

Your Name and address	London Borough of Barnet PO Box 2015 PERSHORE WR10 9BG Your Reference
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DISCRETIONARY HOUSING PAYMENT CLAIM FORM

Please return the completed pack to

London Borough of Barnet, PO Box 2015, PERSHORE, WR10 9BG

I am in receipt of Housing and/or Council Tax Benefit and I need further help with my housing costs. I would like to be considered for a Discretionary Housing Payment. The reasons for my application are:

Privacy Statement:

Barnet Council has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of crime. We may also share information with other council departments or external organisations in order to undertake our functions as a local authority. We will always comply with the requirements of the Data Protection Act 1998 and never give information about you to anyone else, or use information for another purpose unless the law allows us. If you want to know more about how your information is used visit www.barnet.gov.uk/privacy

Signed:

Partner's signature:

Housing Benefit

Application for Discretionary Housing Payment

Name:

Claim:

Address:

Telephone:

Discretionary Housing Payments (DHP) are designed to help customers who already getting Housing Benefit (or have applied and will be paid housing benefit) who need extra help with housing costs. The DHP fund is limited so we will not always be able to help you. When considering your application we will look at:

- The nature of your short term crisis or difficult event
- How the event is related to a short fall in being able to pay your rent
- If the crisis or difficult event is short term (DHP is not designed for long term issues)
- If the crisis or difficult event is likely to be longer term then how you plan to change your circumstances so that a longer term DHP payment will not be required

There are circumstances where Discretionary Housing Payments cannot be made, for example:

- For service charges that are not covered by Housing Benefit.
- Deductions in Housing Benefit as a result of DWP sanctions.
- Situations where Housing Benefit is withheld or suspended.

If you wish to apply for a Discretionary Housing Payment, please answer the following:

1. Are you in receipt of Housing Benefit? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
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2. Do you require further financial assistance (in addition to benefits to which you are entitled) in order to meet your rent or housing Costs? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
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3. Do you need help with a deposit, rent in advance or moving expenses? (please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
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How much can you contribute to the need? £
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4. Is your rent more than your Housing Benefit? (please tick) Yes No

Rent = £ Housing Benefit = £

How much can you contribute to the shortfall? £

5. Do you have to pay for an unusual expense? (please tick) Yes No

What is the expense and how much do you have to pay?

6. Please complete the table below with all of your income and expenditure details:

Income and Outgoings					
Income			Outgoings		
Type	Wkly / Mnthly	Amount	Type	Wkly / Mnthly	Amount
			Gas		
			Electricity		
			Water Rates		
			Phone/Mobile		
			Food		
			Household		
			Clothing		
			Loans		
			TV expenses eg Satellite/Cable		
Capital / Savings			Car Expenses		
			Insurance		
			Catalogues		
			HP		
			Medical		
			Fines		
			Cigarettes/Alcohol		
			Other – please specify		
				
			...		
			Other – please specify		
				
			...		
Total			Total		

Claim: ClaimNo

7. Have you asked your landlord if he would accept a lower rent payment?
(please tick) Yes No

If so what was the outcome?

8. Can you move to a more affordable property? (please tick) Yes No

If no please say why

9. Why do you need to live in the Borough of Barnet?

10. How many weeks do you need assistance for?

Declaration

Please read this declaration carefully before you sign and date it.

- I agree that you will use the information I have provided to consider my request for Discretionary Housing Payments. You may share the information I have given with other sources as allowed by the law.
- I declare that the information I have given on this form is correct and complete as far as I know.
- I authorise you to check the information I have given with other sections within the council, the VOA, other councils or authorities handling public funds, as long as you do so only to prevent and detect fraud and error.
- I understand that you will share the information you hold to prevent and detect fraud and error by providing information to the Housing Benefit Matching Services and the Audit Commission’s National Fraud Initiative.
- I understand that if I give incorrect or incomplete information or documents, or fail to report any changes that might affect my benefit, I may be prosecuted.
- I know I must tell you immediately of any changes that may affect the amount of benefit I receive and that I cannot rely on any other organisation or person to tell the council on my behalf.
- I know and accept that if I do not report any changes affecting my benefit, or I give incorrect or incomplete information, I must repay any overpayment.
- I accept that you may prosecute any person who gives incorrect, incomplete or misleading information to fraudulently claim benefit.

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Customer’s signature

Date

If this form has been filled in by someone other than the person claiming, please tell us why you are filling in this form for the person claiming.

I declare that, as far as possible, I have confirmed with the person claiming that the answers I have written on this form are correct.

Name of the person who filled in the form

Relation to customer

Signature of the person who filled in the form

Date