



Revenues & Benefits Service
PO Box 410
Stockton on Tees
TS23 2YD
TEL: 01642 393829
www.stockton.gov.uk/contactbenefits

Application for a Discretionary Housing Payment (DHP)

Claim number

1. Your details

Name		
Address		
Main phone no.		
Alternative phone no.		
E-mail address		
How long have you lived at this address?		
Amount of any rent arrears (in £)		
Have you been served with a notice to quit?	Yes (call Housing Options on 01642 528389 to apply.	
	No	
How long do you need discretionary housing payment for?		
If help is needed for less than a year tell us the reason for this		

2. Reasons why you are applying for a DHP

Put an X in all relevant boxes

I have too many bedrooms for my needs	
Myself or a member of my family is an approved foster carer	
My home has been significantly adapted for a member of the family who is disabled or suffering from health problems?	
My weekly benefit has been restricted to £384.62/£257.69 a week	
Financial reasons	
Health reasons	
Other (give details)-	

3. Foster Carers

Are you or a member of your family an approved foster carer?	No	
	Yes	
Name of Agency who you are registered with as a foster carer		
Address of agency		
Name of social worker		
Telephone number		

4. Temporary Absence

Is someone who usually lives with you a member of the armed forces on operations, or temporarily absent from the home such as a son or daughter at university?	No	
	Yes	
If yes , give details		

5. Bereavement

Have you had a bereavement within the last 12 months of a member of your family who lived with you?	No (go to part 6)	
	Yes (answer the questions below)	
Name of the person		
Relationship to you		
Date of death		

6. Medical problems

Do you or a member of your family have a disability or any health problems?	No (go to part 7)	
	Yes (answer the questions below)	
<p>If yes, give details of any disability or health problems</p> <p>You need to give any supporting evidence that you already have when you return this form, such as a copy of a care plan, occupational therapist or doctor's letter, hospital or clinic appointment card or medical certificates.</p>		
Is a bedroom used by a carer who does not live in your home to provide overnight care?	No	
	Yes	
If yes , tell us who the care is needed for, who provides the care and how often the overnight care is provided.		
Has the property been significantly adapted for a member of the family who is disabled or suffering from health problems?	No	
	Yes	
If yes, give details		
Does this disability or health problem mean you need more bedrooms than you are allowed under the benefit rules? For example this might be because a disabled person is unable to share with someone else because of the disability, or a room may be used to store equipment or used for treatment.	No	
	Yes	
If yes, give details		
Does this disability or health problem mean that there are additional costs to be met, such as costs for medicines, transport for treatment, or child care?	No	
	Yes	
If yes , please give details.		

7. Finances

Provide as much detail as possible of your weekly income and outgoings

Income	Weekly amount
Income Support	
Jobseekers Allowance	
Employment and Support Allowance	
Universal Credit	
Child Benefit	
State Retirement Pension	
Works Pension	
Pension Credits	
Wages	
Maintenance	
Child Tax Credit	
Working Tax Credit	
Personal Independence Payment	
D.L.A (Mobility)	
D.L.A (Care)	
Attendance Allowance	
Housing Benefit	
Local Council Tax Support	
Other Benefits/Income	
Total	

Savings/Capital Held	Weekly amount
Bank/Building Society accounts	
ISA's	
Other (Specify)	
Total	

Outgoings	Weekly amount
Full Rent due	
Water Rates	
Council Tax	
Food	
Household items	
Baby items, nappies, etc	
Clothes, shoes, etc	
Gas	
Electricity	
Telephone	
Mobile Telephone	
Internet	
T.V. License	
Launderette	
Credit Card Payments	
Catalogue	
Home Insurance	
Life Insurance	
Bus Fares	
Prescription Charges	
Medical Items	
Car Expenses (Tax, Insurance etc.)	
Petrol	
Social Fund Loan – outstanding £	
Crisis Loan – outstanding £	
Other Loans – outstanding £	
Fines -- outstanding £	
Cigarettes	
Pets	
School Meals	
Childcare	
Pocket money	
Other Outgoings (Specify)	
Total	

<p>If your weekly outgoings are higher than your weekly income please explain below how you are meeting your outgoings</p>	
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Does anyone living in your home other than your partner contribute to housing costs?	No	
	Yes	
<p>If yes, give details of how much they currently contribute and if this can be increased? If no, please explain why no contributions are currently being made or they cannot be increased.</p>		

Have you taken any steps to improve your money problems yourself?	No	
	Yes	
<p>If yes, give details</p>		

Provide details of any other relevant financial issues	
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8. Private tenants

Do you rent your home from a private landlord?	No (go to part 9)	
	Yes (answer the questions below)	
Why did you choose to move to this property? Tell us if you had to move quickly because you were fleeing violence, or of any reasons why you need to live in this location		
Were you able to afford the rent when you moved in?	No	
	Yes	
If no, give details of: <ul style="list-style-type: none"> • why you took on the tenancy if you could not afford it, • any housing benefit advice you sought before taking on the property, and • any other properties you considered before moving in. <p>If yes, explain the reason you are now unable to afford the rent</p>		
Have you asked your landlord to reduce the rent charged?	No	
	Yes	
If yes, give details		

9. Alternative accommodation

Have you taken any action to find smaller or cheaper accommodation or do you have any plans to do so?	No	
	Yes	
If yes , give details, such as registering with other landlords for accommodation or requesting a transfer to another property with the same landlord.		
Would you or any other people living with you have difficulty moving home?	No	
	Yes	
If yes , give details.		

10. Other details

Is there anything else you would like us to know?	
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11. Help and advice

The Council only has a limited amount of money available to spend on Discretionary Housing Payments and will not be able to help everyone who asks. We try to target the funds so that the most vulnerable people are helped. Any help given will normally be for a limited period.

Advice agencies such as Stockton and District Advice and Information Service, and Stockton Welfare Rights can help with longer term solutions, providing help and advice on:

- claiming welfare benefits
- dealing with outstanding debts, or budgeting and managing your finances

Would you like to be referred to an appropriate advice agency?	No	
	Yes	

I agree that the advice agency I am referred to can feedback the outcome of this referral to Stockton-on-Tees Borough Council.

If you do not want to be referred to an advice agency please give reasons	
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Declaration

I have read or had read to me the above information and agree that it is correct.
I give authority for Stockton Benefits Service to confirm any information given on this form with the Department for Work and Pensions, my landlord/landlady or any other department of the Council.
I understand that the information I have given may be shared with Stockton's Housing Options Team.
This authority also includes the release of any information regarding Back on Track (social fund replacement) loans.

Signature

Date