

## Application for Discretionary Housing Payment (DHP)

Please fill in this form to apply for Discretionary Housing Payment.  
 If you would like more information regarding Discretionary Housing Payments please visit our website at [www.ne-derbyshire.gov.uk](http://www.ne-derbyshire.gov.uk) or you can contact our Revenues Customer Services Team on 01246 217600.

### Section 1: About you

Full Name	
Address	
Daytime Contact Number	
Email address	
Claim Reference Number	

### Section 2: About your circumstances

**Why are you applying for DHP? e.g. bedroom tax, local housing allowance (LHA) shortfall, benefit cap, personal circumstances, Universal Credit (UC) claim\***

\*If you are in receipt of Universal Credit please provide your UC award letter so that we can assess your claim quicker

**If there is a shortfall between your Housing Benefit and your rent because your home is too large or too expensive under the Housing Benefit rules please answer the following questions**

Are you trying to move home?

Yes  No

If you are not trying to move home please explain why not:

If you are trying to move please provide us with information below as what action you have taken to move e.g. registered with Rykneld Homes, contacted Housing Associations, registered with letting agents, contacted our Housing Options team. Please send us proof of any actions that you have taken

**Have you applied for DHP before?**

Yes

No

If Yes please tell us what you have done since your last application to improve your circumstances? Please give details of any steps you have taken to increase your income and/or reduce your expenditure/debts (if you have any)

If No please tell us what you have tried to do to improve your current situation

### Section 3: About your home

Are there any special reasons that made you decide to move to your current home?

If you, or any members of your household have any health problems that mean that you need to live here please say who and tell us about their problems

If you have recently moved into your home and are subject to the 'bedroom tax' please explain why you accepted the tenancy knowing that there would be a shortfall between the level of your Housing Benefit and your rent

Has your home been adapted in any way due to a health problem or disability? If so are they needed? Please provide details

## Section 4: About your financial situation

Please give us details of your Income and Expenditure. This information is needed to make a decision on your Discretionary Housing Payment claim. Please be aware that you may be asked to provide evidence for any amounts of income and/or expenditure declared  
For each type of Income and Expenditure please state whether it is received/paid out weekly, four weekly, monthly, quarterly or yearly

### Income

Income Type	Amount	Period
Wages or salary of the claimant		
Wages or salary of the partner		
Employment and Support Allowance		
Jobseekers Allowance		
Income Support		
Child Tax Credit		
Working Tax Credit		
Child Benefit		
Carers Allowance		
Disability Living Allowance Mobility Component		
Disability Living Allowance Care Component		
Personal Independence Payments Daily Living Component		
Personal Independence Payments Mobility Component		
Attendance Allowance		
Pension Credit		
State Retirement Pension		
Private/Occupational Pension		
Money received from a non-dependant		
Money received from a lodger		
Universal Credit		
Other (please Specify) e.g. maintenance		

## Expenditure

Expense Type	Amount	Period
Rent		
Council Tax		
Gas		
Electricity		
Other types of heating		
Mobile Phone 1		
Mobile Phone 2		
Television Licence		
Subscription Television e.g. Sky, Virgin, BT		
Internet/Home Phone package		
Insurance e.g. Life, Contents, Pet		
Food		
Toiletries		
Cleaning Materials		
Clothing		
Health and Beauty		
Pet Food		
Cigarettes		
Alcohol		
Public Transport i.e. Train, bus fares		
Taxi Fares		
Petrol		
Car Insurance		
Road Tax		
Breakdown Cover		

## Expenditure (contd)

Please provide details of any other expenditure that you have

Expense Type	Amount	Period

## Savings

Please provide details of money held in Banks or Building Societies (including current accounts)

Bank/Building Society name	Amount

## Debts

Expense	Description	Period	Amount	Total amount of debt
Credit Cards				
Rent arrears				
Utility arrears e.g. gas ,water electric				
Loan 1				
Loan 2				
Court Fines				
Catalogue Payments				
Hire Purchase 1 e.g. TV, white goods, furniture				
Hire Purchase 2 e.g. TV, white goods, furniture				

Please use the space below to tell us about any other income, expenditure or debts that you have

**Section 5: Other Information**

Do you have an amount deducted from any Benefits that you receive from the Department for Work and pensions? If so please provide the details below

Benefit that the deduction is made from	Period	Amount	Balance outstanding

Please use the space below to provide any other information that you feel is relevant to your Discretionary Housing Payment application

## Section 6: Declaration

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

I understand the following:

- If I give incorrect or incomplete information, the Council may take action against me.
- North East Derbyshire District Council is registered with the Information Commissioner's Office to process personal data for its regulatory and business needs and in accordance with the Data Protection Act 1998.
- We may share information with and obtain information about you from other departments within North East Derbyshire District Council, other local authorities, Rykneld Homes LTD, government departments or financial organisations to ensure that the information is accurate, prevent or detect crime and fraud and protect public funds. We will not sell, share or rent this information to others in ways different from what is disclosed in this statement.
- The Council will use the information I have given to assess my claim for Discretionary Housing Payment, and I agree that the Council can verify this if needed.
- I will tell the Council about any changes in my circumstance that may affect my claim.

All personal information provided to North East Derbyshire District Council will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose for which it was given and stated in the declaration.

**Your Signature:**

**Date:**

If you had help filling in this form or someone filled it in for you, please ask them to complete the next section.

I can confirm that I have completed this form on behalf of the claimant. The information contained within this form has been given to me by the claimant.

**Name, contact number and relationship to you of the person who filled in the form:**

**Signature of person completing this form on your behalf:**

**Date:**