



Cyngor **Abertawe**
Swansea Council

Application for Discretionary Housing Payments

Mae'r ffurflen hon ar gael yn Gymraeg o Ganolfan Ddinesig
This form is also available in large print from the Civic Centre

Financial Services
Department,
The Civic Centre,
Oystermouth Road,
Swansea, SA1 3SN.
www.swansea.gov.uk
01792 635353

1. Your Full Name and Address		FOR OFFICE USE ONLY
Name: _____		Date we received this form (stamp)
Address: _____		
Postcode: _____		
Date of Birth: _____	<input type="text"/>	Claim No:
National Insurance Number: _____	<input type="text"/>	

2. Contact Details

It may help us to process your application quicker if you give us your contact details here:

Daytime Number: Mobile Number:

Email address:

Discretionary Housing Payments can only be paid if you are receiving:

- Housing Benefit or
- Universal Credit which includes housing costs towards your rental liability.

Do you need more help to pay your rent?

Discretionary Housing Payments (DHP) assist people who need extra help to pay their rent when Housing Benefit or Universal Credit (UC) does not cover the full amount. If you are suffering severe financial hardship or your tenancy is at risk, you may be able to get a Discretionary Housing Payment to help you.

Discretionary Housing Payments are not a benefit payment and cannot be guaranteed. If you would like to apply for extra help, please complete and sign this application form. Return the form to:

City and County of Swansea, Housing Benefit Section, Civic Centre, Swansea SA1 3SN

If you would like any help completing the form, please contact our advice line on: **01792 635885**

Croesewir gohebiaeth yn y Gymraeg. Caiff unrhyw ohebiaeth a dderbynnir yn Gymraeg ei hateb yn y Gymraeg ac ni fydd hyn yn arwain at oedi.

We welcome correspondence in Welsh. Correspondence received in Welsh will be answered in Welsh and this will not lead to a delay.

3. Why are you applying for Discretionary Housing Payments?

I have too many bedrooms in my home	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I am affected by the Benefit cap	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Changes to local housing allowance rates	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My personal circumstances are causing me hardship (<i>give details below</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. Your home and rent

If you are a private tenant, have you asked your landlord about reducing your rent?

Yes No

Could you afford your rent when you moved in?

Yes No

If not why did you move to this accommodation?

If you receive Housing Benefit did you check with the council how much Housing Benefit you would receive before moving into your home?

Yes No

Are you on a waiting list for cheaper or more suitably sized accommodation?

Yes No

If you have recently moved to this address please provide your reasons for doing so:-

Have you or your family any health problems which affect where you live, the type of accommodation you live in or the number of bedrooms you require?

Yes No

If yes give details:-

Has your property been altered or adapted in any way for yourself or a member of your family to accommodate a disability?

Yes No

If yes please state what adaptations have been made:-

Are you a registered foster carer?

Yes No

If yes, please give details of the foster children who are currently living with you.

Name of child being fostered	Date of birth	Male / Female

4. Your home and rent continued

What are you planning on doing / or have already done in order to be able to afford your housing costs in future?

Have you had a previous Discretionary Housing Payment award? Yes No

If yes you **must** give details of the steps you have taken to improve your situation since your last application was granted?

Eg reduced outstanding debts or other outgoings

Access to Children

If you have access to children who normally live with another parent please confirm the following:

Name of child	Number of nights they stay with you	The address they live at for the rest of the week	Date of Birth	Relationship to you

5. Your money

Do you have any bank/building society or Post Office accounts? Yes No

If Yes what is the total balance of all your accounts

If you are in receipt of Income Support, Income Based Jobseekers Allowance, Income Related Employment Support Allowance, Universal Credit or Pension Credit please provide two months statements for all bank / building society / Post Office accounts or any other savings or investments you hold. Failure to provide these statements may result in your application being refused.

Are you entitled to Universal Credit (UC) which includes housing costs towards your rental liability? Yes No

If Yes you must either provide the letter you have received from the Department for Work and Pensions which shows how your UC entitlement has been worked out or a copy of the UC notification you have received on your UC online journal. If the amount of UC you are entitled to changes, during the time you receive DHP, you must either send in the revised letter you receive from the Department for Work and Pensions or a copy of the revised UC notification you receive on your UC online journal.

Your outgoings	If in arrears state amount	Amount Paid Weekly	Amount Paid Monthly
Rent/Mortgage	£	£	£
Council Tax	£	£	£
Water rates	£	£	£
Electricity Prepaid Meter? Yes <input type="checkbox"/> No <input type="checkbox"/>	£	£	£
Gas Prepaid Meter? Yes <input type="checkbox"/> No <input type="checkbox"/>	£	£	£
Other fuel (<i>please specify</i>)	£	£	£
Insurance (<i>please specify</i>)	£	£	£
Housekeeping (food, toiletries, cleaning etc)	£	£	£
TV licence	£	£	£
TV/cable package	£	£	£
Broadband/landline	£	£	£
Mobile phone	£	£	£
Clothing	£	£	£
School meals	£	£	£
Children's School bus	£	£	£
Car expenses (petrol, repairs, MOT etc)	£	£	£
Car insurance	£	£	£
Car tax	£	£	£
Bus/other travel expenses	£	£	£
Bank charges (monthly charge/interest etc)	£	£	£
Child Maintenance payments	£	£	£
Other outgoings (please specify)	£	£	£
	£	£	£
	£	£	£

Other Outgoings loans, catalogues, credit cards, court fines etc	Total amount owed	Name of company debt is with	Amount Paid Weekly	Amount Paid Monthly	Date payments are due to end
	£		£	£	
	£		£	£	
	£		£	£	
	£		£	£	
	£		£	£	
	£		£	£	
	£		£	£	

Other Outgoings - costs relating to a disability If you have any specific expenditure that you incur because of your disability or the disability of someone else in your household, please list these here.	Amount Paid Weekly	Amount Paid Monthly
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£

6. Who lives in your home

Please list here everyone who lives with you.

