

For Universal Credit Customers only

BDHP to CHRT

If you are awarded a DHP and the housing element of your Universal Credit award is not paid to your landlord we can pay your DHP by BACS directly into your bank account. Failure to provide your bank details may result in payments being delayed. If you are not awarded a DHP your bank details will be destroyed.

Claim Reference:

Name:

Address:
postcode

Tel Number:

If you do not provide a telephone number we will not be able to contact you quickly if there are problems with your payments or the details supplied.

Bank or Building Society details

Please note that we cannot pay into Post Office CARD accounts

Branch

Sort Code

Account Number:

Roll Number
(if needed)

Name(s) of the
ACCOUNT HOLDER(S)

I declare that I am still resident at the address for which I am claiming a Discretionary Housing Payment and my circumstances have not changed. I know that I have to report any changes to North Yorkshire Council that might affect my Discretionary Housing Payment award

Signature

Dated

Data Protection Statement

The Council processes your personal information in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given. We may pass on your personal information to law enforcement and counter fraud agencies who may use your personal data for the purposes of crime prevention and/or detection.

For further information on how we process your personal information, please refer to our Privacy Notice: www.northyorks.gov.uk/privacy



Application for a
Discretionary Housing
Payment

Name

Address:
postcode

Benefit Reference:

Tel no/email address:
(optional)

If you are struggling to pay your rent you may wish to seek independent legal housing and/or debt advice. You may also wish to seek assistance in completing this form

1. Did you enquire about the Local Housing Allowance rates or spare room subsidy (bedroom tax) before moving into your accommodation? If no, please explain why

2. Could you afford the rent when you moved in?

No ☐ Yes ☐

3. Have you considered moving to cheaper / smaller accommodation?

No ☐ Yes ☐

Give reasons for either answer including reasons why you have not yet moved:

4. Have you considered other accommodation for example Housing Association properties and what steps have you taken to find alternative accomodation?

5.

Are you registered with Choice Based Lettings and if so have you placed any bids for alternative accommodation?

No☐Yes☐

6.

For what reason(s) was your bid unsuccessful?

7.

If you are a private tenant have you asked your landlord about reducing your rent?

No☐Yes☐

If yes, please confirm the outcome, if no please explain the reason why not.

8.

Are you in arrears with your rent?

No☐Yes☐

If yes, by how much?Please provide proof.

9.

Has your landlord started action to recover the arrears?

No☐Yes☐

If yes, please provide proof. If no, please explain why not.

10.

How much notice do you have to give your landlord should you vacate?

11.

Why did you choose to live at your current address?

NORTH YORKSHIRE COUNCIL

DISCRETIONARY HOUSING PAYMENT APPLICATION

YOU AND YOUR PARTNER'S WEEKLY INCOME & EXPENDITURE STATEMENT

Your weekly income

Amount (£)

Claim refno:

Please include income from employment (including overtime, commission and bonuses), state benefits, Housing Benefit, maintenance, pensions, Tax Credits, child benefit, Universal Credit etc

Total Income

£

If other adults live with you, other than your partner, how much do they contribute towards the expenses given below (refer to Question 16 on this form).

£

Weekly expenditure Column 'A'	Weekly amount (£)	Column 'B'	Weekly amount (£)
Rent		Life insurance	
Council Tax		House insurance	
Water rates		TV Licence/TV rental	
Electricity		Store cards/credit cards	
Gas/other fuel		Catalogue	
Telephone		Loans/hire purchase*	
Food		School expenses (specify)	
Washing/Cleaning Items			
Clothes/shoes		Fines/court orders	
Medical/Prescriptions		Deductions from benefits	
Public transport		Maintenance	
Motoring costs		Pension contributions	
Other (specify)		Other (specify)	
Total carried forward			
To Column 'B'		Total Outgoings	
Total Weekly Income		£	
Total Weekly Outgoings		£	
BALANCE		£	
Do you or your partner have any savings?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
* Provide your loan / HP agreement			

PLEASE PROVIDE PROOF OF EXPENDITURE

DECLARATION

Data Protection Statement

The Council processes your personal information in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given.

We may pass on your personal information to law enforcement and counter fraud agencies who may use your personal data for the purposes of crime prevention and/or detection.

For further information on how we process your personal information, please refer to our Privacy Notice: www.northyorks.gov.uk/privacy

I have read and understood the above declaration.

I confirm that the information I have given in this statement is true.

I undertake to:

- Inform the Benefits Office immediately if there is any change in my circumstances that may affect any Discretionary Housing Payment I have been awarded.
- Repay any amount of a Discretionary Housing Payment I have been overpaid.

Signature

Dated

/ /

Please return this form to your local Council’s Benefits Service at:
The Benefits Office, PO Box 148, Town Hall, St Nicholas Street, Scarborough, YO11 2ZH
tel 0300 131 2 131 • email benefits.office.sca@northyorks.gov.uk

Please ensure you provide evidence of your expenses

We need to see evidence of your regular payments towards utilities (gas, electric, water rates) and other expenses such as telephone, insurances, store/credit cards, catalogue, loans/HP and fines. Failure to provide evidence of your expenses may result in a delay in your application being decided.

12. Does your landlord provide any special facilities?

No ☐ Yes ☐

If yes, please give details

.....

13. Has the property been adapted in any way and if so, for whom. What adaptations have been made, when were they made and who paid for the adaptations?

.....
.....
.....
.....
.....

14. Do you or anyone else who lives with you have any disabilities or health issues? Please give details.

.....
.....
.....

15. Does your/their disability/health issue affect your choice of accommodation?

No ☐ Yes ☐

If yes, give details.

.....
.....
.....

16. Do you, or does anyone in your household, receive the mobility component of Disability Living Allowance or PIP?

No ☐ Yes ☐

If yes, are there additional mobility expenses that are incurred due to the disability? Please give details and amounts.

.....
.....

17. If you receive the mobility component is it paid direct to Motability Finance for a car?

No ☐ Yes ☐

If yes, how much of your DLA mobility goes towards a car?

--

18. Do you, or does anyone in your household, receive the care component of Disability Living Allowance or the daily living allowance of PIP?

No ☐ Yes ☐

If yes, are there additional care expenses that are incurred due to the disability?
Please give details and amounts.

<p>.....</p> <p>.....</p>

19. Are there ever any one-off expenses incurred due to the disability?

No ☐ Yes ☐

If yes, please give details.

<div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; margin-bottom: 5px;"></div>

20. Have you contacted Citizens Advice or any other voluntary/statutory organisation or your Landlords Welfare Benefits Officer (if they have one) to make sure you are claiming all the benefits you are entitled to? If yes, what advice did they give you?

<div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div>

21. Have you contacted any debt counselling or debt support agency to request help and advice with money management? If yes, what advice did they give you?

22. Do you have any friends or relatives who could help you financially?

No ☐ Yes ☐

23. Are there any other adults who live with you other than your partner?

No ☐ Yes ☐

If yes, how much do they contribute towards household costs (utility bills, food, rent) each week?

.....

24. What contribution can you afford to make towards your rent yourself each week?

.....

25. What action will you take if your Discretionary Housing Payment application is unsuccessful?

<div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div>

26. Discretionary Housing Payments are short term awards. What steps are you taking to ensure you can meet your housing costs in the future?

27. Please give below any information that you think we should know that might help your application. You should also submit any supplementary information such as medical evidence to support your application.

[illegible]