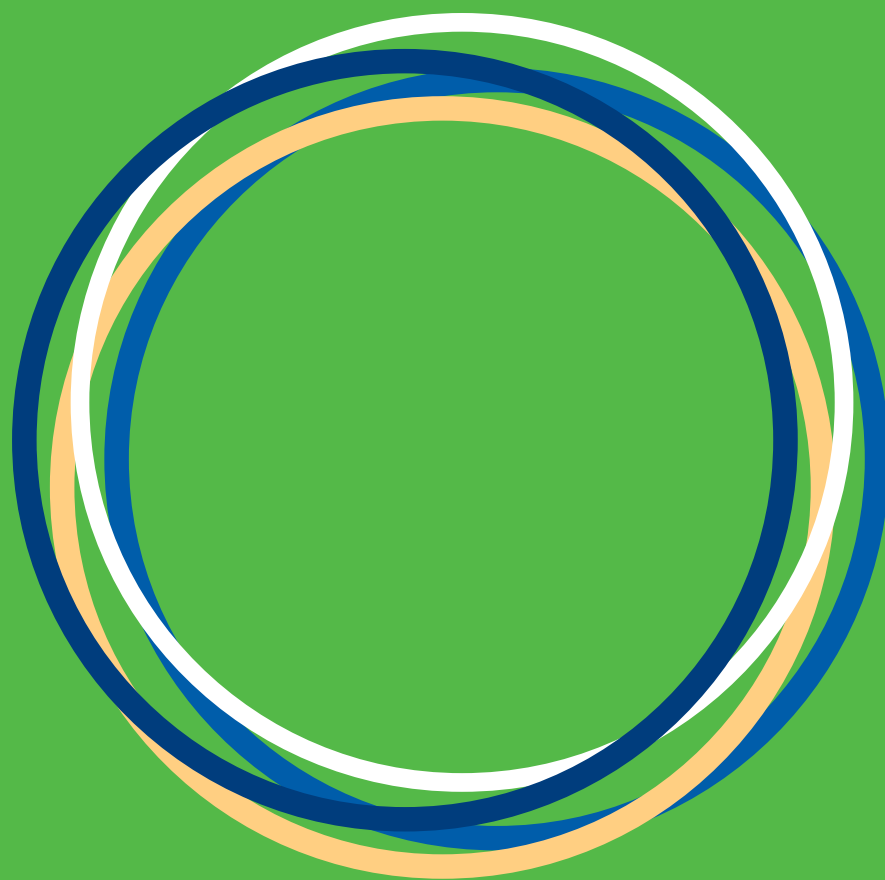


# Discretionary Housing Payments



Housing Benefit and Council Tax Benefit

## What are Discretionary Housing Payments (DHPs)?

Discretionary Housing Payments are paid on top of Housing Benefit and Council Tax Benefit. They are paid to people who need more help to pay their housing costs.

Discretionary Housing Payments are paid from a limited fund. Once this fund is used, all Discretionary Housing Payments will stop.

## What do we mean by Housing costs?

When people rent their homes privately and claim Housing Benefit, there is a limit to the Housing Benefit they get. This can be based on a shortfall between the rent due and the benefit payable, for example due to a rent restriction, change of Local Housing Allowance amount or a non-dependant deduction.

This sometimes means customers get less Housing Benefit than the actual rent due. Some customers are able to pay the rest or can negotiate a lower rent with their landlord. However, other customers find the shortfall between their rent and their benefit causes financial strain and hardship.

Some customers get less Council Tax Benefit than the amount of Council Tax they pay. Most customers are able to pay the shortfall and do not need more help. However, other customers find the shortfall between their Council Tax and their Council Tax Benefit causes financial strain and hardship. There are certain elements that DHPs cannot cover, for example non-eligible service charges such as gas, electricity or increases in rent due to rent arrears.

If you wish to apply please complete the attached form. You can return the form to us by post or visit one of our Help Shops.

### **Discretionary Housing Payments form**

Please complete and return the attached form to:

Benefits Services  
Reigate & Banstead Borough Council  
Town Hall  
Castlefield Road  
Reigate  
Surrey  
RH2 0SH

The information you give us on this form will be used to decide whether you should have a Discretionary Housing Payment. You should answer all the questions that apply to you and say in Part 2 of this form why you think you qualify. You must send proof of all items marked\* so we can consider your request. When you have filled the form in you (and your partner if you have one) should sign and date the declaration, and send the form back to us as soon as possible.

In some cases, we may think that you would benefit from some independent financial advice. If we feel that you should seek advice, it may be a condition of you receiving Discretionary Housing Payments.

If you need help filling in the form, you can visit us at the Town Hall or one of our Help Shops - addresses and phone numbers are listed at the back of this leaflet.

**Part 1 - Personal details**

Full name:.....

Address: .....

.....

..... Postcode: .....

Telephone:.....Email:.....

**Part 2 - Personal statement**

Use this space to explain why you are making a claim for Discretionary Housing Payments.

