

Extra help with your housing costs



Application for a Discretionary Housing Payment (DHP)

- ✓ **Are you already entitled to Housing and/or Council Tax Benefit?**
- ✓ **Are you struggling to pay your rent or Council Tax?**

If your answer to both questions is 'yes', in certain circumstances we may be able to make a Discretionary Housing Payment (DHP). 'Discretionary' means that we have to make a choice whether to pay it or not.

We may be able to help if the benefit you now receive, after taking off any amounts we cannot help you with, does not cover your rent or Council Tax in full and your financial circumstances justify extra help.

What are DHPs?

DHPs can provide help if:

- your Housing or Council Tax Benefit is less than the full amount of your rent or Council Tax
- we have made a deduction from your benefit because you have another adult living with you such as a son, daughter, or grandparent
- your benefit has been reduced because your weekly income is higher than your applicable amount (this amount is set by the Government).

DHPs are intended to help you while you find longer term solutions to your financial problems. Your capital or savings should usually not exceed £2,000. The DHP fund is cash limited.

Further information on DHPs and application form inside >

What a DHP cannot cover

We cannot give you a DHP to help with:

- service charges that do not qualify for benefit
- charges for water, sewerage or environmental services
- increases in rent to cover arrears
- any reduction in benefit due to a sanction being imposed
- any benefit that has been suspended
- rent, if you are only entitled to Council Tax Benefit
- Council Tax, if you are only entitled to Housing Benefit.

DHPs are different from Housing and Council Tax Benefit, so there is no independent right to appeal against a decision the Council has made. But you can ask us to look at our decision again.

How do I apply for a DHP?

Please remember that you must be getting Housing Benefit or Council Tax Benefit (or both) to be able to receive a DHP. To help us decide if you should get more help, please answer all the questions on this form fully and **send us any relevant proof in support of your application.**

We will consider each claim on an individual basis but we cannot guarantee that you will get an award. We will ask you for a lot of information and if we need more we will contact you. We will usually let you know our decision within 14 days of receiving all the information we need. **If you need help filling out this form, please contact us and we will be happy to help.**

Please detach this information sheet and keep for your records and return your completed application to:
Housing Benefits, East Devon District Council, Knowle, Sidmouth, EX10 8HL.



To request this information in an alternative format or language please call 01395 516551 or email csc@eastdevon.gov.uk

We consider requests on an individual basis

How to contact us

☎ Phone:

Benefits Helpline 01395 517446 (Monday to Friday between 8.30 am and 5.00 pm)

👁 Visit:

- Council Offices, Knowle, Sidmouth, EX10 8HL (Monday to Friday between 8.30 am and 5.00 pm)
- Exmouth Town Hall, St Andrews Road, Exmouth, EX8 1AW (Monday, Tuesday, Thursday, and Friday between 9 am and 4.30 pm)
- Our surgery in Honiton held every Thursday between 1.00 pm and 4.00 pm at the Senior Citizens Centre, New Street
- Our surgeries in Axminster or Seaton (by appointment only – please phone 01395 517446 for details)

✉ Write:

Housing Benefits, East Devon District Council, Knowle, Sidmouth, EX10 8HL

@ Email:

benefits@eastdevon.gov.uk

🌐 Online:

www.eastdevon.gov.uk

Your application for a DHP

Benefit reference number
(For staff use)

5 0 _ _ _ _ _

Please complete this form in full using black ink.

Your details

Full name:

Address (including postcode):

Daytime telephone number:

1 Could you afford the rent when you first moved in? Yes No

2 If you have moved in the last six months, why did you leave your previous address?

3 What would you like help with? Rent Council Tax Rent and Council Tax

4 What date do you need this help from?

5 Please tell us how many weeks you think you will need this help for and give your reasons:

6 If you have any loan or debt agreements, what have you done to renegotiate them?

7 Do you have any rent arrears? Yes No

If 'yes', how much? £

What period do they cover? / / to / /

Form continues over the page >

Your application for a DHP (continued)

8 Do you have any Council Tax arrears? Yes No

If 'yes', how much? £

What period do they cover? / / to / /

9 What action has your landlord taken to recover your rent arrears?

- Court action
- Notice to quit
- Notice seeking possession
- A letter
- A payment plan
- Other (please specify below)

Important: please send us proof of any action that has been taken.

