



For office use only	
HBIS Ref	
Date of issue	

## DISCRETIONARY HOUSING PAYMENT CLAIM FORM

Discretionary Housing Payments give some people extra help with their rent and Council Tax.

- Discretionary Housing Payments are **not** payments of Housing Benefit or Council Tax Benefit.
- To claim a Discretionary Housing Payment you must fill in this form.
- Only people who get Housing Benefit or Council Tax Benefit can get Discretionary Housing Payments.
- If you are awarded a Discretionary Housing Payment it will be paid with your Housing Benefit and Council Tax Benefit.

### About you

Title (Mr / Mrs / Miss / Ms etc.)

Surname

First name(s)

Date of birth

Address

Post code

Phone number

### Period of claim

**Please tell us the dates you want your Discretionary Housing Payment to cover...**

I am claiming a Discretionary Housing Payment from  (date)

until  (date)

### Weekly amount being claimed

**Please tell how much help you are claiming...**

I am claiming  £ per week towards my rent, and / or

I am claiming  per week towards my Council Tax

Please note that when added to your Housing Benefit or Council Tax Benefit your Discretionary Housing Payment cannot amount to more than your full weekly rent or Council Tax. Discretionary Housing Payments cannot cover other service charges that may be included in your rent like Water Rates etc.

**Why you need this help**

Please tell us why you need extra help with your rent and Council Tax. This could be things like financial, personal or medical problems or the risk of losing your home.

If you need more space please turn to the back of the form.

You should send us any documents you think will support your claim.

If you have already sent these with your claim for Housing Benefit or Council Tax Benefit claim please tell us below which documents we should already have.

## Declaration

**Please read this declaration carefully before signing the form.**

- I declare that the information given on this form is correct and complete to the best of my knowledge.
- I authorise the Council to make any necessary enquiries to verify the information I have given on this form.
- I authorise the Council to cross check the information I have given with other sections of the Council.
- I understand that any overpayment of Discretionary Housing Payment which arises from a misrepresentation of my circumstances, or a failure or delay to tell the Council of a change in my circumstances will be repaid by me.

Your signature

Date

If someone has filled in this form for you they must complete the section below.

Name of the person who filled in the form

Their signature

Date

Relationship to you

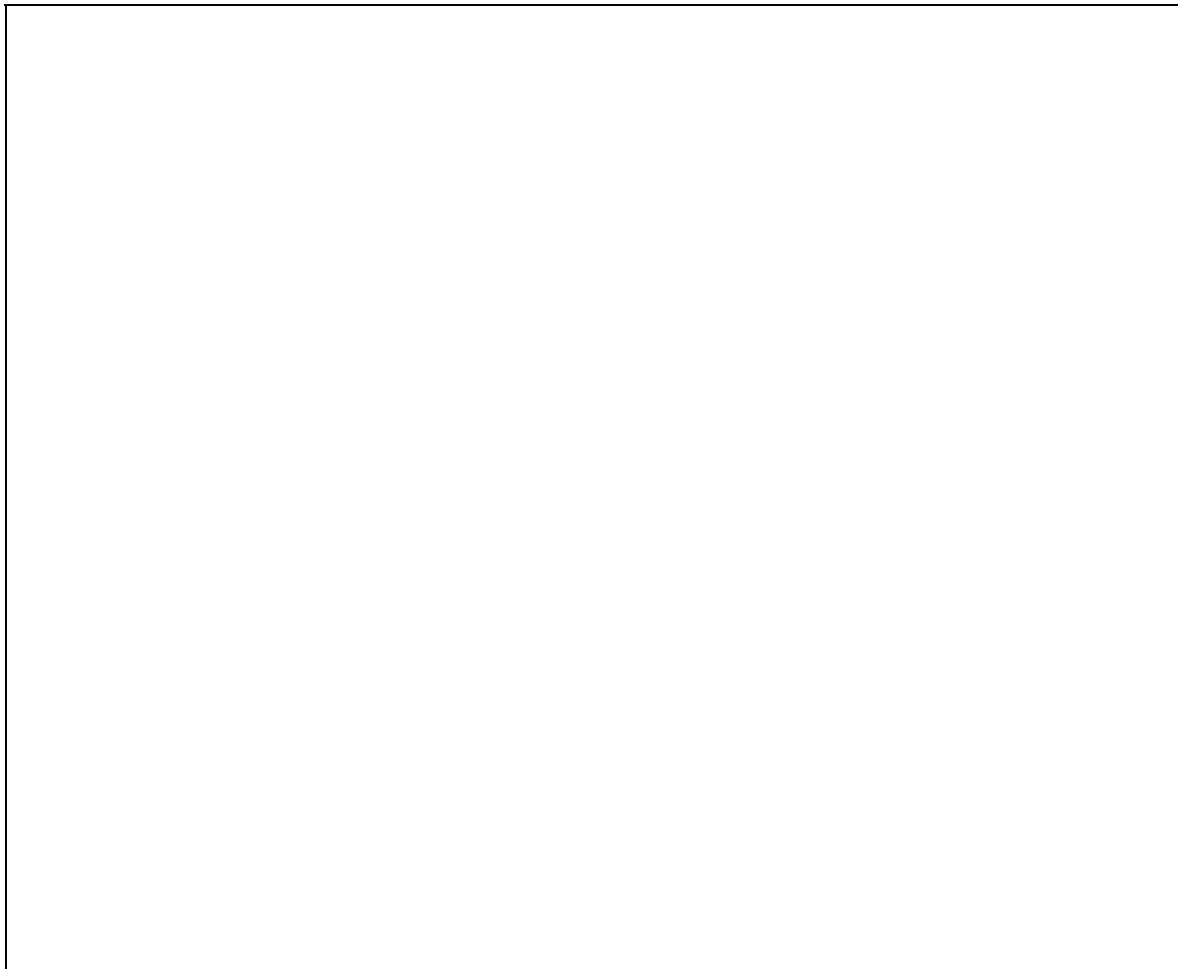
## What to do now

- Look through the form and check that it has been properly filled in.
- Include any documents you think will support your claim.
- Check that you have signed the form.

## What happens next?

- Your claim will be looked at by a Council Officer.
- We will write and tell you whether you will get a Discretionary Housing Payment.
- If you do get a Discretionary Housing Payment we will tell you how much we will pay and for how long.

If you need more space...



**The information you have given on this form will be put on a computer system registered under the 1998 Data Protection Act. It may be checked with other information we hold and used for any purpose allowed under the Data Protection Act.**

When you have filled in this form please take it to your local neighbourhood Housing Office or send it to the address below .

LIBERATA UK LTD  
London Borough of Southwark  
PO BOX 782  
Bromley  
BR1 3YE