

# Finance & Shared Services

Application for

## Discretionary Housing Payment



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**East Dunbartonshire Council**

[www.eastdunbarton.gov.uk](http://www.eastdunbarton.gov.uk)

### For Official Use Only

Application Ref:	Date of Issue:
	Issued By:
Date Decision Made:	Decision Maker:

**Discretionary Housing Payments can give additional help to Housing Benefit claimants and Universal Credit claimants who have the housing element included in their award. This help can be short-term to meet housing costs, or a one-off cost such as rent in advance, a rent deposit, or moving costs (e.g. removal van).**

Discretionary Housing Payments are administered by the Council's Revenues and Benefits Team in accordance with current Government guidelines. As the Discretionary Housing Payments fund is cash limited, awards will reflect the individual circumstances of each claimant and the amount of funds available at the time of the application.

We will send you a letter detailing the decision made about your application within 14 days of receipt of all necessary information and evidence needed to assess your entitlement. Any payments awarded will normally be paid in the same way as your Housing Benefit or Universal Credit; however Discretionary Housing Payments could be made direct to your landlord or another person if this is appropriate.

Please note that any award made will not:

- be more than the rent you are normally liable to pay
- be more than the rent in advance / rent deposit / moving cost
- cover ineligible service charges or deductions made for an overpayment of Housing Benefit / Universal Credit
- compensate for loss of income due to benefit reductions, sanctions, or suspensions.
- be made for an indefinite period
- guarantee that any future awards will be made

Please answer all questions and give as much information as you can:

- The information you give and any evidence that you provide will be treated with strict confidence.
- We may ask you for evidence of your circumstances, income or outgoings to support your application.
- We do not need evidence of your rent payments if you receive Housing Benefit *unless* your rent charge has changed since you made your most recent Housing Benefit application, or you are making additional payments for arrears.
- If you are receiving Universal Credit and rent from a private landlord or Housing Association then we may contact you for evidence of your current rent charge.
- We do not need evidence of your Council Tax payments *unless* you are paying Council Tax to another Council, or making payments to a Sheriff Officer.

Please return the form to: Revenues and Benefits Team, William Patrick Library, 2-4 West High Street, G66 1AD. Enquiries can be made to the Team at the Kirkintilloch Hub or telephone 0800 901 057 or email [benefits@eastdunbarton.gov.uk](mailto:benefits@eastdunbarton.gov.uk)

If you want to make sure that you are receiving all the benefits that you are entitled to, or want independent financial or budgeting advice then please contact:

Citizens Advice Bureau, 11 Alexandra Street, Kirkintilloch, G66 1HB, call 0141 775 3220, email [bureau@eastdunbartoncab.casonline.org.uk](mailto:bureau@eastdunbartoncab.casonline.org.uk)

When completed please post to: Revenues and Benefits Team (details above) or deliver in person to one of the Council's Community Hubs: William Patrick Library, 2/4 West High Street, Kirkintilloch G66 1AD; 69 Drymen Road, Bearsden, G61 3QT; Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs G64 2LX; 46 Main Street, Lennoxtown, G66 7JJ.

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Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.

1. About You			
First Name			
Surname			
Address			
Postcode			
Mobile or home Telephone Number		Email address	
Date of Birth		National Insurance Number	

2. Your Circumstances		
<b>2A</b> Please tell us why you want to be considered for a Discretionary Housing Payment in the space below. You should give as much information as possible to detail why you need this help. Please give details on any relevant financial, medical or other circumstances that you or any member of your household may have to support your application.		
<b>2B</b> How long do you think you will need help for? (please state how many for weeks & months)		
One off cost	Weeks	Months

<b>2C</b> Are there any reasons why the accommodation you are in particularly meets your needs, or those of your household? For example – you need a ground floor property; you live near to schools/family/work.

