



OADBY & WIGSTON BOROUGH COUNCIL
BENEFITS SECTION
COUNCIL OFFICES, STATION ROAD WIGSTON
LEICESTERSHIRE LE18 1AZ
Telephone 0116 257 2703
Email: benefits@oadby-wigston.gov.uk
www.oadby-wigston.gov.uk

Application for Discretionary Housing Payment

Full Name:

Address:

National Insurance Number

I am currently receiving Housing Benefit (HB) YES/NO
I am currently receiving Council Tax Benefit (CTB) YES/NO
There is a shortfall between my HB/CTB and the amount of rent and/or Council Tax I have to pay YES/NO

1. PLEASE SAY WHY YOU WISH TO APPLY FOR DISCRETIONARY HOUSING PAYMENTS

2. WHEN AND WHY DID YOU LEAVE YOUR LAST ADDRESS?

3. HOW DID YOU FIND YOUR PRESENT HOME?

4. ARE THERE ANY OTHER RESIDENTS AGED 18 OR OVER LIVING IN THE PROPERTY? (PLEASE GIVE DETAILS OF THEIR INCOME)

NAME	RELATIONSHIP TO YOU	INCOME WEEKLY/MONTHLY

5. DO YOU OR ANY MEMBER OF YOUR FAMILY HAVE HEALTH PROBLEMS WHICH AFFECT YOUR HOUSING NEEDS/COSTS YES/NO
If yes, please give details:

6. DO YOU HAVE DEPENDENT CHILDREN LIVING WITH YOU ? YES/NO

NAME	DATE OF BIRTH	SEX

7. FOR TENANTS OF A PRIVATE LANDLORD ONLY

- Has the person you pay rent to stated that you will have to leave the property because you cannot meet the shortfall? YES/NO
Please give details:

- Have you looked for cheaper alternative accommodation? YES/NO
Please give details:

- Have you tried to negotiate a lower rent? YES/NO
Please give details:

8. DO YOU HAVE ANY FAMILY WHO COULD GIVE YOU HELP OR FINANCIAL SUPPORT? YES/NO

If yes, please give details:

9. DO YOU HAVE ANY INCOME THAT YOU COULD USE TO TOP UP YOUR RENT OR COUNCIL TAX PAYMENTS? YES/NO

If 'Yes' how much could you pay towards the shortfall?

£ a week (rent)

£ a week (Council Tax)

10. DO YOU HAVE ANY PROPERTY OR BELONGINGS THAT YOU COULD SELL TO HELP PAY THE RENT OR COUNCIL TAX? YES/NO

If yes, please give details:

11. COULD YOU MOVE IF YOU WERE NOT ABLE TO PAY YOUR RENT OR COUNCIL TAX? YES/NO

YES/NO

If 'no' please say why:

12. HAVE YOU CONTACTED THE CITIZENS ADVICE BUREAU OR A SIMILAR ORGANISATION TO CHECK THAT YOU HAVE CLAIMED ALL THE BENEFIT YOU ARE ENTITLED TO? YES/NO

Please give details:

13. PLEASE PROVIDE ANY OTHER INFORMATION WHICH WILL HELP US TO MAKE OUR DECISION REGARDING YOUR APPLICATION.

DECLARATION AND WARNING

If you give false information, or you do not tell us information that is relevant, you may be prosecuted.

Declaration

- The information I have given is true and complete.
- I authorise the local authority to check the information if they want to.
- I will write and tell you if there are any changes in my circumstances or my household's circumstances.
- I understand that my application may not be considered if I do not give all the information you have asked for.

To protect public funds we may use the information you have given on this form to prevent and detect fraud. We may also share this information, for the same reasons, with other organisations which handle public funds. This information may be given to other Departments of the Council.

Do not delay in sending back this form otherwise your benefit may be affected.

You must sign the declaration below

I have read the declaration and warning above and declare that to the best of my knowledge and belief, the information shown on this form is true and complete.

Your Signature: Date:

Full Name.....

Your Partner's Signature: Date:

Full Name.....

Contact Telephone Number:

FOR OFFICE USE ONLY						
Eligible Rent		Weekly		4 wkly		PCM
Eligible Weekly Rent						
Housing Benefit Paid Weekly						
Weekly Shortfall						

GENERAL INFORMATION

What can I do if I don't agree with the Council's decision on my DHP application?



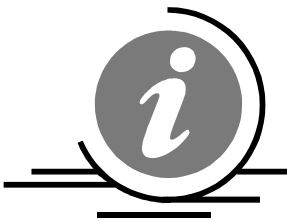
We will look at our decision again if you ask us to. Please write to us saying why you do not agree with the decision.

Do I have to tell the Council of any changes?



YES: If your circumstances change in any way, the law says you must tell the Benefits Section immediately. You may also have to tell the DWP (Department for Work and Pensions).

Would you like more information?



If you would like more information, please telephone the Housing and Council Tax Benefit Section on the following number:

0116 257 2703



Or e-mail us at:

benefits@oadby-wigston.gov.uk



Or write to us at:

Oadby & Wigston Borough Council
Benefits Section
Council Offices
Station Road
Wigston
Leics
LE18 2DR

Or visit our website at

www.oadby-wigston.gov.uk



Or visit the Customer Service Centre at the Council Offices which are open from:

08.45 to 16.45 on Monday to Thursday

08.15 to 16.15 on Fridays

FRAUDLINE

Do you know someone who may be claiming something that they are not entitled to?

If you do, please tell the Fraud Investigation Section on Free phone:

0800 066 5596

or visit the following websites:

www.oadby-wigston.gov.uk

www.targetingfraud.gov.uk

Fraud is theft so don't let them get away with it! You do not have to give your name or address and all information is treated in confidence.