CYNGOR GWYNEDD

Council Offices
Shirehall Street
Caernarfon, Gwynedd
LL55 1SH
Phone: 01286 682689
Email: benefit@gwynedd.llyw.cymru

DISCRETIONARY HOUSING PAYMENTS (DHP)
APPLICATION FORM

You can get Discretionary Housing Payments if we think that you need extra help with your Housing Costs. Any payment awarded is in addition to any Housing Benefit / Housing Element of Universal Credit that has been awarded to you, **but you must be either receiving Housing Benefit or the Housing Element of Universal Credit before we can consider if you need more help with your housing costs.**

What are Housing Costs?

Housing costs are usually rental payments, but can also include rent in advance, deposits, and other lump sum costs associated with a housing need such as removal costs.

The following items are not covered by Discretionary Housing Payments:

- ineligible service charges (e.g. charges for fuel, hot water or meals),
- increases in rent due to outstanding rent arrears, and
- certain sanctions and reductions in benefit.

How to apply for Discretionary Housing Payment

You will need to fill in this application form and return it to us as soon as possible. We will write to you if we need any supporting evidence regarding your circumstances and income and expenditure.

Need further help?

If you require further help with your financial situation or housing needs, you can contact one of the supporting organisations shown below:

Organisation	Support Available and contact details
Shelter Cymru	**Shelter** – Advice on renting, homelessness and eviction Phone: 08000 495 495 Go to: hiip://www.sheltercymru.org.uk/
cyngor ar bopeth citizens advice	**Citizens Advice Bureau** – Financial advice and independent help in completing the DHP claim form and/or claim for Housing Benefit and Council Tax Reduction • **Adviceline Cymru: 01286 424 922** • **Go to: www.cabgwynedd.wales**

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For office use only	
Date received (stamp)	
Date of issue	

DISCRETIONARY HOUSING PAYMENT APPLICATION FORM

Full name and title			
Current address: (including room/flat number)			
National Insurance no		**Date of Birth**	/ /
Telephone numbers	Landline	Mobile	
Housing Benefit Reference		**Email address** (optional)	

1. What sort of help do you need ? (please tick)

- ☐ **ONGOING PAYMENT** to help with your weekly rent.
- ☐ **ONE-OFF PAYMENT** to help with a specific payment (e.g. Rent Deposit)
  If YES, complete questions 1, 2, 3, and 14 to 17.

Please tell us why you are applying for a DHP? (please tick those that apply)

- ☐ My benefit is reduced because I am classed as having a spare bedroom.
- ☐ I am affected by the Benefit Cap.
- ☐ My benefit is reduced because of the Local Housing Allowance (LHA) rate.
- ☐ My benefit has reduced because someone has moved in / out of my home.
- ☐ I need financial support to help me move into a smaller property.
- ☐ I need financial support while I am seeking employment or more employment.
- ☐ My benefit has reduced because I am affected by changes to the HB scheme.
- ☐ I cannot afford to pay the difference between my rent and Housing Benefit for other reasons. Please tell us why here:

2. HOUSING DETAILS

Do you?

Please tick the appropriate box

- ☐ Own your home or pay a mortgage
- ☐ Pay rent to a housing association
- ☐ Live in board & lodgings
- ☐ Pay rent to the Council
- ☐ Pay rent to a private landlord
- ☐ Other (Please give details)

If you pay rent to a Housing Association, Private Landlord or live in board & lodgings - current proof of rent **MUST** be enclosed. (Tenancy Agreement, rent book, receipts or letter of confirmation from landlord).

Date Tenancy Started at current/new address / /

Date Moved in if different to above / /

State your rental liability £ per week/month etc

State the number of bedrooms in the property

Please state whether you want payment of any DHP award made to yourself or landlord (or any other person, specify)

If you have made a claim or are receiving UNIVERSAL CREDIT please provide your Universal Credit notification letter as evidence of your award.

3. HOUSEHOLD COMPOSITION

Please list the names of everybody who normally lives with you. If none, please write "none".

