

Application for Discretionary Housing Payment (DHP)

A Discretionary Housing Payment is extra help towards housing costs. A DHP is not a benefit payment but a discretionary award made by the Council based on your circumstances. A DHP award can only be considered where you are in receipt of Housing Benefit. This form will help us determine if we can award you a DHP. A DHP cannot help towards any shortfall in Council Tax Support.

Name: Ben Ref No:

Address:
.....

Please answer the following questions, giving as much information as you can to help us with your application. You should answer all the questions that apply to you.

1. Why did you move to this property?
.....
.....

2. How much was the rent at your previous accommodation? £.....weekly/fortnightly/monthly

2a. Before you claimed benefit did you ask the Benefit Section about the amount of benefit you may be entitled to? Yes No

If Yes, please give details of the information you were given. If no, please explain why not:
.....

2b. If you rent a property from a private landlord, were you aware of the Local Housing Allowance rate for your circumstances? Yes No

If No, why did you not ask about benefit entitlement levels?
.....
.....

2c. If you rent the property from a private landlord have you tried to negotiate a lower rent with your landlord? Yes No

If Yes, were you able to get the rent reduced? (Please provide details of the revised figure being charged):
.....
.....

If No, give your reasons for not asking the landlord to reduce the rent
.....

3. Have you tried to move to cheaper or more suitable accommodation?
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.....

4. Are you able to live with any relatives or friends in this area?

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5. How much notice must you give to end your tenancy (1 month, 2 months, longer period)?

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6. If you do not get any extra help towards your rent are you likely to be evicted from the property?
You will need to provide us with proof of this (e.g. Notice to quit letter, possession order etc)

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7. Please give details of your normal weekly outgoings:

Item	Weekly amount
Water Charges	£
Electricity	£
Maintenance/Child Support	£
Private Pension	£
Car Expenses	£
Travel Expenses	£
Food	£
Store Cards	£
Other essential expenses	£
Mobile Phone	£
Cigarettes	£
Entertainment	£

Item	Weekly amount
Rent (not counting your Housing Benefit paid to you or your landlord)	£
Gas/Other fuel	£
House Contents insurance	£
Life Assurance	£
Child Care	£
Telephone (Landline/Broadband)	£
TV Licence	£
Clothing	£
Loan Repayments	£
Additional spending (TV/Satellite)	£
Alcohol	£
Any other expenses	£

8. If you have outstanding debts please give us details of what you owe and your payment arrangements?

Type of Debts	Total Debt outstanding	Regular weekly payment
Rent arrears	£	£
Council Tax arrears	£	£
DWP benefit overpayments	£	£
Gas arrears	£	£
Electricity arrears	£	£
Water Rates	£	£
Maintenance/Child Support arrears	£	£
Court costs and fines	£	£
Catalogue/Mail order arrears	£	£
HP repayments	£	£

Declaration

Please read the declaration below very carefully before signing the form

I understand that:

- If I give information that is incorrect or incomplete, the council may take legal action against me and will get back any benefit and Discretionary Housing Payment I have been overpaid.
- The council may use the information I have provided to process my claim for Housing Benefit.
- The council may check some of the information with other sources within the council, the Valuation Office Agency, other councils, The Department for Work and Pensions and Her Majesty's Revenue & Customs and other organisations, if the law allows this.
- The council may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. The council may give some information to other organisations, if the law allows this.

I know I must tell the Benefit Section in writing about any changes in my circumstances that might affect my claim.

I declare the information I have given on this form is correct and complete. Where it has been completed by another person I have read it fully or the entries have been read back to me and I agree that the details are correct and complete.

Claimant Signature: Date:

What to do now?

Make sure you have given all the information you think we need to help us decide if you can get a Discretionary Housing Payment. If you need to provide details of any disabilities/health problems remember to speak to your Doctor for a letter.

The completed form should be returned to:

Benefit Section, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN

If you would like help or information about Discretionary Housing Payments or other benefit matters, please contact us on: Tel: 01480 388308 or Email: benefit@huntingdonshire.gov.uk

Privacy Notice

Why are we asking for your personal information?

We require your personal data to enable us to assess your benefit claim. We need your personal data to enable us to carry out our legal obligation as laid out in the Local Government Finance Act/Social Security & Benefits Act we cannot process your request / application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. If all the requested information is not supplied then it is likely that we will be unable to consider your request and you will not receive any benefit to which you may be entitled.

We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- **Right to Access** – You have the right to access (receive a copy) of your personal data and supplementary information.
- **Right to Rectification** – You have the right to have any inaccurate or incomplete personal data rectified.
- **Right to object** to us processing your personal data where you have an objection on "grounds relating to your particular situation".
- **Right to Restriction** – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

Sharing your information

We may share your personal data within internal departments of the council, local partner authorities and government departments as required. We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, law enforcement agencies, audit or other external bodies for such purposes. We participate in the government's National Fraud Initiative. If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council's Retention Policy on the website. We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the council's [Privacy Notice page](#).

If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing infogov@3csharedservices.org or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01480 388388.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.