

**Ribble Valley Borough Council**

**Discretionary Housing Payments Application Form  
Housing Benefit/Universal Credit**

Name: .....

Address: .....

.....

.....

Telephone: .....

Housing Benefit Reference: .....

National Insurance No: .....

Housing Benefit: Y / N

Universal Credit Y / N

Housing Element in payment Y / N

1 Are you applying for additional help with:

a) your rent

b) deposit

c) removal cost

d) other (please specify)

Please provide proof of expense e.g. letter from landlord, removal cost receipt

2 Have you got any rent arrears at the moment?

Yes  No

A) If yes, please tell us how much the arrears are and provide proof.

B) If no, please tell us how you have managed to meet your rent to date.

3 Do you have any assets which might be used to help meet your rent?

4 Do you have any additional expenditure because someone in your household is sick or disabled for example? If yes, please give details.

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- 5 Are there any non-dependants living in your home who are financially able to help you with the rent.
- 6 What capital (savings accounts and investments) do you have and what is the balance in them?
- 7 Is it possible for you to negotiate with the landlord for a reduction in the rent? If not, please explain why.
- 8 Please explain why you did not make enquiries as to whether your rent would be met by housing benefit/universal credit.
- 9 Would you be evicted if the shortfall in rent is not met?  
Yes  No
- 10 Is there anywhere else that you could move to?
- 11 Do you or anyone in your home have any health problems that may be made worse if you had to move? Please supply a doctor's letter to confirm these details.
- 12 Would you having to meet the shortfall in rent have any particular effect on individuals within the family, for example young children?

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- 13 Do you have a rental shortfall because someone in the household has very high expenditure related to a disability or multiple debts?
- 14 Do you have a rental shortfall due to under occupancy of a housing association property?
- 14a Did you take the tenancy after April 2013 knowing you were under-occupying
- 15 Do you or anybody else in your household receive regular overnight care from somebody who does not normally live with you? If so, give details.
- 16 Are you a foster carer who is in between placements? If yes, do you know the date of the next placement?
- 17 Has the property been substantially adapted? For example, due to a disability, if so, give full details of the adaptations.
- 18 Do you have a rental shortfall due to Local Housing Allowance restrictions until a cheaper property is found?
- 19 Do you need help because of the benefit cap for a limited period whilst you sort out a move, find work/more work?
- 20 Please tell us anything else you feel may help us determine if we can make discretionary payments.

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21 Please complete the details below.

<b>Name of Income</b>	<b>Weekly Amount</b>	<b>Monthly Amount</b>
Income Support	£	£
State Pension	£	£
Private Pension	£	£
Incapacity Benefit/Employment Support Allowance	£	£
Job Seeker's Allowance	£	£
Child Benefit	£	£
Earnings	£	£
Universal Credit	£	£
Disability Living Allowance	£	£
Personal Independence Allowance	£	£
Pension Credit	£	£
Please list any other income you have below	£	£
	£	£
	£	£
	£	£
<b>Total Income</b>	£	£

22 Please complete the details below. You may be asked to provide proof of this expenditure.

<b>Expenditure</b>	<b>Weekly Amount</b>	<b>Monthly Amount</b>
Food and Household items	£	£
Gas	£	£
Coal/Logs/Heating Oil	£	£
Electricity	£	£
Water Rates	£	£
Telephone – mobile	£	£
Telephone – landline	£	£
Clothing	£	£
Council Tax	£	£
Travel – public transport	£	£
Motor Expenses – fuel	£	£
– car insurance	£	£
– Vehicle Tax	£	£
Insurance (home/contents/building etc.)	£	£
Television Licence	£	£
TV subscriptions	£	£

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<b>Expenditure</b>	<b>Weekly Amount</b>	<b>Monthly Amount</b>
Children's Clubs	£	£
Entertainment	£	£
Child Care Charges	£	£
Loans or Debts	£	£
Streaming Service subscriptions	£	£
Please list any other expenditure you have below		

If your application is successful, any award will be paid by BACS into your bank account. Please confirm your bank details below:

Name of Account holder: \_\_\_\_\_

Account Number: \_\_\_\_\_

Sort code: \_\_\_\_\_

*If you would like us to consider making payments to your Landlord, please provide their bank details on a separate page along with their full name and address and explain why you want it paid to them.*

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- Please supply your last 2 months bank statements for all your accounts to confirm expenditure
  - If you are receiving Universal Credit, please can you supply your latest Universal Credit award breakdown. This can be found in the payment section of your Universal Credit journal.
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# Declaration

(Please read and sign)

Ribble Valley Borough Council may make enquiries about the information needed to support the application and to prevent fraud. If you receive Discretionary Housing Payments by providing incorrect details or not giving us full details or providing false information you could be prosecuted.

This declaration is legally binding. Please read all the points carefully and make sure you understand them before submitting this application.

- I consent for Ribble Valley Borough Council to contact Department for Work and Pensions to provide Universal Credit breakdown award letters.
- I declare that the information I have given on this form is correct and complete.
- I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- I understand that I must promptly tell the authority of any further information which may affect the outcome of my application which I become aware of after it has been made.
- I understand that the authority may check the information I have given with other sources.
- I understand the authority may use any information I have provided in connection with this and any other application for Social Security benefits that I have made or may make.
- I understand the authority may share information with other government organisations, if the law allows this.
- I understand that I must tell the authority straight away if I have a change of circumstances which may affect my application.

Your data will be processed under the terms of the Ribble Valley Borough Council Privacy Notice. You can view this in our [Terms and Conditions](#).

Do you agree to the Declaration?

Yes  No

Signed ..... Date .....