



Issued

For further information or advice contact:

Clackmannanshire Council
Revenue Services
Kilncraigs
Greenside Street
Alloa
FK10 1EB
Tel: 01259 450000

Received

Return in person to:
Clackmannanshire Council
Revenue Services
Kilncraigs
Greenside Street
Alloa
FK10 1EB
Tel: 01259 450000

Application for Discretionary Housing Payments

Personal Details

*Partner we mean your Husband / Wife or a civil partner or someone you live with as Husband / Wife or Civil Partner.

CLAIMANT

PARTNER

Surname		
Forename		
Date of Birth		
N I Number		
Telephone Number		
Email		
Benefit Ref No.		

Children who live in your home aged 16 or under

Please list the names of dependant children living with you.

Child 1

Forename				
Surname				
Date of Birth	/	/		
Male/Female				
Relationship to you				
Child benefit received	Yes		No	

Child 2

Forename				
Surname				
Date of Birth	/	/		
Male/Female				
Relationship to you				
Child benefit received	Yes		No	

Children who live in your home aged 16 or under continued**Child 3**

Forename
Surname
Date of Birth / /
Male/Female
Relationship to you
Child benefit received Yes <input type="checkbox"/> No <input type="checkbox"/>

Child 4

Forename
Surname
Date of Birth / /
Male/Female
Relationship to you
Child benefit received Yes <input type="checkbox"/> No <input type="checkbox"/>

Child 5

Forename
Surname
Date of Birth / /
Male/Female
Relationship to you
Child benefit received Yes <input type="checkbox"/> No <input type="checkbox"/>

Child 6

Forename
Surname
Date of Birth / /
Male/Female
Relationship to you
Child benefit received Yes <input type="checkbox"/> No <input type="checkbox"/>

Other people who live with you aged over 16

Please list the names of other people who live with you.

1

Forename
Surname
Date of Birth / /
N I Number
Relationship to you
Type of Income
Amount
How often paid

2

Forename
Surname
Date of Birth / /
N I Number
Relationship to you
Type of Income
Amount
How often paid

Other people who live with you aged over 16 continued

3

Forename
Surname
Date of Birth / /
N I Number
Relationship to you
Type of Income
Amount
How often paid

4

Forename
Surname
Date of Birth / /
N I Number
Relationship to you
Type of Income
Amount
How often paid

What date do you want Discretionary Housing Payments to start from?

Is the reason you are applying for Discretionary Housing Payments liable to be ongoing?
Yes No

If **Yes**, please state why?

Has there been a death in the household in the last 12 months? Yes No

Please state why you are applying for a Discretionary Housing Payment and why you feel you may be entitled. (Refer to Notes section)

If you have had a previous Discretionary Housing Payment award, what steps have you taken to improve your situation since your last application was granted?

If you are applying due to financial hardship you will need to show that you are unable to meet your rent charge in your current financial position.

How much rent are you charged? £ .

How often?

Have you checked for cheaper accommodation? Yes No

If Yes, please state address(s) looked at

Address

Town		Postcode	

If cheaper accommodation was available would you move? Yes No

If No, please give reasons

Income and Expenditure

Please list all your out-goings, stating the amount and how often you make the payment. If you are already repaying any debts or arrears, please state when you will stop making these payments.

Expenditure	Amount	How Often	Date repaid (if applicable)
Rent you pay			
Council Tax			
Electricity			
Gas			
Other Fuel			
Household Shopping			
Clothes			
Childcare			
School Dinners			
Child Activities eg swimming			
Travel costs eg bus, taxis			
Car Costs - give details			
Telephone			
TV & Licence			
Insurance			
Maintenance			
Loans			
Hire Purchase			
Credit Cards			
Cable/Sky			
Water Rates			
Catalogue Repayments			
Fines			
Mortgage Payments			
Alcohol/Tobacco			
Rent Arrears			
Other, please specify			

Have you tried to negotiate a lower rent with your landlord?

Yes No

(Do not answer if you are a Council Tenant or the tenant of a Housing Association)

Has your landlord agreed to reduce your rent?

Yes No

If Yes, please provide proof of your new rent agreement.

If No, please tell us what your landlord said.

Please describe any health problems which you or members of your family suffer from, giving the date that the problem started and if appropriate a time when you feel this may change.

Please describe any other hardship or special circumstances which affect you or members of your family, giving the date that the hardship or special circumstances started and if appropriate a time when you feel this may change.

**Is there a particular reason why your accommodation is suited to you and the needs of your family?
ie. used for foster care/adapted for disabilities etc.**

Yes No

If **Yes** please provide full details below.

How much money can you afford to contribute towards your Rent?

£

Every

Please explain why and also tell me if and when you think this may change.

Please write below any further details that you feel may assist in your application (please continue on a separate sheet of paper if necessary).

