

### South Somerset District Council

## Application For Discretionary Housing Benefit/Council Tax Reduction Payment

If you require further information on completing this form, please telephone (01935) 462462. You can also get help at the following Council Offices (please check website for opening times):

The Council Offices Petters House Office  
Brympton Way, Yeovil Petters Way, Yeovil

Churchfields Office Crewkerne Community Office  
Churchfields, Wincanton Town Hall, Market Square, Crewkerne

Chard Community Office Langport Information Centre  
Holyrood Lace Mill, Holyrood Street, Chard Bow Street, Langport

Ilminster Community Office  
North Street, Ilminster

What happens after you submit your form?

If you have provided an email address, we will email you on submission of the form. However if you have not provided an email address we will post confirmation of receipt of your online form. If you have not received your receipt in 7 days please contact us.

Once a decision has been made using the information you have provided we will send you a letter with our decision.

These awards will remain the same for the period awarded as long as your circumstances do not change.

#### CHANGES IN YOUR CIRCUMSTANCES

If there is a change in the circumstances of your claim you must tell us immediately. You can report the changes online, by email, telephone or in writing and we will advise you if you need to provide us with more information or evidence. Do not rely on someone else to give us the information or to pass a message; not even the Job Centre, Pension Service or Revenues and Customs. Our contact details are above.

**For Official Use Only**

Title	Customer Name	Form Filename	DHP Application Form (1.0).wdf
<input type="text"/>	<input type="text"/>	Form Reference	<input type="text"/>
DOB	NINO	Notes	V1
<input type="text"/>	<input type="text"/>		
TEL	<input type="text"/>		
Email	<input type="text"/>		
Customer Address	<input type="text"/>		
Date Form Started	10/02/2017 16:42:23		
Date of E-signing	<input type="text"/>		
Date Submitted	<input type="text"/>		
Data Validation Ref	<input type="text"/>		
Occupancy type	<input type="text"/>		
Advisor Name (who started form)	<input type="text"/>		
Mr Simon Cox	Claim Num / Ref	<input type="text"/>	<input type="text"/>
Advisor Department	CTax Num / Ref	<input type="text"/>	<input type="text"/>
none			

Please read these guidance notes before completing your application form.

### **How to use this online form**

This form uses the latest internet technology to make it quick and easy for you to complete and submit an online application. The form will help and guide you through your application and make sure it is filled in correctly. Once opened on the internet, you can fill in and save the form off-line. Reconnection to the internet is only required when submitting the completed form.

You can move between pages by using the **Next** and **Back** buttons, or directly to pages using the **Select Page** menu.

**Dates:** All dates on this form should be entered in the DD/MM/YYYY format, you should enter numbers using your keyboard separated by the / symbol.



Alternatively you can use the calendar tool to select dates, which appears when you are answering a question that requires a date as an answer.

If you have any difficulty entering or changing a date on the form, please delete the entry and start again

**Submitting the form:** When you have completed the form and it is free of errors, pressing the **Submit** button will send the data over the internet to us, so that we can begin processing your form immediately.

 Help icons built into the form will also help guide you through the application, for further help in using this form click on the **Help** button on the control panel on the left.

### **What are Discretionary Payments?**

These are extra help for people who receive Housing Benefit and/or Council Tax Reduction and who appear to need further help to meet their payments. These are not intended to be long term ongoing payments; they are awarded on a short term basis while you take action to improve your circumstances.

### **How do I get Discretionary Payments?**

To be considered you must complete this online form and submit this to the Councils' revenues and benefits section along with supporting documentary evidence.

### **What will I need to tell you?**

When you complete the form we will need to know why you think you should get an additional payment towards your rent/Council Tax, what your circumstances are, any action you have taken to help yourself and anything else you think may help us make a decision. You should supply as much detail as possible so that we fully understand your situation.

You will also need to tell us about all the money you have coming into your household (income) and all the money you pay out each week (expenditure) and if possible provide your last two months bank statements.

When you have completed and submitted the form online we will consider all aspects of your circumstances before we decide if we can award you a discretionary payment. We may wish to contact you to discuss your application further.

### **How will the benefits section make a decision about Discretionary Payments?**

We will consider all requests while trying to ensure that payments are made to those most in need. There is no list of circumstances that will automatically qualify you for an award. Each request will be considered on its own merits, but you will need to demonstrate that you do not have the means to pay the shortfall in your rent or Council Tax yourself and that you have not intentionally taken on a tenancy that you knew you could not afford. Wherever it is possible and reasonable to do so, you will be expected to take steps to improve the circumstances that have led to the need for a discretionary payment, for example - finding more affordable accommodation.

