

Claim reference.....



DISCRETIONARY LOCAL SCHEME FOR COUNCIL TAX SUPPORT PAYMENT APPLICATION FORM

A Discretionary Housing Payment is a payment which is intended to help customers who are suffering from exceptional hardship. It is only possible to award payments for short periods of time or in some instances, a one off payment to help with certain costs such as rent in advance, moving costs or payments towards rent arrears but only if these are preventing you from moving to more affordable accommodation. It is intended to help by giving you chance to manage your finances more effectively, to find more suitable accommodation or to help you move if alternative accommodation has been found. A further consideration is that the Local Authority is given a set amount of money each year to pay towards Discretionary Housing Payments.

A Discretionary Local Scheme for Council Tax Support payment is a payment which is intended to help customers who are suffering from exceptional hardship. It is only possible to award payments for short periods of time and is intended to help by giving you the chance of sorting out your finances.

You must already be receiving Housing Benefit or the Housing Element of Universal Credit to be able to claim a Discretionary Housing Payment.

You must already be receiving Council Tax Support to be able to claim a payment from the Discretionary Local Fund.

When considering a discretionary payment, the Local Authority has to be certain that exceptional hardship would be suffered if the shortfall in rent or if a one off payment was not made. Therefore the following points have to be taken into account: -

- **Is there a genuine risk of eviction/homelessness/court action if the shortfall in rent or Council Tax is not met?**
- **Is there disregarded income that may be used to meet the shortfall?**
- **Is it possible to negotiate with the landlord for a reduction in rent?**
- **Is it possible to move to cheaper accommodation?**
- **Are there any non-dependants living in the household that may be financially able to help?**
- **Are there any health problems to be considered?**
- **Are there any savings or other capital that can be used to pay for moving costs?**
- **If you have received a Discretionary Housing Payment before, what steps have you taken since your last award to improve your finances/prevent the hardship situation from occurring again?**

You must provide as much information as possible in support of your application along with evidence of your income and expenditure, capital and any information regarding rent or deposit fees for one-off payment requests.

Your details

Name	
Address	
Contact telephone number	
E mail address	

Address that you are claiming a DHP/DLS for

Address	
----------------	--

What are you claiming help for? (please tick)

		Amount
Council Tax shortfall		
Rental shortfall		
Rent arrears		
Application fees		
Deposit		
Rent in advance		
Moving costs		

Who lives in the property with you?

Name	Date of birth	Relationship to you

Please provide details of all your household income

What type of income	Who receives it	Amount	How often is it paid?
TOTAL INCOME		£	

Please provide details of money held in all bank/building society accounts (inc. current accounts)

Bank/Building Society name	Amount

Please provide details of all your household expenditure

EXPENDITURE	WEEKLY	MONTHLY
Mortgage		
Rent		
Rent arrears		
Council Tax		
Water Rates		
Gas		
Electricity		
TV Licence		
Road Tax		
Car Insurance		
Fuel		
Public Transport		
Loans		
Hire Purchase		
Credit cards		
Store Cards		
Catalogues		
Benefits overpayments		
Food/toiletries		
Nappies/wipes		
Clothing		
Buildings/contents insurance		
Life Insurance		
Mobile Phone		
Landline		
TV/Internet package		
Prescriptions		
Child maintenance		
Pet food		
Pet insurance		
School meals		
Childcare costs (inc before/after school clubs)		
Other		
Other		
Other		
Other		
Other		
Other		
TOTAL EXPENDITURE	£	£

If you are renting and claiming Universal Credit, we will need to know about your current property.

Name, address and telephone number of your landlord/agent

When did your tenancy start?	
-------------------------------------	--

When did you move in?	
------------------------------	--

How much is your rent?	
-------------------------------	--

What type of property is it?	
-------------------------------------	--

How many bedrooms are there?	
-------------------------------------	--

Do you have rent arrears?	Yes		No	
If yes, how much do you owe?				

Have you been threatened with eviction?	Yes		No	
------------------------------------------------	-----	--	----	--

IF YOU HAVE TICKED YES, PLEASE PROVIDE YOUR EVICTION NOTICE

Please use this section to tell us why you want a Discretionary Housing Payment and/or Local Scheme Payment. You should also inform us what steps/changes you are going to make to enable you to afford your rent and/or Council Tax going forward.

DECLARATION

The information on this form is correct and complete to the best of my knowledge. I give my permission for the Council to make necessary enquiries to check the information. I know I must tell the Benefits Department about any change in my circumstances which could affect my Discretionary Housing Payment such as the number of people in my household, a change of address or any other matter dealt with on this form. I also understand that any false declaration may be used by the Council in connection with its prevention and detection of fraud.

I / We confirm that we understand information will be shared with the Housing Options Team and may be shared with other services in the Council. I/We further confirm that we have been made aware of the Councils' privacy notice in respect of personal information which is available on the website or on request.

Your signature

Date	
-------------	--

Please return this form to the Benefits Service, Civic Centre, West Paddock, Leyland, PR25 1DH. Alternatively you can hand it in to South Ribble Gateway at the Civic Centre or email it to benefits@southribble.gov.uk.

Do not forget to enclose any documentary evidence you have to support your claim, including capital, proof of expenditure and any medical evidence you may have.

South Ribble Borough Council offers a Personal Budgeting Service, providing you with advice and guidance on how to manage your finances more effectively. If you would like an officer to contact you about this, please tick here