



Full name :	For official use only: Issue Date: / / Claim or property ref: Office stamp
Your address:	
Postcode:	
Daytime contact number:	
Email:	
Do you have access to the internet? No <input type="checkbox"/> Yes <input type="checkbox"/>	

The Discretionary Housing Payment Scheme grants the Local Authority the power to award an additional payment to people in receipt of Housing Benefit or Universal Credit who need more help with their housing costs. From April 2013 it can no longer be used to help with council tax liability.

It is intended as short term help only to give you the chance to sort out your debts; negotiate a lower rent with your landlord or to find cheaper suitable alternative accommodation.

When considering your application the following points will be taken into account:

- Would a one off payment to support housing costs help to secure or retain an affordable tenancy?
- Are you at risk of eviction or homelessness if a shortfall in rent is not met and can short term assistance help you to stay in your home?
- How much is the shortfall and what else do you pay out that might make it harder to meet the shortfall in your housing costs?
- What steps are you taking to try to resolve this situation?
- What other money do you have available that might be used to help meet the shortfall, this includes disregarded income or savings?
- Is it possible to ask the landlord to reduce the rent, or for you to move to cheaper accommodation?
- Can anyone else living in the household help financially towards the shortfall?
- Are there any health issues to be considered?
- Can any other services help, such as social services?

To help us make our decision please tell us as much information as possible about your circumstances and let us see as much evidence as you are able to provide.

We **do not** expect you to pay for any evidence to support your application, for example medical certificates or copy bank statements, and we will try to use the information from your current Housing Benefit or Universal Credit claim if we can.

If you don't understand what you need to give us, or think you can't get the information, or prefer a home visit please ring our contact centre on 443 4042; or call at any One Stop Shop and talk to one of our customer service advisors.

Please **do not** delay returning this form. We will write to tell you our decision as soon as we can.

Part 1 About you

Have you applied for a discretionary housing payment before at this address?

No Yes

What date are you claiming a discretionary housing payment from:

How much do you need us to pay each week?

If granted, what date do you want us to pay it to?

Do you have family members that can help financially?

No Yes

What steps are you taking to resolve your current situation? Tick all that apply

- Nothing Looking for work
 Reducing outgoings Working with a debt advisor
 Checking I get value for money, e.g. fuel suppliers, phone contract etc
 Re-negotiating credit union loan
 Increasing income, e.g. applying for, or appealing against DWP benefits
 Looking for cheaper or smaller accommodation
 Other (please give more information in Part 4)

Are there any special reasons why you need to live in this property, or area, e.g. disabilities or health problems?

No Yes Tell us why in the box below

Has the property been adapted for the needs of a disabled member of your household?

No Yes Tell us how in the box below

Has there been a bereavement in your household in the last 12 months?

No Yes

If 'Yes', who was it, what date did it happen and what was their relationship to you?

Do you need help with? Rent payments Removal costs

Could you afford to pay the rent when you first moved in?

No Yes

Were you aware there may be a shortfall in your rent and how did you intend to meet it?

No Yes

Are you a tenant of a? Housing association - Go to **part 2** Private tenant - go to **part 3**

Part 2 Housing association tenants

Do you have rent arrears at this address?
If 'Yes', how much and what period for?

No Yes

Amount £ From / / To / /

Have you been threatened with eviction?

No Yes

We will contact your landlord to confirm both.

Has your housing benefit or universal credit reduced because of:

a) Bedroom tax

(i) Are you a foster carer? No Yes

(ii) Does anyone stay overnight, who does not live at your address, to provide care for you, or your partner if you have one? No Yes Tell us their name, address and relationship to you, or your partner.

(iii) Do you or your partner receive Attendance Allowance, Disability Living Allowance (care) or Personal Independence Payment (daily living)? No Yes

If 'No', Please provide proof of the type of overnight care you or your partner receive, e.g. a letter from your GP, social services or family member.

b) Benefit cap Benefits reduced to £500 for couples and lone parents, or £350 for single adults.

c) Non dependant charges For people over the age of 18 who live with you.

d) A change to your income/circumstances Please tell us what has changed and when.

e) Other Please give details.