Name	Relationship to you	Date of Birth
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /
		/ /

4. Has your home been adapted to help with a disability affecting you or a member of your family?

If 'Yes', please provide details of the adaptations and the reasons why they are needed

Yes ☐ No ☐

5. **Do you have shared custody of a child or children, but do not receive Child Benefit for them ?** Yes ☐
If 'Yes', please provide proof (if you have a court order granting access please provide this). No ☐
If 'Yes', but you do not have a court order, please forward a copy of a letter from former partner or any other proof.

Name	Date of birth	Usual Home address	How often do they stay with you?

6. **Housing Benefit Size Criteria.** Only complete this section if your home has more rooms than allowed by Housing Benefit rules. This includes tenants in the Private Rented Sector, and in particular Social Sector tenants which are affected by the *Spare Room Subsidy* (commonly known as the **"Bedroom Tax"**).

If your home has more rooms than your family needs (according to Housing Benefit rules), are there any reasons why you need the extra room or rooms? For example you and your partner are unable to share a bedroom due to a medical condition, or a child unable to share a bedroom due to a severe disability. Yes ☐ No ☐
If 'Yes', please explain and provide supporting evidence

7. **Have you tried to find cheaper alternative accommodation?**
If 'Yes', please give details. If you found cheaper accommodation but did not move, please explain why below. Yes ☐
If 'No', can you please explain why you haven't looked for cheaper accommodation. No ☐

8. **Have you registered with Gwynedd's Housing Options Team for alternative accommodation, including a smaller property if you're affected by the "bedroom tax"?** (Or any Housing Association outside Gwynedd). Yes ☐ No ☐

The Housing Options team is the one contact point for all housing options enquiries and applications in Gwynedd, where you can be considered for social housing by Adra, Grwp Cynefin or North Wales Housing.

Their contact details are : **Phone: 01286 685100 Email: housingoptions@gwynedd.llyw.cymru**
If 'Yes', please provide details including the date you registered.
If 'No', please explain your reasons for not doing so.

9. **If you have been offered social housing accommodation which you've refused, please provide the details below:**

10. **Please tell us if it would cause you problems if you moved from the area which you live in now,** e.g. you need to live near a particular nursery/childcare, school, hospital or other services, or you are receiving care or providing care to a member of family not living with you.

PRIVATE SECTOR TENANTS ONLY to complete question 11

11. Have you asked your landlord if he would consider lowering your rent?
If 'Yes', tell us below what the outcome was.
If 'No', can you please tell us why you haven't considered this?

Yes ☐
No ☐

Have you any objection to Cyngor Gwynedd contacting your landlord to see if your rent can be reduced? If 'Yes', please tell us why below.

Yes ☐
No ☐

12. ALL APPLICANTS TO ANSWER THIS SECTION

Please tell us if you have any plans to help your situation in the long term, such as increasing your income or moving house, even if you just register for a smaller property (see 6 above). Any evidence that you can provide will help us to make a decision.

13. The DHP fund granted to the Council by the Government is limited, and it ***would not be possible for the Council to use DHP to help everybody who does not receive full Housing Benefit to meet their rent.*** If none of the above questions have described your true circumstances, can you please tell us below why you consider that your claim is exceptional.

Only applicants who ticked "One-off Payments" in question 1 should complete questions 14 to 17

14. Please tick the payment you are applying for:

☐ Rent in advance
☐ Deposit
☐ Other
If other, please state what the payment is for:

☐ Moving Costs
(provide 2 items of evidence)

15. If you're claiming rent in advance, deposit or moving costs, could you please explain why you're leaving your current address. If you're claiming an "Other" payment, please use the space below to explain why and what it is for

16. Have you any savings that could be used to meet this need (or part of the need)
If 'Yes', please give details below.

Yes ☐
No ☐

17. Have you already asked for help with the above payment from anybody else, e.g. from the DWP or the Discretionary Assistance Fund?
If 'Yes' and you were turned down, please give details.
If 'No', can you please explain why not

Yes ☐
No ☐

18. Information about your income, outgoings and debts (if any).

This information will help us decide if you need further financial assistance to meet your housing costs. Please take your time and include everything. All the information you give us is confidential and we will only use it to see if we can give you extra help.

