

Application for a Discretionary Housing Payment



Isle of Wight Council, Revenues and Benefits Services, PO Box 238, Newport, PO30 9FP
Email: housing.benefit@iow.gov.uk Website: www.iwight.com/housingbenefitonline

Name and address

Postcode

FOR OFFICIAL USE ONLY

Benefit ref no:

Date issued

Date received

If you have difficulty understanding this document please contact us on (01983) 823950 and we will do our best to help you.

Please make sure you answer all the questions giving as much detail as possible. Please write in black ink. Answer all yes or no questions by putting an 'X' in the relevant box.

This form can also be submitted online by visiting www.iwight.com/housingbenefitonline and click on 'Discretionary Housing Payments'. **You must tell us immediately in writing, if any of your circumstances change.**

Part 1 About you

Title

Surname

First name/s

Date of birth

National Insurance number

Telephone number

Email

Your address

Postcode

Part 2 Tenancy and household details

My tenancy commenced/commences on:

My tenancy ends on:

Could you afford the rent when you first moved in?

Yes

No

Please tell us why you should receive additional assistance.

Did you check the level of local housing allowance/social sector size criteria you could receive with this office before accepting the tenancy?

Yes

No

If yes, what was the outcome? If no, why please explain why not.

Why did you leave your last address?

When you accepted the tenancy, how did you expect to pay the rent?

Have you tried to find cheaper accommodation?

Yes

No

If yes, what was the result? If no, please explain why not.

Are there any reasons why you cannot move? If yes, please give details.

Do you or any members of your family have any disabilities or health problems that contribute to your need for a discretionary housing payment?

Yes

No

If yes, please explain.

Are you in arrears with your rent or council tax?

Yes

No

If yes

How much rent do you owe?

£

How much council tax do you owe?

£

What date are the arrears in respect of?

Rent

Council tax

Please provide evidence of your rental payments including a breakdown of any service charges, eg, statement of rent account, a letter from your landlord or receipts for the last three months rental payments.

Has your landlord asked you to leave your home because of the rent arrears owing?

Yes

No

If yes, please give details.

If a discretionary housing payment is not awarded, how will you pay the rent?

Please confirm if you are subject to a MAPPA order level 2 or 3 and are a single person between the ages of 25 and 35.

(You may be required to provide additional information.)

Yes

No

Do you or your partner need overnight care, and have an extra room in your property that is used by an overnight carer who is not a member of your household?

(You may be required to provide additional information.)

Yes

No

If you are between the ages of 25 and 35, have you spent a combined period of three months or more in a homeless hostel.

Yes

No

If yes, please provide details of the accommodation and period of time in residency.

What steps have you taken to reduce your outgoings to afford the rent or costs? If this is a request for a further award, please detail below the actions you have taken to seek an alternative solution to your living arrangements or financial situation – please provide proof.

Do you qualify for disability living allowance or personal independence payment (mobility component)?

Yes

No

If yes, please state if this is paid to a mobility vehicle provider. Please provide details of how much you receive, the amount of the regular payment that is taken and when payments are due to cease.

Is there anything else we should know?

If you are applying for a discretionary housing payment for any other reason please confirm the assistance you require?

Removal fees

Advance rent

Deposit

Other (provide details)

There is no guarantee of any assistance and you will need to detail and provide proof of the steps you have taken to budget or meet these costs yourself. This includes any help from other sources such as budgeting loans and assistance sought from housing options or other agencies. We will write to you for further details and evidence however any application for assistance with other housing costs may take up to one month to consider from receipt of all information.

Part 3 Income and expenditure

Your income		Weekly	Four-weekly	Monthly
Take home pay (inc. partner)				
State benefits (please specify)				
Child benefit				
Other income (please specify)				

BOX A	Total income:			
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Your expenditure		Weekly	Four-weekly	Monthly
Rent/Mortgage				
Council tax				
Water rates				
Electricity				
Gas/Other fuel (please specify)				
Buildings/Contents insurance				
Life insurance				
Car expenses (petrol etc.)				
Housekeeping (food etc.)				
TV licence				
Sky TV/cable TV				
Telephone/Broadband				
Mobile				
School meals				
Cigarettes				
Alcohol				
Clothing				
Entertainment				
Magazines/subscriptions				
Medication/dietary needs				
Catalogue				
Loans (include loan period)				
Credit/store cards				
Hire purchase				
Other (please specify)				

BOX B	Total expenditure:			
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Total income,
minus total expenditure,
equals disposable income (Box A minus box B)

Box A:			
Box B:			

Part 4 Universal Credit

Are you receiving Universal Credit?

Yes

No If no, please go to Part 5

Please confirm your Universal Credit reference

Amount of Universal Credit that you receive?

£

How often do you receive this payment?

Weekly

Monthly

Four-weekly

Other (please state)

Please supply the full universal credit award notice.