Partner

By partner we mean someone of the opposite sex or same sex who:

- you are married to or is your civil partner
- lives with you as if you are married or in a civil partnership.

Name	Date of birth	National insurance number

Dependant children

Dependant children are children who you are responsible for and live at your address.

Name	Date of birth	Male / Female

Non-dependants

Non-dependants are people over 16 who nobody gets Child Benefit for.

Name	Date of birth	Weekly income	Weekly contribution made to household expenses
		£	£
		£	£
		£	£
		£	£

Boarders / Sub-Tenants

A **boarder** is someone who pays you rent for accommodation and meals within your property on a commercial basis.

A **sub-tenant** is someone who pays you rent for accommodation but you do not provide them with meals, within your property on a commercial basis.

Name	Date of birth	Boarder / Sub-tenant	Weekly rent paid
			£
			£
			£
			£

7. Your rent details

You only need to complete this section if you receive **Universal Credit** and you are **not** a Council Tenant.

How much is your gross rent? £

Does your rent include any service charges? Yes No

If Yes how much? £

Please provide a letter confirming these charges

How many bedrooms in the whole of your property?

How many bedrooms do you and your family use?

Is your rent due:

Every day Every Week Every 2 weeks Every 4 weeks Every Month

Other If other, how often?

The date your tenancy began

What type of tenancy do you have? for example, shorthold

What is the length of the tenancy?

Do you have a written tenancy agreement? Yes No

If you have a tenancy agreement please provide it with this form. If you do not have a tenancy agreement please ask your landlord to confirm in writing the amount of rent he charges you and how often.

Are you a joint tenant? Yes No

If "Yes", please state:

How much is the rent for the whole property? £

How many joint tenants are liable to pay the rent?

The names of the other joint tenants:

Do you want us to discuss this claim with your Landlord or Agent? Yes No

8. Payments

If you receive Housing Benefit and you are granted Discretionary Housing Payments it will be paid in the same way as your Housing Benefit.

If you receive Universal Credit and you are granted Discretionary Housing Payments we can make payments to either yourself, your landlord / agent or your rent account (council tenants only).

Please confirm how you would like to be paid (please tick)

Directly into my bank / building society account you will also need to complete the form on page 8

By cheque to myself you can only pay the cheque into an account in your name

Direct to my rent account (council tenants only)

Directly into my landlord / agents bank / building society account your landlord / agent will also need to complete the form on page 8

9. Additional information

Please use the space below to provide any further information in support of your application (e.g. reasons why some of your expenses may be higher than average).

We may need to contact you for further information and will deal with your application as soon as we can.

10. Your Privacy

Swansea Council is the data controller for the personal information you provide on this form. Your information will be used in the exercise of our official authority and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. This is explained in more detail online at www.swansea.gov.uk/RevsandBenspersonalinfo.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a public task. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice at www.swansea.gov.uk/privacynotice.

11. Declaration for Claimant

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

- If the new landlord / agent agrees to waive the bond / rent in advance, payments of Housing Benefit will be paid to the landlord / agent.
- I will have to repay any Discretionary Housing Payment to which I am not entitled.
- That the information I have given on this form is correct and complete to the best of my knowledge.
- If I have been unable to answer a question because I am waiting for information, I have noted this on the form and will send the details to you when I receive them.
- I understand the Council will make any necessary enquiries to verify the information on this form.
- I understand the Council will cross check the information I have given with other sections within the Council, Rent Officer Service, other Councils and Benefit Authorities.
- I understand that I may be required to submit further personal information in support of my claim, this information will be subject to the same rules of privacy contained in "Your Privacy".
- I understand that if I give information that is incorrect or incomplete or fail to report, promptly or otherwise, any changes which might affect my Discretionary Housing Payment I may be prosecuted.
- I understand that the Council will use the information and evidence I have provided to assess my Discretionary Housing Payment, these details can also be used for any local reduction, service or benefit that the Council administers. The Council may give information to other government organisations or external bodies, if the law allows this.
- I have read and understood the section "Your Privacy"
- I have read and understood this declaration.

Your signature:

Date:

REQUEST FOR DISCRETIONARY HOUSING PAYMENTS TO BE PAID INTO A BANK / BUILDING SOCIETY ACCOUNT VIA BACS

Please make Discretionary Housing Payments direct to my Bank/Building Society account via BACS as detailed below.

If you are a landlord / agent and already receive Housing Benefit payments for other tenant(s) we will make ALL payments into one bank account. The details you give must be the bank details you want ALL future payments to be paid into.

Please note that we cannot make payments into Post Office card accounts

PLEASE ENTER YOUR DETAILS BELOW

Bank / building society name:

Address:

Postcode:

Sort Code:

Account Number:

NB: include the **Roll Number** for building society accounts

Account Name:

(for example Mr. J Jones)

Signature(s):

Date:

PLEASE NOTE THAT PAYMENTS BY THIS METHOD WILL BE DELAYED IF ALL THE ABOVE DETAILS ARE NOT PROVIDED.

UNSIGNED REQUESTS WILL BE RETURNED.

IF SIGNING ON BEHALF OF A COMPANY OR ORGANISATION, PLEASE STATE CAPACITY.

Capacity (if applicable)