

DISCRETIONARY HOUSING PAYMENT APPLICATION FORM

A Discretionary Housing Payment (DHP) is an additional payment which can help pay your rental liability if you are on a low income and in receipt of Housing Benefit or the Housing Element of Universal Credit.

The money available for DHP's is limited and we can only help those with the greatest need.

We cannot award DHP to cover, rent arrears at your previous property, increases in rent due to outstanding rent arrears, recovery of an overpayment or due to a sanction on your state benefits, or certain service charges.

We need to assess your situation fully. Please fill in this application form and answer in full all the questions that apply to you.

If you are a Council Tenant or Housing Association Tenant affected by Social Sector Size Criteria, Please complete sections 1,2,3,8 & (10 if applicable). If you are applying for any other reason such as Local Housing Allowance Rates, Benefits Cap or any other shortfall please complete the application form in full.

You can find more information about Discretionary Housing Payments on our website at

<https://www.aberdeencity.gov.uk/DHP>

If you are having difficulty completing the form or if you want to discuss applying please call 03000 200 292 (visit the Contact Us page on our website for up to date opening hours).

If you would like to speak to someone in person you can arrange an appointment at one of our offices by calling 03000 200 292.

- Customer Service Centre in Marischal College, Broad Street, Aberdeen, AB10 1AB
- Mastrick Customer Access Point, Spey Road, Mastrick, Aberdeen, AB16 6SH
- Tillydrone Community Campus, Hayton Road, Aberdeen AB24 2UY

Please return this form to: Revenues and Benefits, Aberdeen City Council, Business Hub16, Marischal College, Aberdeen, AB10 1AB.

NB: Please note that if DHP is granted, there may still be a shortfall between the extra help granted and your contractual rent.

<u>Personal details:</u> Name: Address:	Benefit Ref: National Insurance Number: Date of Birth: Telephone Number: Email address:
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1. Please briefly explain why you are claiming a Discretionary Housing Payment.

2. Please provide the number of Bedrooms in your property

3. Please provide the full names of all people resident in the property on a permanent basis and their dates of birth.

4. If you have rent arrears and are under the threat of eviction or have received a notice to quit please provide the following information, and supporting evidence such as your letter of intent from your landlord:

Date you received formal notice

Amount of your arrears

5. Has your property been adapted to meet the needs of a disability for you or a member of your household? **YES / NO (delete as appropriate)**

If yes, please provide the name of the person affected and the nature of the illness:

6. Are there any deductions being made to your state benefits/Universal Credit?
YES / NO (delete as appropriate)

If **YES**, what are these deductions for, how much is being deducted weekly and when will the deductions cease?

7. If your application is successful and you are a Private Tenant do you wish any DHP payment to be made to your landlord?

YES / NO (delete as appropriate)

For a DHP to be paid for private tenancies we will require the bank details for the person to be paid (either yourself or your Landlord):

Account Name:
Sort Code:
Account Number:

Please note that if you have stated that you are in rent arrears the Local Authority reserves the right to pay any successful award to your landlord until the arrears are up to date.

8. Do you give the Local Authority Permission to contact your Landlord for any additional information that may be required regarding your tenancy: **YES/NO (delete as appropriate)**

If Yes, please provide your Landlords contact details:

Name:

Address:

Tel:

Email:

9. If this is a repeat application, please tell us of any advice or support you have received in order to improve your financial situation.

10. If you believe there is any further information which we should know in support of your application, please give full details below:

YOUR INCOME AND EXPENDITURE

You must now complete the tables shown in page 6 and 7. All expenses and income for both you and any partner must be declared. Once the tables have been fully completed you must read the declaration below. If you fully understand the declaration, sign it below.

DECLARATION AND SIGNATURE

- 1) Please read these notes carefully and sign in the box below.
 - The information I/we have given on this claim form is correct and complete to the best of my knowledge.
 - I/we authorise the local authority to make any necessary enquiries to verify the information on this claim form.
 - I/we authorise the local authority to cross check the information I/we have given with other sections within the local authority, Rent Officer and other Benefit authorities within the terms of the Data Protection Act, 1998.
 - I/we understand that if I/we give information that is incorrect or incomplete I/we may be prosecuted.
 - I/we know that I/we must notify the local authority promptly in writing, of any changes in circumstances that occur after this claim.
 - **I/we understand that failure to report any change in circumstances will result in recovery of any overpaid Discretionary Housing Payments.**
 - I/we have read and understood the above declaration.

Claimants Name
Claimants Signature
Partners Name
Partners Signature
Date

How we collect and use your information

Your data - Information you provide as part of your application for Housing Benefit /Council Tax Reduction or Discretionary Housing Payment is processed by Aberdeen City Council in accordance with Data Protection legislation. In addition to the information you provide, we may receive information about you from, and share information about you with the DWP, HMRC and other organisations to administer your application and to prevent and detect fraud. We may share also your information internally for specified lawful purposes as permitted by the Welfare Reform Act 2012.

Section 2A of the Public Finance and Accountability (Scotland) Act 2000 (as amended) allows us to share the information, you provide for data-matching purposes to prevent and detect fraud and as directed by Audit Scotland. This is called the National Fraud Initiative (NFI). An explanation of how we will use this information is available at:

www.auditscotland.gov.uk/our-work/national-fraud-initiative

More information about how we use and manage your information is available on our website at:

www.aberdeencity.gov.uk/your-data/privacy-notice/your-data-housing-benefit-and-council-tax-reduction.

This page also has links to further information about your rights, and who to contact if you have a complaint about how we use your data.

YOUR INCOME: DHP CLAIM

Income Details	Per Week		Per Month	
	Claimant	Partner	Claimant	Partner
Attendance Allowance				
Carer's Allowance				
Child Tax Credit				
Disability Living Allowance				
Earnings				
Employment Support Allowance				
Industrial Injuries Benefit				
Income Support				
Job Seeker's Allowance				
Maintenance for a child				
Maternity Allowance				
Pension Credit				
Personal Independence Payment				
Rent from boarders/sub-tenants				
Severe Disablement Allowance				
State Retirement Pension				
Statutory Maternity Pay/Sick Pay				
Occupational/Private Pension/Works Pensions				
Universal Credit				
Working Tax Credit				
Other Income (Please state name of income)				
TOTAL INCOME				

YOUR EXPENDITURE: DHP CLAIM

Expenditure Details	Per Week		Per Month	
	Claimant	Partner	Claimant	Partner
Mortgage / Rent (Inc. Arrears)				
Council Tax (Inc. Arrears)				
Housing Benefit Overpayment				
Electric (Inc. Arrears)				
Gas (Inc. Arrears)				
Mobile Telephone				
Broadband / Telephone				
TV License				
House Insurance				
Life Assurance (Inc. Endowment Policy)				
Child Minding				
Clothing				
Housekeeping				
Maintenance for a child				
School Meals				
Travel Expenses(Inc. Arrears)				
Car Loan Repayment / Car Insurance				
Petrol				
Credit Cards Repayments				
Loans Repayments				
Hire Purchase				
Other (List Details)				
TOTAL EXPENDITURE				