



Northumberland
County Council

BENEFIT SECTION, WANSBECK SQUARE, ASHINGTON, NORTHUMBERLAND NE63 9XL
Tel: 0345 600 6400 Website: www.northumberland.gov.uk

Application for a Discretionary Housing Payment

Discretionary Housing Payments (DHPs) are additional payments to help people with their rent. We cannot help with some parts of your rent, for instance if meals, heating, lighting or water rates are included.

You must be getting Housing Benefit (HB) or a Universal Credit (UC) award which includes the housing element, to be able to receive a DHP. The DHP fund is cash-limited and therefore cannot be awarded indefinitely.

Ref:	Date Issued:
Name:	
Address:	
Telephone Number:	

Which qualifying benefit have you claimed/been awarded?

HOUSING BENEFIT **UNIVERSAL CREDIT**

If you are claiming Universal Credit we will need to see your award letter confirming the amount awarded towards your rent.

Are you applying for a DHP to help with:

- Rent in Advance/Bond
- Weekly Discretionary Housing Payment
- Additional help because your entitlement to Housing Benefit or Universal Credit has been reduced as a result of the under occupancy rules.

If you rent from a Private Landlord please complete parts **1, 3, 4, 5, & 8**

If you rent from a Housing Association/Registered Social Landlord/Homes for Northumberland please complete parts **2, 3, 4, 5 & 8**

If you are applying for help with rent in advance/bond please complete part **6**

If you are a Universal Credit customer you **also** need to complete part **7**

PART 1 – ABOUT YOUR HOUSING (complete if you rent from a private landlord)			
If you have moved into the property in the last 6 months why did you take this tenancy?			
Are you registered with Homes for Northumberland or a Housing Association?	Yes		No
If not, why not?			
Have you tried to negotiate a lower rent with your landlord? If not, why not?			
Has your landlord already taken recovery proceedings due to rent arrears?	Yes		No
If yes, please tell us what action has been taken.			

PART 2 – ABOUT YOUR HOUSING (complete if you rent from a Housing Association/Registered Social Landlord/Homes for Northumberland)			
If you have moved into the property in the last 6 months why did you take this tenancy?			
Have you approached your landlord regarding the possibility of being re-housed in smaller accommodation?	Yes		No
If not, why not?			

PART 3 – INFORMATION ABOUT YOU AND YOUR FAMILY			
Have you or any of your family got any health problems which mean you have to live at this address or require you to need additional bedrooms?	Yes		No
If yes, please give their names and use the space below to tell us what the health problems are, how long they have had the problems/why you need an additional bedroom(s).			
Name	Health Problem	Details	
Please supply supporting evidence regarding any medical conditions you have mentioned.			

PART 3 (continued) – INFORMATION ABOUT YOU AND YOUR FAMILY

Please give details below of any extra expense you incur because of a disability either you or a family member has.

Please tell us how the area and/or property you live in is suitable for you and/or your family.

Please use this space below to explain why you need extra help with your rent and to tell us anything else about your circumstances which might be relevant to this application, even if you think it is not very important. Tell us about any action you are taking to improve your future finances, secure a smaller property (if you are applying because of under occupancy) or find cheaper accommodation (if you are applying because your rent has been restricted under Local Housing Allowance rules – private tenants only).

Please continue on a separate sheet if necessary

PART 4 – INFORMATION ABOUT YOUR INCOME AND OUTGOINGS

Earned Income	Amount	How often?
Net wages (self)		
Net wages (partner)		
Self employed drawings		

Unearned Income	Amount	How often?
Income Support / Jobseekers Allowance		
Employment Support Allowance		
Universal Credit		
Incapacity Benefit		
Disability Living Allowance (mobility)		
Disability Living Allowance (care)		
Personal Independent Payment (PIP)		
Child Benefit		
Working and/or Child Tax Credit		
Maintenance payments		
Pension Credit		
State Retirement Pension		
Superannuation / Private pension		
Contributions from children living at home		
Contributions from other residents		
Any other income (please specify)		

Outgoings	Amount	How often?
Rent		
Council Tax		
Electricity		
Gas		
Other fuel (please state)		
Water rates		
Food		
School Meals		
Clothing		
Car costs / car loan / car insurance		
Fuel (petrol/diesel)		
Public transport expenses		
Mobile Telephone		
Telephone (land line)		
Broadband		
Satellite TV / Digital TV		
TV Licence		
House insurance		
Personal insurance		
Pension Contributions		

continued/

Outgoings	Amount	How often?
Credit Cards / Loans		
Fines / Court orders		
Deductions from Benefits		
Maintenance payments		
Rentals/HP		
Any other outgoings (please specify)		

You must provide proof of any outgoings you have listed above. This can be banks statements/receipts/utility bills/award letters.

