



# DHP1: Discretionary Payments

Additional help with your rent and council tax



Name	You should complete this form if you need extra help with your housing costs or you are struggling to pay your Council Tax
Address (include postcode)	
Claim reference	

I would like to apply for:

- ☐ Discretionary Housing Payments (DHP) – help with my housing costs  
☐ Council Tax Hardship Relief – help towards my council tax bill

I would like to apply  
from

until

Are you applying for: ☐ Help towards your rent ☐ Help with a deposit ☐ Help with rent in advance  
☐ Help with removal costs ☐ Help with another housing cost – please state:

## Declaration

I understand that you may take criminal proceedings against me if:

- I lie to you so that I or someone else can get benefits
- I give you false documents so that I or someone else can get benefits
- I do not tell you about any changes to my circumstances that may affect my claim

Please note that information provided on this form may be given to the Department for Work and Pensions and the Rent Officer Service. It may also be used to assist in the collection of Council Tax and other debt collection purposes. Certain information may also be used to assist in the management and administration of local authority tenancies. We may also use information to inform and advise you on other benefits, welfare and related issues.

By Law, we have to protect the public funds we handle. We may use the information you have provided on this form to prevent and detect fraud, including checks against undeclared cohabiters. We may also share this information with other relevant organisations, including Experian and other credit reference organisations, for these purposes.

I declare that the details given on this form are true and complete ☐ Yes ☐ No

Your  
Signature

Date

Has this form been completed by somebody other than the claimant or their partner? ☐ Yes ☐ No

I declare that I have asked the person claiming all of the questions on this form and have confirmed that all of the answers given are correct.

Name

Signature

## About your finances

Please provide details of your WEEKLY household income. You should state the NET income, after any deductions.

Household member	Income type	Amount (£)

How much money do you have, in total, in your bank/savings accounts?

£

Please provide details of your actual **WEEKLY** expenditure:

Outgoings	Amount you pay	Amount you owe
Rent (including payments towards arrears)	£	£
Council Tax (including payments towards	£	£
Mortgage	£	£
Food	£	£
Medication	£	£
School Dinners	£	£
Gas	£	£
Electricity	£	£
Water	£	£
Other fuel costs	£	£
Telephone	£	£
Internet	£	£
TV Licence	£	£
TV/other rental	£	£
Buildings/contents insurance	£	£
Life insurance	£	£
Maintenance payments for a child	£	£
Travel	£	£
Car Insurance	£	£
Road Tax	£	£
Petrol	£	£
Alcohol	£	£
Tobacco	£	£
Catalogue	£	£
Credit card	£	£
Loan	£	£
Savings	£	£
Entertainment	£	£
Holidays	£	£

### About your circumstances

Have you recently had a change to your household circumstances that have resulted in your financial hardship? ☐Yes ☐No

Are you expecting any other changes to your household in the near future? ☐Yes ☐No – if yes please give details:

Do you have any friends or family who can help you financially? ☐Yes ☐No – If yes please provide details:

Do you or any member of your household have any disabilities or health problems? ☐Yes ☐No – If yes provide details:

Do these health problems mean that you incur extra expenses on a regular basis? ☐Yes ☐No – You should consider extra travel, fuel, food etc. – Please provide details:

Have you contacted a support agency (such as Citizens Advice Bureau) or a similar organisation for any of the following advice:

☐ Managing your debts ☐ Housing ☐ Finances ☐ Benefits ☐ Fuel tariffs ☐ Alcohol, drugs or addictions

please provide details of the support and advice provided, and of any on-going support plan in place:

### About your housing – you don't need to complete this section if you only need help with your council tax

Are you in rent arrears? ☐Yes ☐No – If yes please state how much and explain what actions your landlord has taken:

Have you considered moving to alternative, affordable accommodation? ☐ Yes ☐ No – If yes, please state what steps you have taken. If you have answered 'no' please explain why not:

Is there a specific reason why you choose to live in your current home? ☐ Yes ☐ No – If yes, please provide details

Have you tried to negotiate a lower rent with your landlord? ☐ Yes ☐ No – If yes, what was the outcome?

### **Paying your discretionary award**

If we pay you Council Tax Hardship Relief, this will be paid straight to your Council Tax account. If you receive Housing Benefit, your DHP will be paid to the same account that we pay your benefit. If you receive Universal credit, you will need to provide us with the details of the account that your DHP should be paid into – normally this will be your account.

Bank		Sort Code			-			-		
Name on account		Account number								

### **Anything else**

Please give any other information which you think, will help to support your application. (Please include any personal circumstances, bereavements, mental health problems, addictions, learning difficulties etc.)