



Revenues, Benefits and Customer Services  
White Cliffs Business Park  
Dover  
Kent  
CT16 3PJ

[www.dover.gov.uk](http://www.dover.gov.uk)  
Phone: (01304) 872103

## Application for a Discretionary Housing Payment

Please read the guidance notes before you fill in this form.  
Supply any relevant documentation that may help your application.

Your Name	
Your Surname	
Your Address	
Postcode	

Phone Number	
Mobile Number	

Which of the following categories apply to you? You may tick more than one box.

Do you need to live in this area as the community gives you support or help you to contribute to the District?	<input type="checkbox"/>
Do you need short-term help to move into longer-term housing of a good standard of repair?	<input type="checkbox"/>
Do you need extra help for housing costs because you, or someone who lives with you, have found work?	<input type="checkbox"/>
Does living in this area mean a better chance of employment or obtaining employment?	<input type="checkbox"/>
Do you need short-term help to live in a House in Multiple Occupation that is registered with the Council?	<input type="checkbox"/>
Do you have short-term problems that you cannot deal with at the moment?	<input type="checkbox"/>
Do you have debt problems?	<input type="checkbox"/>
Do you need help or guidance to find out about other benefits you may be entitled to?	<input type="checkbox"/>

For office use

Claim No:
Issued:

**Would you like help with your**

**Rent**

**Council Tax**

**Both**

**Please tell us how long you need this help for**

**4 weeks**

**13 weeks**

**26 weeks**

**If longer than 26 weeks, please tell us how long and why this would help**

**When do you need this help from? If you need an award to be backdated, please tell us why you did not claim earlier**

**Why do you think that you fall into the categories stated on page one**

**Could you afford the rent when you first moved in?**

**Yes**

**No**

**Were you aware of the amount of Housing Benefit that could be paid before you moved in?**

**Yes**

**No**

**Do you have Rent arrears or Council Tax arrears?**

**Yes**

**No**

**If 'Yes' please  
State how much**  
Please supply proof  
of rent arrears

<b>Rent</b>	<b>£</b>
<b>Council Tax</b>	<b>£</b>

**Have you tried to find suitable alternative accommodation?**

Please give details if you have looked for cheaper or smaller properties.

**Please tell us how your accommodation is suitable for you (and family)**

e.g. has it been adapted if you have a disability, or has ground floor accommodation?

**Have you or a family member any health problems or disabilities?**

Please enclose any supporting evidence when you return this form e.g. Medical certificates  
If you have to incur additional expenses due to health reasons, please enter them here.

**Do you or a family member have mobility problems that mean you need  
easy access to public transport or shops?**

**Do you have any outstanding debts? (Including credit cards, catalogues)**

Yes

No

<b>COMPANY or CREDITOR</b>	<b>AMOUNT OUTSTANDING</b>	<b>REPAYMENT OFFER (If any made)</b>
	£	£
	£	£
	£	£
	£	£
	£	£

**Would you like a guidance leaflet to help with your debts? Please tick**   
**Financial Assessment Form – Income and Expenditure**

Income	Weekly Amount	Expenditure	Weekly Amount
Wages		Rent Shortfall	
Income Support		Gas	
Job Seeker's Allowance		Electricity	
Incapacity Benefit		Water & sewage rates	
Working Tax Credits		Telephone	
Child Tax Credits		Mobile Telephone	
Child Benefit		All Food	
Retirement Pension		All Household	
Private Pension		All Toiletries	
DLA (Care rate)		Clothing	
DLA (Mobility)		Internet or Broadband	
Widows Pension		TV Licence	
Pension Credits		TV Rental	
Maintenance		Sky TV or Cable	
Carers Allowance		Catalogues	
Bank Accounts		Car Expenses	
Other Savings		Petrol	
Other Capital		Public Transport	
If you have any income/expenditure not listed, please state them here:		Loans	
		Fines	
		Medical Expenses	
		Council Tax Payments	
		Insurance	
		Social Fund Loan	
		Lottery	
Cigarettes			
<b>TOTAL</b>	<b>£</b>	<b>TOTAL</b>	<b>£</b>

To support your application, please provide the following with your application form:

