

Discretionary Housing Payment Application Form

HB Ref No:



Please complete this form if you wish to be considered for an award of a Discretionary Housing Payment from the Housing Executive.

A Discretionary Housing Payment can **only** be awarded by the Housing Executive to tenants where their award of housing benefit is affected by one (or more) of the following:

1. A rent restriction (for private tenants)
2. The Family Premium not being included in your housing benefit calculation because of a change in the law in September 2016
3. The application of Benefit Cap legislation where an amount of a benefit cap is not met by a Welfare Supplementary Payment.

Please note that Housing Executive tenants and Housing Association tenants can only be considered for a Discretionary Housing Payment in relation to the Family Premium change or the Benefit Cap change referred to above.

You **cannot** for example receive a Discretionary Housing Payment if your housing benefit has been reduced because of an increase in earnings in your household, a change in the number of people living in your household, a non-dependant has moved in etc.

If you require any further information in relation to a Discretionary Housing Payment please contact us on 03448 920 902 | Textphone 18001 03448 920 902.

Surname														
First Name														
Address														
		Postcode:												
Date of birth						N.I. Number								
Please confirm the name of your landlord?														
Are you responsible for a child or young person for whom you still receive payments of Child Tax Credit or Child Benefit?		Yes				No								

Incomes and Savings	
If you or your partner (if any) currently have savings please confirm the total amount (we may ask you for proof of this)	£
If you or your partner (if any) receive DLA, Personal Independence Payments or Attendance Allowance, Armed Forces Independence Payment please tell us how much in total this is	£

Medical Circumstances:

Please tell us about any medical circumstances that affect your need to live at this address (family support received or provided, access to hospitals or medical facility for you or a family member etc.)

Please complete this section if you pay rent to a Private landlord

(in other words you are not a Housing Executive tenant or a Housing Association tenant and you do not live in a hostel or in supported accommodation)

How much rent are you charged by your landlord?	£			
How often does this amount have to be paid?	Monthly		Weekly	
	Fortnightly		Daily	
After your housing benefit award is made, how much do you still have to pay each week towards your rent?	£			
If your housing benefit does not cover your rent charge have you asked your landlord if they would consider a reduced payment?	Yes		No	
Are you at risk of eviction because of rent arrears?	Yes		No	
Could you move to cheaper accommodation?	Yes		No	
How long have you lived at this address?	Years		Months	

Declaration:

I declare that the information I have given on this form is correct and complete to the best of my knowledge.

I understand that action may be taken against me if

- this information is found to be incorrect or incomplete or
- if I fail to report any changes in my circumstances which may affect any award of Discretionary Housing Payment that I may receive

Signature: _____ Date: _____

Further Information

- Housing Executive: 03448 920 902 | Textphone 18001 03448 920 902
- Citizens Advice (Freephone): 0800 028 1887
- Independent Welfare Changes Helpline (Freephone): 0808 802 0020