Please provide proof of any attendance allowance, personal independence payment, war pension, Armed Forces independence payment or any other income disregarded in your universal credit award.

Household details (please provide details of the people who live with you in your household)

Name	Date of birth	National insurance number	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

How many rooms do you have in your home?

	Bed-room	Living room	Dining room	Kitchen	Bath-room	Toilet	Other
Total number of rooms in the house.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rooms that only you use.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rooms that you share.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

How much is your rental charge?

£

Please provide proof of the rental due and any services included in the rent.

How often is your rent due?

Weekly

Monthly

Four-weekly

Other (please state)

Please provide details of any service charges included in your rent. Service charges include items such as meals, laundry, cleaning of rooms, or fuel other than for communal areas, cleaning, provision of an emergency alarm system and general counselling and support

Please confirm the contact details for your landlord/landlords agent.

Name of landlord

Address of landlord

Landlord's phone number

If successful with your application to whom would you like any discretionary housing payment made?

To me

To my landlord

We will contact your landlord for bank details, if your request is successful.

Please note that if your rent is in arrears payments may be issued directly to your landlord.

If you have ticked pay to claimant then please provide your bank details:

Bank name

Address of bank

Name of account holder

Account number

Sort code

Roll number

(building society accounts)

If you do not have a Bank Account or you are overdrawn you will need to set one up.

Part 5 Declaration

I declare that the information I have given is true and complete and I authorise the Isle of Wight Council to check the information if it wishes to do so. I undertake to notify the council immediately, in writing, of any changes in the personal or financial circumstances of myself and any member of my household.

I am aware that if I deliberately make a false statement or withhold information in order to obtain discretionary housing payments, the council will ask me to repay any amount awarded as a result of the incorrect information provided.

You must tell us immediately in writing, if any of your circumstances change.

It is your responsibility to notify the benefit section of any changes to your income. Examples of the types of changes you should report are on our website www.iwight.com. You must also notify this office of any changes to your household's circumstances, as and when they occur.

Part 5 Declaration - continued

When you make a claim for housing benefit and local council tax support (or both), you agree to a declaration confirming that you will let us know about any change of circumstance for you or anyone living with you that could affect your claim.

You must report all changes for you and your partner (if you have one) and anyone else living with you, within one calendar month for housing benefit and within 21 days of the change for local council tax support. Penalties of up to £50 for housing benefit and £70 for local council tax support may be imposed by the authority where changes are notified outside of the relevant timescales.

Claimant's signature

Partner's signature

Date:

Date:

Privacy notice

The Isle of Wight Council as data controller will process your personal information in accordance with the Data Protection Act 1998. The personal details provided by you may be shared and verified with other departments within the Council for the recovery of any debts owed to the Council, for providing assistance in relation to tenancies, Blue Badge Applications, maximising claimants' income, bringing empty properties back into use and to identify persons responsible for Business Rates and/or Council Tax. The departments include Council Tax, Benefits, Parking Services, Business Rates, Electoral Registration, Housing Services, Supporting People, Blue Badge, Strengthening Families, Adult Social Services, Community Services Financial Assessment and Sundry Debts (including Housing Benefit overpayments).

The Council may also be required to disclose personal information to third parties (such as the Police or Department for Work and Pensions) for the purposes of preventing or detecting crime or apprehending or prosecuting offenders.

The Council is under a duty to protect the public funds it administers, and to this end may use Council Tax, Housing Benefit and Blue Badge information for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

The Council is required under Part 6 of the Local Audit and Accountability Act 2014 to participate in the National Fraud Initiative (NFI) data matching exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud. Council Tax data will be provided to the Cabinet Office for NFI and will be used for cross-system and cross-authority comparison with other relevant organisations' data for the prevention and detection of fraud. It does not require the consent of the individuals concerned under the Data Protection Act 1998.



Data Protection Act 1998

This application may be monitored by the Isle of Wight Council for regulatory, quality control or crime detection purposes. Information from this application will be processed in accordance with the Data Protection Act 1998 for the purpose of processing your particular enquiry or request. The Isle of Wight Council ('the council') is the data controller. By completing this form you consent to the council contacting you by email or nominated contact method in relation to your enquiry or request. Information may be shared with other departments within the council for providing assistance in relation to tenancies and to maximise claimant's income, to identify persons responsible for Business Rates and/or Council Tax and for the recover of any council debts. Please note that the council may process your information in the absence of consent for the purpose of crime prevention or detection so far as is in accordance with the law.

Please return completed forms by post to Revenues and Benefits Service, PO Box 238, Newport, Isle of Wight PO30 9FP or alternatively visit either Newport Help Centre, County Hall, Newport (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm) or Ryde Help Centre, Ryde Library (Monday, Tuesday and Friday 9am to 5pm, closed between 12.15pm to 13.30pm).