### **Can I claim Discretionary Payments to cover all my housing costs?**

Discretionary Payments cannot be awarded for any of the following:

- \* Ineligible service or support charges (water, fuel, meals etc)
- \* Any rent you have to pay if you do not qualify for Housing Benefit
- \* Increases in your rent to cover rent arrears
- \* Reductions any benefit as a result of child support, non attendance at a work focused interview; employment sanctions or breach of community service orders
- \* Shortfalls caused by Housing Benefit overpayment recovery
- \* Shortfalls caused by recovery action taken due to non payment of Council Tax

### **How much money can I get?**

Discretionary Payments will be paid at the discretion of the Council, but they cannot be greater than your weekly rent or Council Tax liability. For example if your eligible rent is £50.00 per week and your entitlement to Housing Benefit is £45.00, the maximum Discretionary Housing Payment you can get is £5.00 per week.

Discretionary Payments are strictly limited each year. If a payment is awarded, it will last for a specified period of time. Once the period ends you can apply for another Discretionary Payment award and this will be considered. Reported changes in circumstances can also reduce or end your award early, therefore the Local Authority must be advised of all changes as they occur.

If you are awarded a Discretionary Payment and we later find out you should not have been entitled to it, we will ask you to repay the money.

### **What if you turn my request down?**

If your application for a Discretionary Payment is turned down and there is something you feel we have not considered or were not aware of; we will look at our decision again if you write to us within one month of the date that we inform you that your claim has been refused.

### **I want to apply**

If you wish to proceed with an application for Discretionary Payments, please complete all sections of this application form indicating whether you wish to apply for extra help with Housing costs and/or Council Tax Reduction and submit it online to the Councils' Revenues and Benefits Service.

### **Changes you must tell us about straight away**

You must tell the Councils' Revenues and Benefits Service immediately of any changes in circumstances affecting you, your partner or anyone else living in your home. For example:

- any of your children leave school or leave home
- anyone moves into or out of your home, including lodgers, sub-tenants and joint tenants
- your income or the income of anyone living with you, including benefits, changes
- your capital or savings change
- you or anyone living with you becomes a student, goes on a Youth Training Scheme, goes into hospital or a nursing home, goes into prison, or changes or leaves employment
- your rent changes
- you move
- you or your partner are going to be temporarily absent from your home
- you or anyone living with you starts work
- you receive any decision from the Home Office, **or**
- anything you have told us about changes
- You have a new baby

If you do not tell us about any changes, you may lose money you are entitled to or you may get too much money

You must make sure that **you** tell us about any changes. Do not rely on someone else to pass the message on.

### South Somerset District Council

Please indicate whether you are asking for discretionary help towards:

Your Rent

Your Council Tax

Both

#### About you

Title

Surname or family name

Other names

Benefit Claim Number / Ref

Address, including room number if you have one

Postcode

Telephone

Mobile

Email address

Have you been told that your Housing Benefit award has been, or will be reduced for any of the following reasons:

- Your landlord is the council or a housing association and you have been told that you are over-accommodated (this is often referred to as a bedroom tax)
- You have been affected by the changes to the Local Housing Allowance provisions (If you are unsure the Housing Benefit service will be able to give you more information.)
- You have been told that your Housing Benefit will be reduced because the total amount of state benefits you are receiving is too high. (This is known as the overall benefit cap).
- None of the above apply to me.

#### About your circumstances

**1** What enquiries did you make prior to occupying this address as to the level of Housing Benefit that may be awarded?

**2** When did you move to this address?

**3** Could you afford the rent when you first moved in? No   
Yes

**4** Have you tried to negotiate a lower rent with your landlord? If **Yes**, what was the outcome? If **No**, why not? No   
Yes

**5** How long would you need this extra help for?

**6** When do you need the extra help from?

7 Do you have any rent arrears?

No

Yes  How much?

8 What period do the rent arrears cover?

From  To

9 What action has your landlord taken to recover your rent? Please send us proof of any action.

Court action  Notice to quit

Notice seeking possession  A payment plan

A letter  Other

If **other**, please specify:

10 Please tell us how your accommodation is suitable for you and your family.

11 Please tell us how the area is suitable for you and your family.

12 Do you or a member of your family have mobility problems which mean you need easy access to public transport or shops, etc? If **yes**, please provide details:

No

Yes

13 Have you or a member of your family any health problems or disabilities? If **yes** - please give details.

No

Yes

Also enclose any supporting evidence when you return this form (Doctors letter, hospital or clinic appointments, medical certificates)

14 Has there been a death in your household in the past 12 months? If **yes** - please give details.

No

Yes

15 Have you considered / tried moving to cheaper accommodation? If **yes** - what action have you taken? If **no**, why not?

