



Discretionary Housing Payments Application Form

Name:

Address:

1. Are you currently in receipt of Housing Benefit and / or Council Tax Benefit?

Yes

No

2. Does your Housing Benefit and/or Council Tax Benefit fully meet your rent and / or Council Tax charge?

Yes

No

3. Are you claiming extra help for:

Rent

Council Tax

Both

4. How long have you lived at this address?

5. If this was after 2 January 1996, did you ask for a Pre-Tenancy determination?

Yes

No

6. Could you previously afford to pay your rent and / or council tax before you moved in?

Yes

No

7. If you answered no, how have you been paying the shortfall or how did you expect to pay the shortfall?

8. Has there been a change of circumstances which has left you short of money?

Please provide details:

9. Do you, or any member of your household have any disabilities or health problems?

Please provide details?

10. Please list your main weekly / monthly outgoings:

£

Motgage Payments	_____
Rent (after Housing Benefit)	_____
Council Tax (after Benefit)	_____
Service Charges	_____
Arrears of Rent/ Council Tax	_____
Electricity	_____
Gas	_____
Telephone	_____
Water Rates	_____
Travelling Expenses	_____
Car Expenses	_____
Food & general expenditure	_____
Clothing	_____
Childminding Expenses	_____
Credit cards/store cards	_____
HP payments/loans	_____
Fines	_____
Catalogue Payments	_____
Other (please give details)	_____
Total weekly outgoings	_____

11. Have you tried to reduce your outgoings?
If yes, please explain how:

Yes

No

12. Do you have any relatives or friends who can provide you with financial help?
Please provide details:

13. Please state why you require a Discretionary Housing Payment:

14. How many weeks do you think you will need this help for?

15. Any other information that may help us when making a decision.

DECLARATION

WARNING: if you give false information you may be prosecuted under the 1968 and 1978 theft acts and 1992 social security act.

I declare that the information given on this form is true and complete.

I agree that Runnymede Borough Council may check the information I have given.

I undertake to inform the benefits service of any change in my circumstances which may affect my claim for Housing Benefit, Council Tax Benefit or Discretionary Housing Payment.

I have read and understood this declaration.

Signature:

Date:

Please return the form to the address at the top of the form without delay, as any award will commence from the Monday following the date of receipt. **Claims are not backdated.**