# Discretionary Housing Payment and Council Tax Discretionary Reduction Application form

Discretionary Housing Payments (DHP) are payments made by Torbay Council to help with a shortfall in your Housing Benefit or housing costs element of Universal Credit.

If you would like to make an application for Discretionary Housing Payments and/or the Council Tax Discretionary Discount Scheme, please complete this form as fully as possible.

Applications should be returned to Customer Services (Benefits), Torbay Council, Town Hall, Torquay TQ1 3DR, emailed to [DHP@torbay.gov.uk](mailto:DHP@torbay.gov.uk)or uploaded at [www.torbay.gov.uk/documents](http://www.torbay.gov.uk/documents).

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| This document can be made available in other languages and formats. For more information please contact [DHP@torbay.gov.uk](mailto:DHP@torbay.gov.uk) . |

## Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Last name |  |
| Address | | | |
| Email |  | Telephone |  |
| Date of birth |  | National Insurance No |  |

How shall we contact you? Email  Telephone  Post

Tell us your Housing Benefit/Council Tax reference number if you have one:

|  |
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## Your household

Tell us about the people who live with you

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **National Insurance No** | **Date of birth** | **Relationship to you** | **Income (please specify type and amount)** |
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## Your application

What are you applying for help with?

Council Tax  Rent  Council Tax and Rent

If you are only applying for help with your Council Tax, you can skip section 4 and go to section 5

## Rent

What type of help do you need?

Rent in advance/deposit  Rent arrears  Ongoing help

For rent in advance/deposit, please complete this section:

**We will need written confirmation from your new landlord of the address of the property you hope to secure and any rent in advance and deposit required to secure it**

|  |  |
| --- | --- |
| Address of the property you will be moving to |  |
| Name and address of landlord/agent |  |
| Email address of landlord/agent |  |
| Telephone number of landlord/agent |  |
| Can we contact your landlord if we need to? | Yes  No |
| Date you are hoping to move in |  |
| How much rent in advance do you need? |  |
| How much deposit do you need? |  |
| Have you been issued with a notice to leave by your current landlord? If you have, please provide a copy of the notice |  |
| If you have not received a notice, please provide your reasons for moving |  |
| If an award can be made it will be paid to the landlord. Please provide the bank account details payment should be made to. This must include the name as it appears on the account, the sort code and account number |  |

For rent arrears please complete this section

|  |  |
| --- | --- |
| How much are your arrears? |  |
| When did your arrears start?  Please provide a rent statement from your landlord showing how your arrears have accrued |  |
| Have you tried to agree a payment plan with your landlord? |  |
| If you have agreed a payment plan, please confirm how much you pay in addition to your rent and how often you make these payments |  |
| What action has your landlord taken in respect of your arrears? Please provide copies of any correspondence you have received from them |  |

For ongoing assistance at your current address

|  |  |
| --- | --- |
| If you do not have rent arrears, please tell us how you have been managing to pay your rent until now |  |
| If there is anyone over the age of 18 living with you, other than your partner or a joint tenant, how much do they contribute to the household expenses such as food, rent, utilities etc and how often they pay this amount? |  |
| Are any of the following included in your rent?  Water rates, meals, fuel for heating, lighting, hot water, or cooking,  If any are please confirm which are included and how much of your rent is in respect of these |  |
| If you are applying for ongoing assistance, who should we make payments to? | You  Your landlord |

Please tell us the details of the bank we need to send the payment to:

|  |  |
| --- | --- |
| Bank/Building Society name |  |
| Name of account holder |  |
| Account number |  |
| Sort code |  |

## About your council tax

If you are not applying for help with your council tax, please skip this section and go to Section 6.

If you have any exceptional circumstances which have led you to ask for extra help with your council tax, please tell us what they are.

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**Every applicant needs to complete all the remaining sections of this form**

## About your financial circumstances

Please fully complete the table below indicating how many accounts of each type you have, and the current balance of all accounts declared.

Please send two months statements for each account showing all transactions and the current balance even if it is nil or overdrawn

|  |  |  |
| --- | --- | --- |
| **Type of account** | **Number of accounts** | **Current balance** |
| Bank account |  |  |
| Building society account |  |  |
| Post Office account |  |  |
| ISA |  |  |
| Shares |  |  |
| Any other capital |  |  |

### About your income

Tell us about all the income that you or any member of your household receives and how often.

|  |  |  |  |
| --- | --- | --- | --- |
| **Income type** | **Received by** | **Amount** | **How often is it paid** |
| Earnings |  |  |  |
| Tax Credit |  |  |  |
| Income Support |  |  |  |
| Jobseekers Allowance |  |  |  |
| Employment and Support Allowance |  |  |  |
| Universal Credit |  |  |  |
| Industrial Injuries Disablement Benefit |  |  |  |
| State Retirement Pension |  |  |  |
| Pension Credit |  |  |  |
| Widows Benefit |  |  |  |
| Attendance Allowance |  |  |  |
| Disability Living Allowance Care / PIP Daily Living |  |  |  |
| Disability Living Allowance/ PIP mobility. If you receive this payment do you use it for a Motability vehicle? |  |  |  |
| Carers Allowance |  |  |  |
| Child Benefit |  |  |  |
| Child Maintenance |  |  |  |
| Personal Pensions |  |  |  |
| Other income (please specify) |  |  |  |

### About your expenditure

Please take time to complete this section of the form carefully. It is important that you do not miss anything out as we need a full picture of your finances. We may ask you to provide proof of some items.