No

Yes

16 Please tell us about any recent or future changes affecting you or any member of your family that we should take into account?

- 17 Any additional information? e.g. any other special circumstances or unusual spending that makes it harder for you to pay your rent

- 18 The following people are expected to share a bedroom when entitlement to Housing Benefit is calculated:

- A couple
- 2 children aged less than 10, regardless of sex
- 2 children aged 10 or over of the same sex

Is there anyone who you believe must have a bedroom of their own because of their illness or disability?

No

Yes

If **yes**, we will contact you for further details.

Use our calculator to convert amounts to weekly and monthly values for household income:

Your	<b>Amount</b>	and	<b>Frequency</b>	equals	<b>Weekly amount</b>	<b>Monthly amount</b>
	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>

Do you have a partner who lives with you? No   
 Yes

**Household Income**

	You		Your Partner	
	Weekly	Monthly	Weekly	Monthly
Wages / Salary - <b>Gross</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wages / Salary - <b>Net</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Income Support or Jobseeker's Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Statutory Sick / Maternity Pay / Company Sick Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Working Tax Credits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child Tax Credits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retirement pension	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Private / Occupational pension	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pension Credit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Incapacity Benefit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employment Support Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DLA Care	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DLA Mobility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is this used towards the cost of a car?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PIP Daily Living	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PIP Mobility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AFIP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Attendance Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maintenance <i>(For yourself or your children)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Housekeeping / money from people living with you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other income / benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child Benefit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Total</b>	£	.00	.00
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Use our calculator to convert amounts to weekly and monthly values for household expenditure:

Your	<b>Amount</b>	and	<b>Frequency</b>	equals	<b>Weekly amount</b>	<b>Monthly amount</b>
	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>

**Expenditure**

	<b>Weekly</b>	<b>Monthly</b>		<b>Weekly</b>	<b>Monthly</b>
Rent you pay (the amount liable to pay)	<input type="text"/>	<input type="text"/>	Childminding fees	<input type="text"/>	<input type="text"/>
Mortgage you pay	<input type="text"/>	<input type="text"/>	Child clubs / pocket money	<input type="text"/>	<input type="text"/>
Council Tax you pay	<input type="text"/>	<input type="text"/>	Sky / Cable / Digital TV	<input type="text"/>	<input type="text"/>
Household shopping	<input type="text"/>	<input type="text"/>	Internet access	<input type="text"/>	<input type="text"/>
Payments to catalogues	<input type="text"/>	<input type="text"/>	Loan repayments	<input type="text"/>	<input type="text"/>
Phone (land line)	<input type="text"/>	<input type="text"/>	Credit card payments	<input type="text"/>	<input type="text"/>
Phone (mobile)	<input type="text"/>	<input type="text"/>	HP payments	<input type="text"/>	<input type="text"/>
Personal Insurance	<input type="text"/>	<input type="text"/>	Pension contributions	<input type="text"/>	<input type="text"/>
Home insurance	<input type="text"/>	<input type="text"/>	Regular savings	<input type="text"/>	<input type="text"/>
Health / Medical	<input type="text"/>	<input type="text"/>	Subscriptions	<input type="text"/>	<input type="text"/>
Water rates	<input type="text"/>	<input type="text"/>	Please Specify	<input type="text"/>	
Gas	<input type="text"/>	<input type="text"/>			
Electricity	<input type="text"/>	<input type="text"/>	Cigarettes / tobacco	<input type="text"/>	<input type="text"/>
Other household fuel	<input type="text"/>	<input type="text"/>	Alcohol	<input type="text"/>	<input type="text"/>
TV Licence	<input type="text"/>	<input type="text"/>	Entertainment / Eating out	<input type="text"/>	<input type="text"/>
Fines	<input type="text"/>	<input type="text"/>	Social Fund repayments	<input type="text"/>	<input type="text"/>
Maintenance / Child Support	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>
Shopping club	<input type="text"/>	<input type="text"/>	(Please detail these on Page 11)		
TV / Video hire	<input type="text"/>	<input type="text"/>			
Newspapers / magazines	<input type="text"/>	<input type="text"/>			
Car - Petrol	<input type="text"/>	<input type="text"/>			
Car - Insurance	<input type="text"/>	<input type="text"/>			
Car - Tax	<input type="text"/>	<input type="text"/>			
Car - Maintenance	<input type="text"/>	<input type="text"/>			
Travel expenses	<input type="text"/>	<input type="text"/>			
Clothing / School Uniform	<input type="text"/>	<input type="text"/>			
School dinners	<input type="text"/>	<input type="text"/>			
Other school expenses	<input type="text"/>	<input type="text"/>			
			<b>Total</b>	£	.00
					.00