10 Have you asked your landlord if your rent could be reduced? Yes No

If 'yes', what was their response?

11 What have you done to try and find alternative accommodation?

12 Is there anyone else in your family or household who can help you meet your rent or Council Tax?

13 Not counting the Housing/Council Tax Benefit you receive, how much do you think you can afford to pay towards your rent and Council Tax?

Towards my weekly rent: £

Towards my weekly Council Tax: £

14 Please tell us how your accommodation is suitable for you (and your family). For example, do you need to live near a particular school, childcare provider, hospital, or other service?

15 Please let us know if you or a member of your family have any health problems or disabilities. Provide details of how this affects you financially and **enclose any supporting evidence** (for example doctors' letters).

16 Please tell us about any recent or anticipated changes affecting you (or a member of your family) that we should take into account (for example bereavement, relationship breakdown, or unemployment).

17 Please tell us about anything else that you feel we should know that will help with your application.

Your application for a DHP (continued)

Financial assessment

Actual outgoings	Amount:	Weekly (W) or monthly (M)?	Arrears (if any):
Rent or mortgage:	£	£
Council Tax:	£	£
Electricity:	£	£
Gas/LPG/heating oil/coal/logs:	£	£
Water rates	£	£
TV licence/rental:	£	£
Telephone/mobile:	£	£
Food:	£	£
Clothing/shoes:	£	£
Household products:	£	£
Vehicle costs (tax, insurance, MOT, etc.):	£	£
Travel (bus/train fares, petrol, etc):	£	£
Child maintenance:	£	£
Other outgoings (please provide details in the space below; continue on a separate sheet if necessary):			
.....	£	£
.....	£	£
.....	£	£
.....	£	£
Total weekly/monthly outgoings (A):	£		

Credit debts/loans/HP

Names of creditors:	Balance owing:	Repayments weekly (W) or monthly (M)?
.....	£
.....	£
.....	£
.....	£
Total weekly or monthly repayments:	£	

Income	You:	Your partner:	Weekly (W) or monthly (M)?
Net earnings from employment:	£	£
Income Support/Jobseeker's Allowance:	£	£
Employment and Support Allowance:	£	£
Working and/or Child Tax Credit:	£	£
Pension Credit:	£	£
Retirement pension/works pension:	£	£
Housing Benefit:	£	£
Council Tax Benefit:	£	£
Child Benefit:	£	£
Incapacity Benefit:	£	£
Disability Living Allowance:	£	£
Attendance Allowance:	£	£
Any other state benefit:	£	£
Money from parents/relatives/friends:	£	£
Any other income (please state source in the spaces below; continue on a separate sheet if necessary):			
.....	£	£
.....	£	£
Total weekly or monthly income (B):	£		

Current amount of capital	You:	Your partner:
Bank accounts:	£	£
Building Society/Post Office accounts:	£	£
Stocks and shares:	£	£
Other savings/property:	£	£
Total amount of capital:	£	

Weekly/monthly income less weekly/monthly outgoings (B less A): £

Your application for a DHP (continued)

Declaration

Please read the following statements then sign and date the form in the space provided below to show that you have read and understood the declaration.

- ✓ The information I have given is true and correct.
- ✓ I enclose proof of my outgoings to support my application.
- ✓ I will tell Housing Benefits if any of the details on any letter you send me is incorrect.
- ✓ I will contact the Housing Benefit section straight away if there are any changes in my circumstances so that you can work out my DHP again. If I do not let you know, and I get too much DHP, the Council can ask me to pay it back and may prosecute me.

Your signature:

Date: / /

Your partner's signature:

Date: / /

If someone else has filled in the form on your behalf, please say why below and ask them to provide their name and signature.

Reason:

Name:

Signature:

Date: / /

Please return this form, **with the necessary documentary proof**, to:

Housing Benefit
East Devon District Council
Knowle
Sidmouth
EX10 8HL