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## 2. Your Circumstances (cont'd)

**2D** Have you tried to find more affordable accommodation or tried to negotiate your rent charge with your landlord? Please give details of any steps you have taken in the space below.

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## 3. Details of income and outgoings

Please give details of each individual item of income you and any partner you have receive. We also need details of your outgoings as a household. Please individually list each type of income received or paid for below.

Income	Amount £	Who gets this income? (applicant/partner)	Frequency (e.g. weekly/monthly)
<b>Income from any Benefits</b>			
Attendance Allowance			
Child Benefit			
Child Tax Credit			
Disability Living Allowance (Care)			
Disability Living Allowance (Mobility)			
Employment & Support Allowance			
Income Support			
Job Seekers Allowance			
Pension Credit			
Personal Independence Payment (Daily Living)			
Personal Independence Payment (Mobility)			
State Pension			
Student Bursary / Loan / Grant			
Universal Credit			
Working Tax Credits			
Other (please detail)			
<b>Income from other sources</b>			
Wage First Job			
Wage Second Job			
Former Employer/Private Pension			
Other (please detail)			

<b>Total Income:</b>	£
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## 3. Details of income and outgoings (cont'd)

When completed please post to: Revenues and Benefits Team (details above) or deliver in person to one of the Council's Community Hubs: William Patrick Library, 2/4 West High Street, Kirkintilloch G66 1AD; 69 Drymen Road, Bearsden, G61 3QT; Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs G64 2LX; 46 Main Street, Lennoxtown, G66 7JJ.

<b>Outgoings</b>	<b>Amount £</b>	<b>Frequency (e.g. weekly/monthly)</b>
Rent		
Council Tax		
Council Tax arrears		
Child Care Costs		
Child Maintenance		
Clothing / Footwear		
Disability Costs		
Electricity		
Electricity arrears		
Food / Household / Toiletries		
Gas		
Gas arrears		
Insurance - Buildings/Contents Car Life Other (please detail)		
Mobile phone		
Petrol		
Private Pension		
Repairs (please detail)		
Repayments/Debt - Bank/Building Society Loan Car Loan Credit Card DWP deductions 'Payday' Loan		
Telephone		
Telephone arrears		
Travel		
TV Licence		
Work Expenses		
Other (please detail)		

<b>Total Outgoings:</b>	<b>£</b>
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## 4. Declaration

When completed please post to: Revenues and Benefits Team (details above) or deliver in person to one of the Council's Community Hubs: William Patrick Library, 2/4 West High Street, Kirkintilloch G66 1AD; 69 Drymen Road, Bearsden, G61 3QT; Bishopbriggs Library, 170 Kirkintilloch Road, Bishopbriggs G64 2LX; 46 Main Street, Lennoxtown, G66 7JJ.

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Please read the information in this part carefully before you sign and date your application. The declaration must be signed in order for your application to be assessed.

*This Authority is under a duty to protect the public funds it administers, and to this end will use the information you have provided on this form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes.*

*For further information, see the National Fraud Initiative guidance on the Council's website at [www.eastdunbarton.gov.uk/nfi](http://www.eastdunbarton.gov.uk/nfi)*

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

> I agree that you will use the information I have provided to process my application for Discretionary Housing Payments. I authorise you to check the information with other sources as allowed by law.

> I know that I must immediately report any changes in my circumstances which might affect my application to the Revenues and Benefits Team.

> I understand that if I give information that is incorrect or incomplete, or fail to report any changes which might affect my Discretionary Housing Payment award, I may be prosecuted or have to pay a financial penalty.

Signature	
Date	

#### **Data Protection Act 1998**

The information provided on this form will be processed by East Dunbartonshire Council in accordance with the Data Protection Act 1998. The data you provide will be used for the purposes of assessing your application.

Your information may be shared within East Dunbartonshire Council or with other councils and public sector agencies in order to verify its accuracy and to prevent and detect fraud.

## **Other Formats & Translations**

**This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510**

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

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