

Please detail below all your weekly expenditure. We may ask for evidence of this.

TOTAL EXPENDITURE	WEEKLY RATE
Rent or Mortgage	£
Council Tax	£
Clothing	£
Household	£
Utility Bills	£
Food	£
Travel	£
Credit Cards, Loans Etc	£
Child Care Costs	£
	£
	£
	£
TOTAL	£

Please insert both totals here to work out your balance

Total Income	Total Expenditure	Balance

We will now look at your balance and all of the information provided within your claim in order to make the Discretionary Housing Payment Assessment. If you want to provide supporting evidence please do so as it may help us to make the decision

DISCRETIONARY HOUSING PAYMENT

About Discretionary Housing Payments

Discretionary Housing Payments are paid from a limited amount of Government funding received by the Council each year. To qualify you must be entitled to Housing Benefit or Universal Credit housing costs.

We will look at your circumstances, income and expenditure so you must ensure you provide accurate details. Each case will be looked at on an individual basis, so please supply as much information as possible explaining your circumstances and any exceptional difficulties you are facing. As you will appreciate, not all cases are successful as the funding is limited and has to be budgeted throughout the financial year.

Name

Address

Telephone no.

Postcode

Claim Ref.

I declare that the information contained within this form is correct, I understand that if anything is found to be incorrect I may be liable for the repayment of an overpayment of Discretionary Housing Payments, Housing Benefit or Council Tax Reduction. I understand that if my circumstances change I MUST notify the Council immediately or I may be liable for the repayment of an overpayment of Discretionary Housing Payment, Housing Benefit or Council Tax Reduction.

Signature: **Date:**

Contact telephone number: / /

1. Why are you applying for a DHP?

- Help with a rent shortfall Help to allow you to move
 Help with arrears

Something else... *Please explain*

2. Are you in arrears with your rent? Yes No

If so has your landlord tried to evict you? Yes No

Please give your arrears figure £

3. Is your accommodation particularly suited or adapted for your needs? If so please explain.

4. Please tell us about anything else that you feel makes your situation exceptional. Please give us as much information as possible, as this will help us to make a decision. If necessary please continue on next page / a separate sheet.

Any award of DHP will usually be paid to the person/landlord we pay your Housing Benefit to.

If you wish this award to be paid to someone else, please provide their Bank details -

Account Number

and **Sort Code** — —

Your Income and Outgoings

Please detail below *all* your weekly incomes. This includes Wages, State Benefits, Maintenance, Pensions and Tax Credits

Type of Income	Weekly Rate

I authorise the Council to discuss my Discretionary Housing Payment progress with my Landlord/Agent

Signature **Date** / /

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see the Council's website at www.north-herts.gov.uk/fairprocessing or email: data.controller@north-herts.gov.uk