If you do not provide proof of outgoings you have listed this could delay your application, however if you are having difficulty obtaining this information please give details below which outgoings you have been unable to supply proof for at the moment. You should return the form immediately and send any proof as soon as possible. We will contact you if we need further details.

If you have any arrears for the outgoings you have listed please provide full details below :

PART 5 – SAVINGS		
We do need to know about all the money you have in the bank, building society, post office, ISA's, Stocks and Shares etc	Amount	Account / Roll Number
Type of savings		

PART 6 – RENT IN ADVANCE/BOND

Which local authority/DWP Office pays your Housing Benefit/Universal Credit at your current address?
If you are receiving Universal Credit including the Housing Element, we need to see your award letter.

Please give your reason(s) below for moving :

Please give details below of the amount of rent in advance and/or bond that needs to be paid.

Bond £

Rent in Advance £

YOU MUST PROVIDE PROOF OF THIS FROM THE LANDLORD OR LETTING AGENT – WE WILL BE UNABLE CONSIDER ANY PAYMENT WITHOUT THIS INFORMATION

PART 7 – CUSTOMERS IN RECEIPT OF UNIVERSAL CREDIT

If you are receiving Universal Credit any award of DHP will normally be paid four weekly in arrears direct to your bank account(note Post Office card accounts cannot accept payment).

Landlord Name:

Landlord Address:

Homes for Northumberland/Northumberland County Council tenants please go to **PART 8**, all other tenants please complete the section below.

Payments of DHP will be made directly to you unless the DWP are making direct payment of your Housing Costs to your Landlord and/or you have arrears of rent. We will need confirmation of this.

How much is the rent on your property?

£ _____

You will need to send us proof of your rent liability we will be unable to process any award without this.

WEEKLY/FORTNIGHTLY/MONTHLY/FOUR WEEKLY

Does the DWP make direct payment of your Housing Costs to your Landlord. ?

Yes

No

If **No**, please provide **your** Bank Payment Details:

Account Name

Sort Code

Account Number

If **Yes**, please provide **your Landlord's** Bank Payment Details:

Account Name

Sort Code

Account Number

PART 8 – DECLARATION

I declare that the information shown is complete and accurate. I authorise and give the Council permission to make enquiries in respect of this application for a discretionary housing payment. I understand that if any of the information is false I may be liable for prosecution.

Signature:

Date:

If someone else has filled in this form on your behalf please ask them to sign and date this form.

Date:

Signature:

Full Name:

Contact Details:

Please return this form to:

Benefit Section, Northumberland County Council, Wansbeck Square, Ashington NE63 9XL.

A list of alternative information Centres where you can hand this form into are shown overleaf.

If you have any queries or questions regarding this form, please telephone **0345 600 6400**

If you require any help in completing this form or require this information in another format or language please telephone the **Benefit Section - 0345 600 6400**

If you believe that someone is claiming benefit that they are not entitled to, please call us confidentially on our dedicated **Fraud Hotline - 01670 502444**

Information Centres are open Monday—Friday 9am to 5pm (unless otherwise shown) excluding bank holidays

Alnwick	Greenwell Lane, Alnwick, NE66 1HB (9am—4.30pm)
Amble	Amble Library, Middleton Street, Amble, NE65 0ET (Wed 10am-1pm)
Ashington	Wansbeck Square, Ashington, NE63 9XL
Bedlington	Bedlington Library, Glebe Road, Bedlington, NE22 6JX
Berwick	Library, Walkergate Building, Walkergate, Berwick-upon-Tweed, TD15 1DB
Blyth	Blyth Central Library, Bridge Street, Blyth, NE24 2DJ
Cramlington	Library, Forum Way, Cramlington, NE23 6YB
Hexham	Queen's Hall, Beaumont Street, Hexham, NE46 3LS
Morpeth	Royal Sovereign House, Manchester Street, Morpeth, NE61 1AF
Prudhoe	Spetchells Centre, 58 Front Street, Prudhoe, NE42 5AA (9-12.30, 1.30-4.30pm)
Seaton Delaval	Library, Astley High School, Elsdon Av, Seaton Delaval, NE25 0BW