

Please reply
to: Benefit Section
Rossendale Borough Council
PO Box 104
Futures Park
Bacup
OL13 3BU

Direct Line: 01706 217777
Email: benefits@rossendalebc.gov.uk

Date:

Dear Sir/Madam,

**Housing Benefit Reference:
Re: Discretionary Housing Payment**

If you are experiencing financial hardship because you do not get your full eligible rent paid you can apply for a discretionary housing payment.

If you want to claim a discretionary housing payment, please complete the enclosed form and return it to me without delay.

If you need help or advice to complete the form, please contact this office, [help with housing](#) or Housing Options on 01706 217777 Option 8.

I will write to tell you the Council's decision when I receive your completed application.

While you are getting benefit, you must tell me immediately if your circumstances change or those of any member of your household. These changes might include:

- where you live
- the income and savings of anyone who lives in your household
- if you or anyone in your household goes abroad
- your income and savings
- if you or anyone in your household goes into hospital
- the award or ending of Income Support or Job Seeker's Allowance

Yours sincerely,



Benefit Manager
For Rossendale Borough Council

Application for a Discretionary Housing Payment

About the Discretionary Housing Payment scheme

A Discretionary Housing Payment is extra help we can give you (on a short term basis) to top up a shortfall in your rent. To qualify you must be in receipt of Housing Benefit or the housing element of Universal Credit and show you are having difficulties with your finances.

Discretionary Housing Payments are not the same as Housing Benefit. They are special payments which come from a separate fund. Once the fund has been spent in any financial year no more Discretionary Housing Payments can be made.

How to Claim

Simply fill in and return this form to the Benefits Section at Rossendale Borough Council PO Box 104, Futures Park, Bacup, OL13 3BU or take it to the One Stop Shop, Futures Park, Newchurch Road, Bacup, OL13 0BB. We may need to write to you for more information if we need it.

Making a decision

When making a decision we need to look at things like:

- The shortfall between your housing benefit or the housing element of Universal Credit and the amount you have to pay;
- Any efforts you have made to reduce your rent;
- Your financial and medical circumstances and the financial and medical circumstances of anyone who lives with you;
- Your income and expenditure and the income and expenditure of anyone who lives with you;
- Your savings investments and any held by anyone else living with you; you must supply copies of recent statements for all accounts held.
- Any debts owed to you or anyone else who lives with you;
- Any exceptional circumstances;
- The amount of money we have available in the fund when we consider your application; and
- Any other special situations.

The award

We will write to you to tell you whether your application has been successful or not and the amount we have awarded. This might not be as much as you need to pay your full rent.

The Period of the award

We will tell you how long the payment will last for. The Discretionary Housing Payment fund is meant to help with short term emergencies. If you get an award, there is no guarantee that another award will be made at a later date even if your circumstances have not changed.

What to do if you think our decision is wrong

There is no right of appeal to an independent Tribunal. However, you may ask us to look at our decision again and another decision maker will look at your application. You can ask for a review if we have refused your award, or we have awarded a reduced amount, or we have told you we have overpaid you.

What to do next

Return the completed form together with any evidence we have requested to:

Rossendale Borough Council
PO Box 104
Futures Park
Bacup
OL13 3BU

Or take it to: One Stop Shop, Futures Park, Newchurch Road, Bacup, OL13 0BB

Where to go to get more help and information

If you need help and advice about managing your finances the organisations below may be able to help:

Housing Options Team

[help with housing](#)

01706 217777 option 8

Age UK - Lancashire

Tel: 0300 303 1234

Citizens Advice - Rossendale

Tel: 0300 456 2552

Debt Advice Foundation

0800 622 6151

National Debtline

Tel: 0808 808 4000

Step Change Debt Charity

0800 138 1111

Discretionary Housing Payment Application Form

1. Your details

| | |
|-------------------------|--|
| Full name | |
| Address | |
| Day time contact number | |
| Email address | |
| Claim reference number | |

2. Paying rent

When did you move to your current address?

If you moved within the last 12 months, please tell us your last address

Please tell us your reasons for moving

Could you afford to pay your rent when you first moved into the property?

Yes If 'yes' how did you afford to pay it?

No If 'no' how did you expect to pay your rent?

If you need help to pay your rent, how much extra help do you need each week?

What date do you want this extra help to start from?

Awards usually start the Monday following the date we receive your application, if you are asking for your application to be considered from an earlier date, please explain why you didn't apply sooner

Why do you need extra help to pay your rent?

Please give as much detail as possible. Please continue on a separate piece of paper if needed.

If there is a shortfall between your Housing Benefit/Housing Element of Universal Credit and your rent, please answer the following questions.

Are you trying to move home?

Yes

No

If yes, what steps have you taken?.....

.....

If you are not trying to move, please say why you need to stay in your home.....

.....

.....

.....

If you are trying to move home:

Are you registered and bidding for a home on B-with-Us?

Yes

No

If yes, please send proof, for example, a print out of your bidding history.

Are you registered with the Council's Housing Options Team?

Yes

No

Have you looked for cheaper accommodation through any other avenues?

Yes

No

If yes, please send any proof that you have.