How we pay your Discretionary Housing Payments - Tenants Only

If you are a private tenant we recommend that you get your money paid directly into your bank account. If you want your DHP paid directly into your bank account, please provide the following information:

Name of Your Bank			
Address of Your Bank			
Name of Account Holder			
Account Number		Bank Sort Code	

Declaration

- I have read and understood the information Clackmannanshire Council have provided in this form.
 - The information I have given in this form is true and complete.
 - I understand that Clackmannanshire Council may use the information I have given to prevent fraud and detect crime.
 - I understand that I must tell Clackmannanshire Council about any change in my circumstances or the circumstances of my partner, my children and anyone living with me.
 - I will tell you if any details in the letters you send me are incorrect.
 - I understand that, under the Data Protection Act, Clackmannanshire Council can give information about my claim to organisations that are listed in the Council's data protection registration. These include government agencies, council departments, HM Revenues and Customs, The Rent Service, other councils and fraud officers.
 - I agree that the Council may make any enquiries it considers necessary to check the information I have given.
 - I understand that I may have to repay any overpaid amounts of Discretionary Housing Payments.
-

Your Signature

Date

Data Protection Statement

In line with Data Protection legislation and as the data controller Clackmannanshire Council will process your personal information for the purposes of collecting any Council Tax you owe us as per Local Government Finance legislation.

The Council has a duty to manage public funds properly. As a result, we will use the information you provide to make sure all amounts we are owed are paid on time (for example by identifying people who have not yet paid their Council Tax and claim benefit they are not entitled to).

Revenue Service will also use personal data held for Housing Benefit and Council Tax Reduction purposes to assist in the processing of all claims made for Welfare Benefits and the Scottish Welfare Fund.

In addition to the stated purposes, we are also legally obliged to share certain data with other public bodies such as DWP and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate. We may also check your details with other organisations for the purposes of confirming who is living at a particular address.

We may also use your information to create management information, including statistical analysis to help combat fraudulent claims and improve customer service and satisfaction.

The council maintains a records retention and disposal schedule which sets out how long we hold different types of information for.

You have the following rights:

To be informed- this right requires us to provide you with certain information when we receive personal data from you.

To have access to your personal data

To ask us to rectify any inaccurate personal data about you

To exercise a limited right to ask that we erase personal data that we use about you

To ask us to restrict our use of your personal data until such time as a dispute about accuracy or the Council's use of your personal data can be established

To make an objection to us about our use of your personal information based upon your particular circumstances

If you wish to exercise any of your rights, you should contact the Council's Data Protection Officer on 01259 450000 or email: dpo@clacks.gov.uk

Complaints

If you are dissatisfied about the way we have used or are using or intend to use, your personal data, including where you believe we have not complied with your rights under data protection laws. The commissioner will investigate any complaints and will inform you of progress and the outcome of your complaint

Notes

What are Discretionary Housing Payments?

- They are top-up payments made to people who receive Housing Benefit or Universal Credit who need further help with their rent/housing costs.

Who can apply?

- Anyone entitled to Housing Benefit or Universal Credit and has a rental liability and requires further financial assistance with housing costs
- Clackmannanshire Council will not award Discretionary Housing Payment to anyone who currently has a Housing Benefit overpayment. If this is the case and you are struggling financially you should contact the Benefit section and ask that your overpayment recovery amount be reassessed. You will be asked to provide details of your expenditure.

Discretionary Housing Payments can be awarded for:-

- reduction in HB or UC where the benefit cap has been applied
- reduction in HB or UC for under-occupation in the social rented sector
- reductions in HB and UC as a result of local housing allowance restrictions
- rent shortfall to prevent a household becoming homeless whilst the housing authority explores alternative options
- rent officer restrictions such as local reference rent or shared room rate
- non dependant deductions
- income tapers

Discretionary Housing Payments cannot be awarded for:-

- ineligible service charges
- increases in rent due to outstanding rent arrears
- certain sanctions and reductions in benefit

Each application for a Discretionary Housing Payment will be treated strictly on its merits and all claimants will be treated equally and fairly.

What information do I need to put on the application form?

- Answer all of the questions on the form giving as much information as possible. Use an additional sheet of paper if required.
- Tell us about any unusual or exceptional circumstances you have. You should provide evidence to support your application, for example a letter from your doctor.
- The Council has the right to request reasonable evidence in support of an application.

How will I be notified if my claim is successful/unsuccessful

- You will be told of our decision in writing and with reasons.

Appeals

There is no right of appeal against a Discretionary Housing Payment decision.

- If you disagree with the decision to either not award a DHP, the amount of DHP awarded or the period of the award, you can ask us to look at the decision again.
- Write to us within **one month** of the date of our decision letter telling us why you do not agree with the decision. If you have any evidence supporting your request for us to look again at our decision please enclose it with your letter.