Now go to **Part 4**

Part 3 Private tenants

Have you recently moved to this address?
Where did you live before and how long for?

No Go to part 3a Yes

Did you pay rent at your last address?
If 'Yes', how much and how often?

No Yes

£

Every

Do you have outstanding rent arrears at your last address?
If so how much and how do you plan to repay them?

£

Why did you leave your last address?

Why did you move to this address?

How did you find out about this property?

Did you pay a deposit, or apply for a bond at this address?
If 'Yes' how much and will you get it back at the end of
your tenancy?

No Yes

£

When does your tenancy end?

/ /

Will your landlord reduce the rent?

No Yes

If 'Yes', we can consider paying housing benefit direct to your landlord. Please note if you are in receipt of Universal Credit we can only consider this if a managed payment is in place and we will need to see evidence of this.

If 'No', or you have not asked them, please say why.

Do you have rent arrears at this address?
If 'Yes' how much and what period for?

No Yes

Amount

£

From

/ /

To

/ /

Please give us proof from your landlord to confirm this.

Have you been threatened with eviction?
Please let us see the eviction notice.

No Yes

Part 3a Private tenants - continued

Has your Housing Benefit/Universal Credit reduced because:

- a) You are single and under age 35
- b) Local housing allowance changes
- c) Rent officer restriction
- d) A change to your income/circumstances
- e) Benefit cap
- f) Non dependant charge
- g) Other - tell us more in part 4

When does your current tenancy end?

How much notice do you need to give your landlord?

Part 4 Additional information

Are you registered with any housing associations for other accommodation, e.g. property pool plus?

No

Yes

Please tell us who so we can check this

What have you done to look for cheaper accommodation?

Please tell us anything else you think is important

Do you receive Universal Credit? No Yes Go to **Part 4a**

Do you receive Housing benefit? No Yes If granted, discretionary housing payments are usually paid to the same person we pay housing benefit to, unless you tell us not to and why in the box below.

Part 4a - Payment details

For Universal Credit only - do you have:

• an alternative payment arrangement (APA) in place? No Yes

• a managed payment direct to your landlord? No Yes

We will need to see proof of this from the Department for Works and Pensions

Payment direct to your bank account

About the account you want to use.

- You can use an account in your name, your partner's name or joint names.
- You can use an account in someone else's name if:
 - the terms and conditions of their account allows this; and
 - they agree to let you use their account; and
 - you are sure they will use your money in the way you tell them.
- You can use a credit union account.
- If someone is acting on your behalf you can use an account in their name or both your names.

If you do not have a bank account you can get information about opening a basic bank account at www.knowsley.gov.uk, from any of our One Stop Shops or by calling 0151 443 4042

Your account details

Please take care filling in your bank details. If you tell us the wrong account details your payment may be delayed or you may lose money. You can find the account details on your cheque book or bank statements or by asking your bank, building society or credit union.

Please remember to tell us if any of your account details change in the future.

Your account details

Name of account holder Full name of bank, building society or credit union

Sort code Account number

Building society roll or reference number or credit union reference

Part 5 Your income

Please list all income you, and your partner if you have one, get.

We will check this matches your housing benefit claim.

Income	Amount	How often
Take home pay	£	
Working tax, child tax, disabled tax credit.	£	
Income support	£	
Job seekers allowance	£	
Universal credit	£	
Employment and support allowance	£	
Attendance allowance, disability living allowance (care), or personal independence payment (daily living)	£	
Disability living allowance, or personal independence payment (mobility)	£	
Carers allowance	£	
Industrial injuries benefit	£	

Income	Amount	How often
Severe disablement allowance	£	
State pension	£	
Pension credit (guarantee credit or savings credit)	£	
Private pension or pension from an employer (for you or your partner)	£	
War pensions - war, disablement, or widow/widowers pensions or benefits	£	
Child benefit	£	
Maintenance	£	
Board from a family member	£	
Rent from a non-family member	£	
Other - please state type	£	
Total income	£	

Do you; or your partner if you have one, have any savings or money in the bank? If 'Yes', how much in total?