Please enter number of adults in your household

Number of children in your household

Income: (Weekly)		Expenditure (Weekly)	
Child Benefit	£	Car Expenses (including insurance)	£
Child Support (Maintenance)	£	Child Care Payments	£
Child Tax Credit	£	Child Support/Maintenance	£
Working Tax Credit	£	Clothing/Furniture	£
Net Earnings	£	Coal - other heating	£
Disability Living Allowance (DLA) or Personal Independence Payments (PIP)	£	Council Tax	£
Employment and Support Allowance	£	Electricity	£
Incapacity Benefit	£	Gas	£
Income Support	£	Water Charges	£
Job Seekers Allowance (contribution based)	£	Healthcare/Insurance	£
Job Seekers Allowance (income based)	£	Home Insurance	£
Occupational (works) Pension	£	Life Insurance	£
Pension Credit	£	Housekeeping	£
Private Pension	£	Mobile Phone	£
State Retirement Pension	£	Telephone	£
Universal Credit	£	Internet access	£
Other Income (please specify)	£	Rent (please provide proof)	£
TOTAL	£	Rent Arrears (please provide proof)	£
Capital/savings (details below)		Travel Expenses (please specify)	£
1.	£	TV & Licence	£
2.	£	TV Satellite (e.g. SKY)	£
3.	£	Other (please detail)	£
TOTAL	£	**Repayment of debts** (details below)	£
		1.	£
		2.	£
		3.	£
		4.	£
		TOTAL	£

19. Are there any further details about your income and expenditure not included above?
If 'Yes', please provide details below:

Yes ☐
No ☐

20. Payment direct into an account

What name or names is the account in?
Please write the name or names as they appear on the cheque book, passbook or statement.

Full name of bank or building society

Sort Code – of the bank, building society or other account provider.
Please tell us all six numbers, for example: 12-34-56.

Account number.
This is 7 to 10 numbers long.

More information if it is a building society account
Building society roll or reference number

Some building societies accounts use a roll or reference number. The number is on the passbook. The roll or reference can contain letters and numbers and can be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

21. Sharing information with your landlord

Sharing information with your landlord could help us deal with your claim more quickly and reduce the risk of you falling behind with your rent because of your claim being delayed.
If you give us permission, we would be able to tell your landlord whether:

- you have claimed or renewed Discretionary Housing Payment, or
- we have made a decision on your claim, or
- we need more information to make a decision on your claim, and what that information may be.

We will not give your landlord any information about:

- your personal or household circumstances.
- your financial circumstances.

You can withdraw your permission at any time.

It will not affect your claim if you do not give us permission to discuss your claim with your landlord.

If you want to give us permission to discuss your claim with your landlord, please sign below.

I give Cyngor Gwynedd permission to share information about the progress of my Discretionary Housing Payment claim with my landlord or their representative.

SIGNATURE

PRINT FULL NAME

DATE / /

22. DECLARATION

Please read this declaration carefully before you sign and date the application.

- **I declare** that the information given on this form is correct.
- **I agree** that the Council may make enquiries necessary to check the information I have given.
- **I understand that if any information I provide is incorrect that I will have to repay any awarded DHP back to the Council.**

Signature of Claimant :

Signature of Partner :

Date: / /

Declaration of the person filling in the form on behalf of the tenant.

Print Name:

Signature:

Relationship to applicant:

Date: / /

CONTACT US

Email: benefit@gwynedd.llyw.cymru
Phone: 01286 682689
Address: Cyngor Gwynedd, Shirehall Street, Caernarfon, Gwynedd, LL55 1SH

Reception points - Siopau Gwynedd
If you wish to access Cyngor Gwynedd services face-to-face, you can do so at our Siopau Gwynedd offices which are located at the following sites

- **Arfon:** Cyngor Gwynedd, Castle Street, Caernarfon, Gwynedd, LL55 1SE
- **Dwyfor:** Dwyfor Area Office, Ffordd y Cob, Pwllheli, Gwynedd, LL53 5AA
- **Meirionnydd:** Meirionnydd Area Office, Cae Penarlâg, Dolgellau, Gwynedd, LL40 2YB

You can collect or hand in forms or documents at these offices - staff will check and copy your documents and return them to you straight away.