

## **Application for Discretionary Housing Payments**

Discretionary Housing Payments are available to people who are receiving some Housing Benefit and/or Council Tax Benefit but need additional help because we are not meeting the full rent or council tax liability. Discretionary Housing Payments are not payments of benefit. They are payments to be made at the discretion of the local authority where it is considered additional help with housing costs is needed.

East Devon District Councils policy is to make payments to safeguard vulnerable residents in their homes and to keep families together.

We need to ask you some questions to help us to determine if we can award you a Discretionary Housing Payment to meet your housing costs. Some of these questions may seem intrusive but please be assured we only want to make sure that we get as many details as we can from you to help us make a decision.

The government has strictly limited the amount that we are able to pay. If you are awarded a Discretionary Housing Payment we will review your award if the limit the government gives us is reached or if your circumstances change.

Any award made will be for a limited period only. You will be advised when the award is due to end. If you have exceptional circumstances, your award may be extended.

A Discretionary Housing Payment is intended as short term assistance whilst you find solutions to your financial situation.

Please answer the questions as fully as possible or let us know if you do not understand a question. We may need to come and see you to discuss your application.

<b>Name</b>
<b>Address</b>
<b>Reference Number</b>

1. Have you got any rent / council tax arrears at the moment?  
**If yes**, please tell us how much the arrears are and provide proof.  
**If no**, please tell us how you have managed to meet your rent / council tax to date.
  
2. Has there been a recent change of circumstances, making it more difficult to meet the shortfall in rent or council tax? **If yes**, please give details.
  
3. Do you, or any members of your home, have any assets which might be used to help meet your rent or council tax? **If yes**, please give details  
Assets would include property, houses, land, vehicles etc that could be sold; insurance policies that carry a surrender value, etc.

4. Do you have any additional expenditure on unusual items because someone in your household has special needs? **If yes**, please give details.

5. Are there any other people living in your home who are financially able to help you with the rent or council tax?

6. Have you asked anybody else to help you with your rent and / or council tax?  
**If yes** please give details.

7. What action are you taking to alleviate the problems in meeting the housing costs in the long term?

**If you are asking for extra help with your rent, please continue with the questions.  
If you are asking for extra help with your COUNCIL TAX ONLY, please go to question 17.**

8. Have you asked your landlord for a reduction in the rent?

**If yes**, what did your landlord say?

**If not**, please explain why.

9. Would you be evicted if the shortfall in rent is not met?

10. Is there anywhere else that you could move to?

11. Are you currently seeking alternative accommodation?

**If yes** what action are you taking?

**If not** please say why.

12. Do you or anyone in your home have any health problems or disabilities?

**If yes**, please provide details and a doctors letter which confirms what you have said.

If you have to pay for a doctors letter, or the doctor will not provide one, a letter from another official person (for example social services) will be sufficient.

13. Would the health/disability of you or that person be made worse if you had to move?

14. How does the health problems/disabilities restrict the choice of accommodation?

15. Would meeting the shortfall in rent have any particular effect on individuals within the family, for example young children?

16. Please tell us anything else you feel is relevant to this application for a Discretionary Housing Payment.

17. Please complete the details below about your income and capital

<b>Name of income</b>	<b>Weekly amount</b>
Income support	£
State Pension	£
Private Pension	£
Incapacity benefit	£
Child benefit	£
Earnings	£
Disability Living Allowance	£
Attendance Allowance	£
Winter Fuel Payment	£
Please list any other income you have	
Total weekly income	£

<b>CASH, SAVINGS &amp; INVESTMENTS</b>			
<b>DO YOU OR YOUR PARTNER HAVE ANY OF THE FOLLOWING?</b>	<b>YES</b>	<b>NO</b>	<b>HOW MUCH</b>
A current account			
A current account			
A deposit account			
A deposit account			
A Building Society account			
A post office or giro account			
Premium bonds or cash savings			
Income bonds			
Share or unit trusts			
National savings certificates			
Stocks, Sharesaver SAYE or other			
Other capital			

18. Please complete the details below to show your weekly expenditure.

**Please supply evidence to support the expenditure you have detailed.**

Expenditure	Weekly amount	Please tick one of the following columns to tell us if this is an actual amount or an estimated amount	
		Estimated	Actual
Food	£		
Gas	£		
Coal / logs / heating oil	£		
Electricity	£		
Water rates	£		
Please detail any other expenditure	£		

Telephone expenses will be restricted to £4.00 per week which is the standing charge plus essential calls only. TV licence will be restricted to £2.50 per week as this is the actual charge.

**If the figure is estimated, please tell us how you have arrived at that amount and supply supporting evidence (for example, you have just moved and you have used the bills for your previous address).**

Look at your expenses carefully, is there any areas where you could reduce the expenditure to help with your housing costs? **If yes**, please give details.

## Payment

- We will send any Discretionary Housing Payments to the person receiving the Housing Benefit.
- If we are paying Housing Benefit to your landlord or agent and you do not want any Discretionary Housing Payments to be sent direct to them, please tell us why.

## Declaration

- I declare that the information I have given is correct.
- The information I have given is true and complete.
- I will write to you straight away if there are any changes in my circumstances.
- I understand I will have to pay back any overpaid discretionary housing payment.

Signed.....

Date.....

## How to contact us

**By phone** 01395 516551 8.30 to 5.00

**In person** You can visit us without an appointment at:

**Knowle, Sidmouth**

Monday to Friday

8:30 to 5:00

**Exmouth Town Hall**

Monday, Tuesday, Thursday and Friday

9:00 to 1:00  
2:00 to 4:30

Or go to one of the following benefit 'surgeries' in your area:

**Alternate Tuesdays from 12 April 2005**

The Guildhall, AXMINSTER

1:00 to 4:00

**Alternate Wednesdays from 6 April 2005**

Coffee Lounge, Town Hall, SEATON

9:00 to 12:00

**Every Thursday**

Senior Citizens Centre, New Street, HONITON

1:00 to 4:00

**In writing** The Housing Benefit Section, Knowle, Sidmouth, Devon, EX10 8HL