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| --- | --- | --- |
| **Expense** | **Amount** | **How often is it paid** |
| Rent |  |  |
| Council tax |  |  |
| Electricity |  |  |
| Gas |  |  |
| Water rates |  |  |
| Landline telephone |  |  |
| Food & household shopping |  |  |
| Launderette |  |  |
| Bus fares |  |  |
| Taxi fares |  |  |
| Mobile phone |  |  |
| TV Licence |  |  |
| TV packages |  |  |
| Internet |  |  |
| Household insurance |  |  |
| Life insurance |  |  |
| Car insurance |  |  |
| Petrol/diesel |  |  |
| Car tax |  |  |
| Car repairs/MOTs |  |  |
| Drinking |  |  |
| Smoking |  |  |
| Clothing and shoes including school uniform |  |  |
| School expenses |  |  |
| Gambling |  |  |
| Christmas/birthdays |  |  |
| Loans |  |  |
| Credit cards |  |  |
| Catalogue payments |  |  |
| Pets |  |  |
| Any other debts (please tell us) Click here to enter text. |  |  |
| Regular or occasional expenditure associated with illness or disability (please specify) |  |  |
| Other (please tell us) Click here to enter text. |  |  |

## Other information

|  |  |
| --- | --- |
| Do you have a support worker?  If yes, please tell us more about them. | Yes  No |
| Support workers name |  |
| Who does your support worker work for? |  |

Please give any additional information that you feel is relevant to your application.

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## 8: Supporting evidence

You should submit your claim even if you do not have all the supporting information and evidence we need, but please make sure you provide any missing information to us within 14 days. If you do not provide all the evidence we need, we might not be able to pay you.

Documents should be returned to Customer Services (Benefits), Torbay Council, Town Hall, Torquay TQ1 3DR, emailed to [DHP@torbay.gov.uk](mailto:DHP@torbay.gov.uk) or uploaded at [www.torbay.gov.uk/documents](http://www.torbay.gov.uk/documents).

### Rent in advance/deposit

Written confirmation from the landlord/agent of the rent in advance, deposit required, monthly rent charge, and a breakdown of any services or utilities if they are included

Bank statements for each account you and/or your partner hold dated for the last two months and showing all transactions and the current balance even if it is nil or overdrawn

Notice to quit at your current address if you have been given one

Rent arrears

Rent statement from the landlord/agent. This needs to show rent due, rent paid and current arrears from when your arrears started

If you have agreed a payment plan, please provide confirmation from your landlord of the payment arrangements you have agreed

Please provide copies of any correspondence you have received from your landlord in respect of any action taken in regarding your arrears

Bank statements for each account you and/or your partner hold dated for the last two months and showing all transactions and the current balance even if it is nil or overdrawn

Ongoing help

Bank statements for each account you and/or your partner hold dated for the last two months and showing all transactions and the current balance even if it is nil or overdrawn

We may ask you for additional information if needed

Council Tax

Bank statements for each account you and/or your partner hold dated for the last two months and showing all transactions and the current balance even if it is nil or overdrawn

We may ask you for additional information if needed

## How we use and handle your information

To find out what we do with the information you have given us on your application form read our privacy notice at [Privacy notices - Torbay Council](https://www.torbay.gov.uk/council/information-and-data/data-protection/privacy-notice/)

Declaration

**To be signed by you and your partner, if applicable.**

I / we declare that the information provided on this form is correct and complete.

I / we undertake to notify the council promptly of all changes of circumstances which might affect benefit payments after this form has been signed.

I / we understand that if incorrect information is supplied or fail to notify the council of a change in circumstances and Discretionary Housing Payments are paid as a result, action including prosecution may be taken against me, and Torbay Council will seek to recover any overpayments.

I / we authorise the council to make necessary enquiries to verify the information on this form, this may include an interview or home visit.

Data Protection: I / we understand that the information on this form will be verified against my Housing Benefit or Council Reduction claim, and any discrepancies will be investigated.

I / we understand that if Discretionary Housing Payments are found to have been overpaid, this could be recovered from a landlord, agent or third party.

Relevant information may be passed to the Department of Work & Pensions, or Inland Revenue as permitted by law. We will not disclose any information about you to anyone outside Torbay Council nor use information about you for other purposes unless the law permits or requires us to. Contact may also be made with the council’s Housing Section.

**Your signature**

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**Date**

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**Partner’s signature**

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**Date**

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**Equality Statement**

We are committed to ensuring that no member of the public or employee is treated less favourably than any other on the grounds of gender, sexual orientation, race, colour, religion, ethnic origin, age, disability, or any other condition that cannot be justified during our contact with you.