

APPLICATION FOR DISCRETIONARY HOUSING PAYMENT

The Highland Council has a cash-limited fund to help our customers meet some housing costs. If you need financial help to pay your rent and/or Council Tax and you are in receipt of Housing Benefit and/or Council Tax Benefit you may be eligible for a Discretionary Housing Payment.

Please complete this application form and return it **without delay** to our Operations Team, P.O. Box 5650, Inverness, IV3 5YX. If you require more information or assistance with the completion of this form or require a copy of this application form in large print, please telephone 0800 393811 or email Operations.Team@highland.gov.uk.

The Council is unable to meet some housing costs such as water and sewerage charges, ineligible service charges, and shortfalls in your rent and/or Council Tax that arise from for example, a reduction in the amount of Job Seekers Allowance which you are receiving, an award of second adult rebate, or a suspension of benefit.

The Council may review the decision to award a Discretionary Housing Payment and recover any overpayment that may arise.

Claimant's Name:	
Address:	
Postcode:	
Telephone Number:	

Use the space below to tell us why you need help with your housing costs:

Please complete the questions overleaf and remember to sign the form

• When did you move to your current address?	
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• If you moved within the last 12 months, please provide details of your previous address:	
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1	For how long do you expect to need help with your housing costs? Please provide dates:	To:		From:	
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2.	Have you asked your landlord to reduce your rent?	Yes		No	
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What was the outcome?	
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3.	Do you, or a member of your family, have any disabilities or health problems? If so, please provide details.	
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4.	Do you have rent arrears?	Yes		No	
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If so, please state amount	£	
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5.	Do you have Council Tax arrears?	Yes		No	
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If so, please state amount	£	
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6.	Do you have any other debts?	Yes		No	
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If so, give full details	
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7.	Please give details of your weekly expenses. If any of these expenses are unusually high, please tell us why:

8.	If you are receiving Income Support, Job Seekers Allowance or Pension Credit, please give details of your income and capital.

9.	Is there anything else you think we should know?

10. Declaration

I declare that the information I have given on this form is correct and complete. I understand that if I give incorrect or incomplete information, I may be prosecuted.

I know that I must inform the Operations Team immediately in writing of any changes of circumstances and understand that failure to do so may result in recovery of any overpaid Discretionary Housing Payment. The Operations Team can be contacted by writing to P.O. Box 5650, Inverness, IV3 5YX or by emailing Operations.Team@highland.gov.uk.

I authorise the Highland Council to verify any of the information given in this application form and to use the information provided on my application for Housing Benefit and/or Council Tax Benefit to consider my application for Discretionary Housing Payment.

I understand that I must report in writing within 1 calendar month of the date of change, changes in my circumstances that may affect my application for a Discretionary Housing Payment.

Applicant's signature:	
Partner's signature:	
Date:	

Please do NOT send personal data to the above email address.

For official use only.

Date passed for consideration: _____ Passed to: _____

Signed: _____