Use our calculator to convert amounts to weekly and monthly values:

Your	<b>Amount</b>	and	<b>Frequency</b>	equals	<b>Weekly amount</b>	<b>Monthly amount</b>
	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>

How much you pay towards this

**Priority debts / in arrears**

	<b>Amount</b>	<b>Weekly</b>	<b>Monthly</b>
Mortgage Arrears	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rent arrears	<input type="text"/>	<input type="text"/>	<input type="text"/>
Council Tax arrears	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water Rate arrears	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas / Electricity arrears	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other fuel arrears	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fines	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maintenance arrears	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<b>£</b>	<b>£.00</b>	<b>£.00</b>

**Other Debts**

<b>Creditor Name</b>	<b>Owed</b>	<b>Weekly</b>	<b>Monthly</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<b>£</b>	<b>£.00</b>	<b>£.00</b>

**Debt Repayment**

Do any of your declared expenses include debt repayment? No   
 Yes

If **Yes**, what steps have you taken to reduce the level of the repayments?

### Capital

Do you or your partner have any Bank or Building Society accounts?

No

Yes  How many accounts?

	Amount	Whose?	Account Name and number
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you or your partner have any assets & investments - shares / bonds etc?

No

Yes  How many accounts?

	Amount	Whose?	Account Name and number
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you or your partner have any property or land?

No

Yes  Provide the approximate value of the property / land:

Address of the property / land

Postcode - UK only

Please use the box below to tell us any further information regarding income, capital or expenditure.

For example:

- If you have taken steps relating to the management of your debts please explain your action - contacted CAB etc
- If you have more than 5 bank / building society accounts.

A large empty rectangular box with a thin blue border, intended for providing further information regarding income, capital, or expenditure.

Name of applicant

Name of second applicant

Address for which claim is being made

Type of occupancy

Postcode

Our Submission Reference:

**Even if someone else has filled in this form for you, as the claimant you must check and complete each of the declaration boxes. You must also enter the date you completed the declarations.**

**I declare** the information I have given on this form is correct and complete. I have checked the information myself or have had it read back to me.

**I authorise** the council to make any necessary enquiries to verify the information on this form.

**I understand that**

• If I give information that is incorrect or incomplete, it is a criminal offence and you may take action against me.

**I know** I must let the council know promptly about any changes in the circumstances I have given which might affect my claim and, that if I fail to let the council know about any change in the circumstances I have given I understand that I may be prosecuted and/or lose benefit for up to 13 weeks

• You will use the information I have provided to process my claim for Discretionary Housing Benefit or Council Tax Reduction Payment, or both. You may check some of the information with other sources within the Council, rent offices and other councils.

**I note** that when I tell you of a change in circumstances resulting in an increase in my Housing Benefit or Council Tax Reduction entitlement, it will normally be effective from the Monday following the date I report the change to you. Delays in reporting these changes could result in me losing out on some benefit I could be entitled to. A change resulting in a reduction in my Housing Benefit or Council Tax Reduction entitlement is effective from the Monday following the date the change occurred. If I delay in reporting these changes, it could mean my benefits are overpaid to me and in most cases I will be responsible to repay these overpayments.

• You may use any information I have provided in connection with this and any other claim for Social Security benefits that I have made or may make. You may give some information to other government organisations, if the law allows this.

• Housing Benefit and Council Tax Reduction data may be supplied, through the Department for Work and Pensions, to Experian, a Credit Reference Agency, to prevent and detect benefit fraud. This could possibly include checks on undeclared cohabiters.

**I give** the council permission to share information about the progress of my claim with my landlord or their representative.

**Date declarations completed:**

**If this form has been filled in by someone other than the person claiming, please tell us why you are filling in this form for the person claiming.**

**I declare** that as far as possible, I have confirmed with the claimant that the answers I have written on this form are correct.

**Name of the person who filled in the form**

**Confirmation**

**Date**

**Relationship to the person claiming**

**Telephone number**

If possible (this helps us if we have a query)

You are now at the end of the form please go back through the form and check your answers - click on the Show Errors button to highlight any omissions or mistakes.

Once the form has been checked and is free of errors please make sure that before submitting you understand the declaration page and have provided us with any further details you think we should know about on the extra page (page 11).

Once you are happy that you have filled in and completed the form you should then click the submit button on the left hand column.