4. Finances

We need to know how much money you have coming in and how much money you have going out each week. We also need to know about any debts you have and any money you have in a bank or building society. Please give details below. It is important you take your time to fill this in fully and list everything, including all essential and non-essential outgoings.

| Income | Weekly | Monthly |
|---|--------|---------|
| Your wages | | |
| Your partner's wages | | |
| Universal Credit | | |
| Company or occupational pension | | |
| State retirement pension | | |
| Pension Credit | | |
| Employment & Support Allowance | | |
| Income Support | | |
| Jobseekers Allowance | | |
| Child Benefit | | |
| Child Tax Credit | | |
| Working Tax Credit | | |
| Other state benefits | | |
| Child maintenance | | |
| Maintenance for yourself from a former spouse | | |
| Money from anyone who lives with you | | |
| Housing Benefit | | |
| Any other income | | |
| | | |
| Total income | | |

Do you receive Universal Credit? Yes No

If yes, please send in **all** pages of your Universal Credit award letter (or screenshots) showing the housing element you receive, and any other deductions taken from your entitlement.

If yes, and you or your partner get a Council Tax bill but have not already claimed Council Tax Support, you need to make a claim as soon as possible. You can claim online at www.rossendale.gov.uk/counciltaxsupport

Do you or a member of your family receive Disability Living Allowance (DLA)? Yes/No
 Do you or a member of your family receive Personal Independence Payments (PIP)? Yes/No
 Do you or a member of your family receive Attendance Allowance (AA)? Yes/No

If yes, please answer the following questions:

How much do you receive £..... How often is it paid?

What do you normally spend your DLA/PIP/AA on? (For example, paying someone to help you get to hospital appointments, car, or saving up towards a large purchase such as a disability aid)

.....

| Expenses | Weekly | Monthly |
|--|---------------|----------------|
| Rent | | |
| Rent arrears | | |
| Council Tax | | |
| Water charges | | |
| Contents insurance | | |
| Motor insurance | | |
| Life insurance or endowment premiums | | |
| Gas | | |
| Electricity | | |
| Alcohol | | |
| Tobacco | | |
| Beauty treatments (e.g. hair, nails etc.) | | |
| Groceries (food, toiletries and cleaning materials only) | | |
| Online entertainment subscription i.e. Sky, Netflix etc. | | |
| TV rental and licence | | |
| Court fines | | |
| Maintenance payments | | |
| Travel expenses | | |
| School meals and meals at work | | |
| Clothing and shoes | | |
| Laundry | | |
| Phone (landline) & broadband costs | | |
| Phone (mobile) | | |
| Prescriptions | | |
| Child minding costs | | |
| Catalogue payments | | |
| Credit card payments | | |
| Social fund payments & Universal Credit advances | | |
| Universal credit deductions (not advances) | | |
| Bank charges | | |
| Hire Purchase agreements | | |
| Other – please state | | |
| Other – please state | | |
| | | |
| | | |
| Total income | | |

Please give details of money held in Banks or Building Societies (including current accounts)

| Bank/Building Society name | Amount |
|-----------------------------------|-----------------------|
| <i>Halifax (example)</i> | <i>£120 (example)</i> |
| | |
| | |
| | |
| | |

5. About your home

Are there any special reasons that made you decide to move to your current home?

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.....
.....

If you or any members of your household have any health problems that mean that you need to live here, please say who and tell us briefly about the problems.

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.....
.....

Have any adaptations been made to your current home? Please give details.

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.....
.....

Did you make any enquiries about the level of Housing Benefit or Universal Credit you would receive before moving into the property? Please give details.

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.....
.....

Have you tried to negotiate a reduction in the rent for your home? If so, please give details.

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.....

6. About your circumstances

Are you a care leaver? If so, please confirm which Local Authority

.....
.....

Does anyone provide you with care and/or support?

Yes No

If yes – do they need to stay overnight?

Yes No

If yes – give their name and the address where they normally live:.....

.....
.....

Do you care for someone who lives close by?

Yes No

If yes, please give their name and address.....

.....
.....

Please say how many hours you care for them each day.....

7. Extra information - please use this space to tell us anything else about your special circumstances. Tell us anything that is relevant, even if you think it is not important.

10. Declaration

I declare that the information I have given on this form is correct and complete.

I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.

I agree that you will use the information I have provided to process my claim for Housing Benefit or Council Tax Reduction or both. You may check some of the information with other sources as allowed by the law.

I understand that you may use information I have provided in connection with this and any other claim for social security benefits that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private sector companies such as banks and organisations that may lend me money, as allowed by the law including National Fraud Initiative exercise.

I understand and agree that the information held by you for the purpose of my claim may be shared with the Local Education Authority for the purposes of determining a Child's eligibility for free school meals, or any other benefits, and with the Lancashire County Council or One Connect for the purposes of determining my entitlement to a Social Fund Loan or other similar benefits.

I have read the Council's privacy policy which can be found at;
www.rossendale.gov.uk/info/210157/your_council/10821/privacy_notice

I am aware that I must let you know in writing, about any changes in my circumstances which might affect my claim. (You may lose benefit if you do not tell us within one month of that change)

Signature of claimant..... Date.....

If someone other than the person claiming filled in this form, please tell us why.....

Name of person filling in the form:.....

Relationship to person claiming:.....

I have confirmed with the person claiming that the information I have given is correct.

I have also explained the declaration above to the person who is claiming.

Signature of person filling in the form..... Date.....