No Yes

£

Part 6 Your expenditure

Please list all money you, and your partner if you have one, pay out.
We may ask for proof of some of these.

Expenditure	Amount	How often
Rent – after housing benefit or universal credit has been paid	£	
Rent arrears	£	
Council tax – we will check this against your council tax liability	£	
Council tax arrears	£	
Water rates	£	
Gas/electric	£	
TV licence	£	
Landline, mobile phone	£	
TV, video, phone, sky, broadband rental or package	£	
House insurance, life insurance, car insurance	£	
Food , toiletries	£	
Clothes, shoes, sundries	£	
Petrol, or other travel expenses	£	
Work, school expenses – please state type	£	
Medication	£	
Disability or illness related expenses – please state type/amount in part 4	£	
Bank overdraft or other charges	£	
Social fund, crisis loan repayments	£	
Deductions and sanctions from state benefits	£	
Loans and hire purchase	£	
Credit union - savings	£	
Credit cards and catalogues – minimum payment asked for	£	
Fines	£	
Cigarettes	£	
Alcohol	£	
Leisure – please state type	£	
Other – please state	£	
Total expenditure	£	

Can any of these be reduced, e.g. finding a cheaper supplier, consolidating debts, spending less on non-essentials etc?

No Yes

If your expenditure is more than your income, how are you managing to meet your day to day living?

Would you like to speak to someone about help managing your money?

No Yes

Part 7 Declaration of truth

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

Even if someone else has filled in the form for you, you must still understand and sign the declaration.

I understand the following.

- If I give information that is untrue or not complete you may take action against me. This may include court action.
- You will use the information I have given to process my claim for housing benefit and/or council tax reduction, free school meals and care and support costs.
- You will use the information I have given and share it with other council departments to check or prove my entitlement to other benefits, grants and services that I may have a right to receive, such as care to help me stay in my home.
- You may use any information I have given on this form, and share it with other organisations, such as government departments, local authorities and private sector companies, such as a charity or other voluntary or private sector bodies in connection with the provision of any services that I am entitled to.
- You regularly match data with the Department for Work and Pensions which can detect undeclared income and bank accounts.
- You may check the information with other sources, where the law allows this, including other organisations, such as government departments, local authorities and private sector companies, such as banks or other organisations that may lend me money and Experian, a credit reference agency for the purposes of preventing or detecting fraud.
- I must let you know right away about any change in my circumstances that might affect my claim.
- If I receive too much benefit because I do not tell you about changes in my circumstances I will have to repay the money

Signature of person claiming

Date

If any part of this form has been filled in by someone other than the person claiming, please tell us why you are filling this form in for them, such as the person is blind, dyslexic or has difficulty reading, writing or understanding English.

Full name of person filling in the form

Your relationship to the person claiming

- I have read each question to them and written down their answers.
- I have read the declaration above to them and they have confirmed they understand it.

Signature of person filling in the form

Date

Please return this form to one of the addresses below as soon as possible, even if you don't have the supporting evidence, this can follow on, e.g. medical proof, proof of arrears, eviction notice, proof of expenditure etc.

Huyton One Stop Shop

Municipal Buildings
Archway Road
Huyton
L36 9YU

Kirkby One Stop Shop

The Kirkby Centre
Norwich Way
Kirkby
L32 8XY

Halewood One Stop Shop

The Halewood Centre
Roseheath Drive
Halewood
L26 9UH

Prescot One Stop Shop

Prescot Shopping Centre
Aspinall Street
Prescot
L34 5GA

If you don't understand:

- what you need to give us, or
- think you can't get the information, or
- prefer a home visit

please ring our contact centre on 443 4042 and talk to one of our customer service advisors.

Do not delay returning this form. We will write to tell you our decision as soon as we can.