

Malvern Hills District Council
Revenues and Benefits, PO Box 21,
Pershore, WR10 9DB
Telephone: 01905 822744

Worcester City Council,
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Wychavon District Council,
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Pershore, WR10 1PU
Telephone: 01905 822744

Name and address

Discretionary housing payments

Benefit claim number



Discretionary housing payments are not payments of Housing Benefit. They are stand-alone payments. We will pay them on top of any Housing Benefit and Council Tax Benefit you get.

Depending on certain conditions, we can make extra payments if you are not currently receiving full Housing Benefit or Council Tax Benefit, and we feel you need extra help with housing costs.

To apply for discretionary housing payments, you must:

- be receiving Housing Benefit, Council Tax Benefit, or both; **and**
- need help to meet your housing costs.

Please use black ink.

Section 1 Your declaration

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

I understand the following:

- This is my claim for discretionary housing payments.
- If I give information that is not true or not complete, you may take action against me.
- You may check some of the information I have given with other sources within the council, rent offices and other councils.
- You may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give information to other government organisations, if the law allows this.

I know that I must let you know immediately about any changes in my circumstances which might affect my claim.

The information I have given on this form is correct and complete.

You must sign this declaration.

If you do not sign this declaration, we will return this form to you to sign it.

Your signature

Date

Section 2 Form filled in by someone other than the person applying for benefit

Please tell us why you are filling in this form for someone else.

Name of the person who filled in the form

Signature of the person who filled in the form

Relationship to the person applying (for example, friend, relative, agent, appointee, adviser)

Section 3 Information about your income and outgoings

So that I can understand what effect the shortfall is having on your and your family's budget, please give details below.

Income			Outgoings		
	How much?	How often?		How much?	How often?
Your wages (after tax and National Insurance)			Mortgage or rent		
Your partner's wages (after tax and National Insurance)			Gas		
Self-employed earnings			Electricity		
Income Support			Other fuel bills		
Jobseeker's Allowance (income based)			Council Tax		
Jobseeker's Allowance (contribution based)			Water rates		
Retirement Pension or Pension Credit			Fines or court orders		
Superannuation or other pension			Loans or hire purchase		
Employment Support Allowance (income related)			Food, clothing or school meals		
Employment Support Allowance (contribution)			Insurance premiums		
Child Tax Credit			Travelling expenses		
Child Benefit			Maintenance paid		
Contributions from children living at home			Phone		
Contributions from other residents			Catalogues		
Working Tax Credit			TV rental and licence		
Maintenance			Deductions from benefit or the Social Fund		
Any other income (give details)			Pension contributions		
			Any other outgoings (give details)		
Any further information			Any further information		

Section 4 More information about your housing costs

Do you pay rent?

- Yes** Please go to the next question.
 No Please go to the last question on this page.

How much rent do you pay each week?

£

How much rent have you paid, in total, since moving in?

£

How often do you pay rent?

Every

Is the amount you pay different to what your landlord said you would have to pay when you asked about the property?

- Yes
 No

If **Yes**, please tell us why the rent you pay is different and why you agreed to pay less or more.

Section 4 More information about your housing costs - *continued*

Please send your rent book or card with this form.

Have you asked your landlord if you can pay less rent? Yes
 No

If **Yes**, what did they say?

If **No**, why have you not asked them?

Has your landlord asked you to leave the property? Yes
 No

If **'Yes'**, when did they ask you to leave?

What date did they say you had to leave by?

Have you had a written notice of eviction?
(Please send a copy of this form.)

Where will you live if you are evicted (forced to leave your home)?

How much Council Tax do you have to pay?

Section 5 Information about you and your family

Have you or any of your family got health problems which mean you have to live at this address? Yes
 No

If **'Yes'**, please use the space below to give us their names and tell us what the health problems are, how long they have had the problems and why you or they have to live here.

If we do not give you discretionary housing payments, how will this affect the health of these people?

Please give details of any disability benefits you or your partner receive for yourselves or any children.

Section 6 About your home

Only fill in this section if you rent your home from a private landlord.

Why did you choose this property?

Did you consider any other properties?

Yes

If 'Yes', please give details below.

No

Which addresses did you look at?	Why were these properties unsuitable?

If **No**, why didn't you consider any other properties?

Has the property been adapted for a disabled person to live in? If 'Yes', please give details below.

Yes

No

What was your last address?

Did you have to pay rent at your last address?

Yes

No

Why did you move from this address?

Section 7 How the shortfall in housing costs will affect your family

Please use the space below to tell us how a shortfall in your housing costs will affect your family.