



DISCRETIONARY HOUSING PAYMENT

Name:
Current address:
Post code:
Home telephone number:
Mobile number:
Email address:

For Official Use Only	
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IMPORTANT INFORMATION

Discretionary Housing Payments are payments that the Council may be able to make to help you pay your housing costs, when Housing Benefit does not meet all of your needs. Housing costs may include:

- rent liability
- rent in advance
- deposits
- other costs associated with a housing need such as removal costs.

To qualify for Discretionary Housing Payments you must:

- qualify for some Housing Benefit, **and**
- need extra help to pay your rent or a housing cost.

If you receive a Discretionary Housing Payment, it will be paid along with your Housing Benefit, either to you or your landlord.

Discretionary Housing Payments **cannot** be paid for Council Tax or for service charges included in your rent which are not eligible to be covered by Housing Benefit. There is no list covering every situation that will be allowed a Discretionary Housing Payment. Each case will be decided on its own merits.

The Discretionary Housing Payment scheme is discretionary and a customer does not have a statutory right to receive an award. It is not a payment of Housing Benefit

If you are experiencing **severe hardship** or have **exceptional circumstances** and wish to be considered for Discretionary Housing Payments, please provide details of your circumstances. We may have to ask you for additional information or to provide supporting evidence before we can make a decision on your entitlement.

If you are in receipt of the housing element of Universal Credit you should apply using the on-line form available at www.moray.gov.uk/discretionary.housing.payment

PLEASE COMPLETE IT IN BLACK INK

Why do you want to apply for a Discretionary Housing Payment? Please tick **all** the boxes that apply to you.

Welfare Reform - this includes:

- under occupancy deduction
- the benefit cap
- Rent Officer restrictions
- restrictions if you are under 35 years old
- other welfare reform (give details)

Family reasons - this includes:

- someone in the family expecting a baby
- families with a child temporarily in care
- people with disabilities with significant adaptations made to their property: please us give details

- someone in the family who has a long term medical condition
- claimant nearing pension age
- extra costs for example special diets or for a medical condition: please give us details

- shared care for a child
- rent in advance: please give details below
- deposit for a new property: please give details below
- removal costs: please give details below
- my housing benefit is less than my rent
- foster children

Other reasons – please tell us what they are below

Further information:

Is there any other information you want to tell us?

What date would you like to claim a discretionary housing payment from?

If this is before now, why did you not apply before? Give reasons below

Have you also applied to another Council? Yes No

How much money do you have in bank accounts or building society accounts? £

Is there anyone we can contact with any queries? This could be a care worker or someone else.
Please give details here:

NAME	
TELEPHONE NUMBER	
RELATIONSHIP TO YOU	

You must now tell us about the income you and any partner have, and any expenses you and any partner have on the next page. Once you have done this, you must read and sign the declaration.

MORAY COUNCIL - REVENUES SERVICE

Client's name & address:

Date:

Ref:

INCOME	WEEKLY	MONTHLY	EXPENDITURE	WEEKLY	MONTHLY
Client Net Wage			Rent / Mortgage		
Partner Net Wage			Council Tax		
Other Wage / Salary			Rent Arrears		
Maintenance / CSA			Mortgage Arrears		
State Pension			Endowment premiums, ISA		
Occupational Pension			Contents Insurance		
Personal / private pension(s)			Building Insurance		
Pension Credit			Other life insurance linked to mortgage		
Universal Credit			Gas		
Income Support (after deductions)			Electricity		
Jobseekers Allowance			Other fuel (Oil, Coal etc)		
Child Benefit			Housekeeping (food / toiletries etc.)		
Working Tax Credit			Court fines		
Child Tax Credit			Child Support (CSA)		
Incapacity Benefit			Life Insurance		
Statutory Sick Pay			Hire Purchase (e.g. car)		
Statutory Maternity Pay			TV licence / Rental		
DLA (mobility)			Telephone		
DLA (care)			Mobile Phone		
Personal Independence Payment			Petrol / Diesel		
Employment and Support Allowance			Travel Costs / Fares		
Carers Allowance			Car Road Tax		
Student Loan / Bursary			Car Insurance		
Housing Benefit			TV / satellite / internet		
Discretionary Housing Payments			Cigarettes / alcohol		
Income from lodger / tenant / children			Meals at work		
Other (detail below)			Clothing		
			Childcare		
			School Meals		
			Health costs (dentist / prescriptions / glasses)		
			Pets / Insurance		
			Members subscriptions / hobbies / clubs		
			Payday loans / store cards / credit cards repayments		
			Other (detail below)		
TOTAL INCOME			TOTAL EXPENDITURE		
AVAILABLE INCOME					

DECLARATION

I understand that Moray Council:

- will use the information I have given to decide whether to award me a Discretionary Housing Payment
- will check the information I have provided and make any necessary enquiries to make sure the information I have provided is correct
- may share the information I have given with other organisations if the law allows

I also understand that:

- if I have provided false or incomplete information it is an offence and Moray Council may take action against me, including court action
- I must notify Moray Council, Discretionary Awards Team, promptly of any changes in my or my household circumstances which might affect this claim
- I will be required to repay any overpaid Discretionary Housing Payments if I fail to report a changes in circumstances
- **I declare** that the information I have given on this form is correct and complete.
- **I agree** to Moray Council making any necessary enquiries to confirm this.
- **I understand** the above conditions and wish to proceed with my application.

Signature of claimant:

Date:

Please tell us if 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:

Signature of the person who filled in the form:

Date:

Relationship to the person claiming:

Telephone number

E-mail address

Please return the form to:

Moray Council, FREEPOST SCO 721, PO BOX 5758, ELGIN, IV30 1BR.

If you need any help or advice, contact us. You can telephone **01343 563456** or write to

The Revenues Section, Council Office, High Street, Elgin, IV30 1BX.

You can e-mail awards@moray.gov.uk

You can visit any of the following offices:

- Council Office, High Street, Elgin, IV30 1BX.
- The Resource Centre, 26 Mid Street, Keith, AB55 5AH.
- 13 Cluny Square, Buckie, AB56 1AJ.
- Auchernack, High Street, Forres, IV36 1DX.

For more information on discretionary housing payments, visit our web site

www.moray.gov.uk/discretionary.housing.payment

or more information on Housing Benefit and Council Tax Reduction visit our web site: www.moray.gov.uk/benefits