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

### Part 3 - Important questions

1. What have you done to find cheaper alternative accommodation?

2. Are there any reasons which would stop you moving, for example specific reasons for living in a particular area?

3. Do you or any members of your family have any health problems?  
If so, please tell us what they are and provide medical evidence\*.

4. Do you, or any family members who live with you, have special needs or expenses which mean you have to spend more money than you would normally expect, for example special dietary needs, travelling expenses and so on? Please give details below.

| Special need | Cost per week |
|--------------|---------------|
|              |               |
|              |               |
|              |               |
|              |               |
|              |               |
|              |               |

5. **(If you need help with your rent)** Did you check the Local Housing Allowance rates or ask for advice about how much help you would receive prior to signing your Tenancy Agreement? If no, why not?

6. **(If you need help with your rent)** Do you have a guarantor for rent payments? **Yes / No**  
*(please delete as appropriate)*

7. **(If you need help with your rent)** Have you asked your landlord to reduce the rent?  
**Yes / No** (*please delete as appropriate*)

What was the outcome?

8. If you have experienced budgeting problems, have you already sought independent advice, e.g. from the Citizens Advice Bureau?

## Part 4 - Your weekly outgoings

Please give details of your household spending. Please tell us the amounts you spend either weekly or monthly.

| Outgoing               | Cost per week | Cost per month |
|------------------------|---------------|----------------|
| Gas                    |               |                |
| Electricity            |               |                |
| Oil and other fuels    |               |                |
| Phones                 |               |                |
| Water Rates            |               |                |
| Council Tax            |               |                |
| Mortgage               |               |                |
| Food                   |               |                |
| Toiletries/cleaning    |               |                |
| Travelling expenses    |               |                |
| Car tax and insurance  |               |                |
| Life insurance         |               |                |
| Child care             |               |                |
| Clothing               |               |                |
| TV Licence and rental  |               |                |
| Insurances             |               |                |
| Internet               |               |                |
| Satellite and cable TV |               |                |
| Leisure expenses       |               |                |
| Child maintenance      |               |                |
| Pet food/insurance     |               |                |
| School trips           |               |                |
| Other (please specify) |               |                |

Your outgoings – debts (we need proof of all items marked with a \*)

| Debt                   | Start date of debt | Reason for debt | How much do you pay each month? | How much is owing? |
|------------------------|--------------------|-----------------|---------------------------------|--------------------|
| Loans or overdrafts*   |                    |                 |                                 |                    |
| Hire purchase*         |                    |                 |                                 |                    |
| Credit agreements*     |                    |                 |                                 |                    |
| Fines*                 |                    |                 |                                 |                    |
| Credit cards*          |                    |                 |                                 |                    |
| Other - please specify |                    |                 |                                 |                    |

### Part 5 – Savings

Please tell us if you have any savings including money in current accounts. Please provide your most recent statement for each account you have, even if they are overdrawn. If the statements are not provided we will be unable to consider your application.

| Account no. | Account type<br>e.g. current, deposit | Current balance |
|-------------|---------------------------------------|-----------------|
|             |                                       |                 |
|             |                                       |                 |
|             |                                       |                 |
|             |                                       |                 |
|             |                                       |                 |

### Part 6 – Rent

What is your current rent liability?

| Weekly | 4-weekly | Monthly |
|--------|----------|---------|
| £      | £        | £       |

Please provide proof of the last 3 months payments.

**Part 7 – Declaration**

**WARNING: If you give false information, you may be prosecuted under the 1968 and 1978 Theft Act and 1986 Social Security Act.**

I declare that, as far as I know, the information I have given on this form is true and complete. I agree to tell Benefits Services at Reigate & Banstead Borough Council of any changes in my circumstances, which may affect my claim for benefit.

I also agree for Reigate & Banstead Borough Council to pass my information onto a debt adviser if this is a condition of my Discretionary Housing Payment.

Your signature: .....

Your partner's signature: .....

Date:.....

## More information

If you need independent help or advice contact your local Citizens Advice Bureau.

### How to contact us

Personal callers      Benefits Services are based at the Town Hall in Reigate. We are open weekdays between 8.45am and 5pm (4.45pm Fridays).

If these times are not convenient for you, let us know and we will arrange a time to suit you.

Phone                    01737 276497 (hours as above)

Fax                        01737 276260

Email                    [benefits@reigate-banstead.gov.uk](mailto:benefits@reigate-banstead.gov.uk)

### Help Shops

Help Shops are based at various locations around the borough and will be able to give you help and advice about claiming housing and council tax benefit.

|                                |                                |
|--------------------------------|--------------------------------|
| Banstead Help Shop             | The Horseshoe, Banstead        |
| Horley Help Shop               | 4 Victoria Square, Consort Way |
| Merstham Help Shop             | 26 Portland Drive, Merstham    |
| Reigate Customer Services Desk | Town Hall, Reigate             |
| Redhill Help Shop              | 26-28 Cromwell Rd, Redhill     |

### If you are:

**Blind or visually impaired** – we can send someone to visit you at home

**Deaf or hearing impaired** – communication support can be arranged by writing to the Benefits Service

**Elderly, disabled or housebound** – home visits can be arranged

**Non English speaking** – interpretation can be arranged