fully as possible the following questions and, where appropriate, provide evidence of your

statements. We will use the information and evidence you provide to decide whether there is a need for further financial assistance. So, it is very important to give full details of your reasons. If necessary, continue your answers on a separate sheet.

Please note: Only applicants who can show they have exceptional circumstances are likely to be considered for a Discretionary Housing Payment.

Your Benefit Reference Number

Your surname/last name

Other names

Date of birth

National Insurance Number

Contact telephone number

Email address

Address
(including any room number)

1. Why do you need Discretionary Housing Payments?

2. How long do you anticipate you will need Discretionary Housing Payments?

3. Do you, or a member of your family have any serious health problems?

No Yes

If YES, please state the nature of the illness and if any additional expenses are incurred because of it.

If NO go to next question.

4. Is your accommodation rented from a private landlord?

No If NO go to question 5 on the next page.
 Yes If YES answer a), b), and c) below.

a) Please provide any reasons why you cannot move to cheaper accommodation.

Changes in circumstances

Please remember you must tell us about any changes to your circumstances, or the circumstances of anyone that lives with you, that have occurred since your Housing Benefit entitlement was last assessed AND during any award of discretionary housing payments. Some examples of the types of changes you need to tell us about include:

- ◆ changes in your rent liability and address
- ◆ changes to your (or, if applicable, partner's) income and savings

Evidence required

We will need to see evidence to support your application – see the leaflet *Information and Evidence for HB* for advice on what is acceptable evidence.

Your 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. This may include court action.
- ◆ You will use the information I have provided to process my claim for Housing Benefit and/or Council Tax Reduction and when appropriate Free School Meals, and for the prevention and detection of fraud in respect of public funds administered by this authority and other bodies.
- ◆ You may check some of the information with other sources as allowed by law.

- ◆ changes affecting the income and circumstances of the people living with you
- ◆ if you, your partner or someone living with you starts or stops work
- ◆ if you stop getting child benefit for a child
- ◆ if someone joins or leaves your household and their income

You need to provide evidence of the change(s) and the date(s) they occurred.

Note: we must see original documentation. Please attach your evidence to this form or take it to your nearest One Stop Shop where photocopies can be made. Never send valuable documents through the post.

- ◆ You may use any information I have provided in connection with this and any other claim for Social Security benefits and tax and pension credits that I have made or may make.
- ◆ You may give some information to other departments within the Council and 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 know I must let the Council know immediately about any change in my circumstances, which might affect my claim.

I declare that the information I have given on this form is correct and complete.

Signature of claimant	Date
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REMEMBER If you delay reporting changes in circumstances you could lose out or be paid too much benefit which you will be asked to repay.

Return this form, as soon as possible, to your nearest One Stop Shop or send it to:

Benefits Service
London Borough of Tower Hamlets
Mulberry Place
5 Clove Crescent
London
E14 2BG