- The last 2 months statements for all Bank, Building Society, Post Office accounts
- The most recent Utility bills for Gas, Electricity, Water, Telephone, and Mobile Phone
- Proof of all debts (if you have any) This may include catalogues, credit cards, loans etc

**I declare that all of the information I have given is correct and complete**

<b>Signed</b>	
<b>Date</b>	

**I have completed the above form on behalf of the person claiming and confirm that the information I have written is correct**

<b>Signed</b>	
<b>Date</b>	
<b>Reason for Signing</b>	

## **DISCRETIONARY HOUSING PAYMENTS ADVICE AND GUIDANCE**

### **Introduction**

If you currently receive housing and/or Council Tax Benefit, but still have a shortfall to pay and this causes you hardship, you may be able to get extra help.

The Government has set limits on how much the Council can spend on these payments, but allows the Council to decide how it will spend this money. The Council has decided that it will give extra help to support the Council's vision for the District.

### **The Council's aims and targets**

The Council is committed to social inclusion. Among other things, social inclusion means unemployment issues and access to benefits. The Council also wants residents to have access to housing that they can afford and to give communities the confidence and ability to act for themselves. A target is for 10% of houses of multiple occupation to be registered and fit to live in. The Council also wants to reduce the District's unemployment rate. Another target is to work in partnership with registered social landlords to develop proposals to improve the choice for social housing.

### **Discretionary Housing Payment aims**

The Council will promote social inclusion for all claimants with discretionary housing payments but it will not subsidise poor accommodation. Through discretionary housing payments the Council will try to give short-term help to claimants. The Council will not provide a long-term subsidy for housing or personal costs. The Council will encourage shared responsibility and have the long-term aim to help claimants to better themselves through their own actions.

### **Where help will be given**

The Council can only help with rent and Council Tax payments where you already receive some Housing Benefit or Council Tax benefit.

This means that you cannot get any help to pay your rent if you do not already get Housing Benefit and you cannot get any help to pay your Council Tax if you do not already get Council Tax benefit.

### **Where help will not be given**

The Council cannot help with some parts of your rent, for instance if meals, heating, lighting, hot water and water rates are included in the rent charge.

### **Further advice and information**

You need to complete pages one to four of the form. Ensure that you sign the declaration, and provide evidence as requested on page four.

**Return all documents to:  
Revenues, Benefits and Customer Services, Dover District Council  
White Cliffs Business Park, Dover, Kent, CT16 3PJ**

If you need to ask any questions about Discretionary Housing Payments or have trouble in filling out the form please contact the Revenues and Benefits helpline on **(01304) 872199**. You can also e-mail: **revenues@dover.gov.uk**

You can also contact us should you need a home visit for help with your application.

**For money advice you should contact the local Citizens Advice Bureau. There are offices in Deal and Dover. Telephone 0844 848 7978 for an appointment.**

**DISCRETIONARY HOUSING PAYMENTS  
ADVICE AND GUIDANCE**

**How we will make a decision**

If you want to apply for extra help you will need to complete pages one to four. The form will allow you to write down the reasons why you think you need extra help. You will also need to show the money you have coming in and the money you spend. Your application will be considered by a board of three Council officers who will not only decide whether an award is granted, but will be able to offer advice and assistance to help manage debt, maximise income and assist in resolving other tenancy related problems.

**What will happen if you do not agree with our decision?**

If you do not like the decision about your claim you will be able to ask us to look at your case again. You will need to write and say why you do not agree. You will also be able to provide new evidence or correct anything that was wrong in your first form. The benefits Manager will review your application. If he does not agree with the first decision he will change it and write to you again to let you know what has changed.

If he agrees with the first decision he will pass your application to the Head of Revenues and Benefits who, along with the Councillor responsible for the Benefits service (known as the Portfolio Holder) will make a final decision.

The Council's complaints process can be used if you still disagree with the decision and you will be advised of the options available to you when the decision is made.

**We may contact you by telephone or visit you to discuss your application.**

**If you would like us to contact a support worker or helper direct, please state their name and contact details below:**

<b>Name of contact</b>		
<b>Address</b>		
	<b>Post Code</b>	
<b>Telephone number</b>		
<b>E-mail address</b>		

**I authorise Dover District Council to contact my support provider for any further information to support my application for Discretionary Housing Payments.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_