

Dartford and Sevenoaks working together to deliver Revenues and Benefits Services

**Discretionary Housing Payment for
Rent Deposit and Rent in Advance**

Full Name:

Are you currently receiving Housing Benefit: Yes / No

If yes, what is your Housing Benefit Reference?

Date of birth:

National Insurance Number:

Current address:

Day time phone number:

Email address:

Address of the property you intend to move to:

Date you intend to move in:

Why do you need to move home?

Do you want a DHP for rent in advance? Yes / No

If yes, how much do you need?

Do you want a DHP for the deposit? Yes / No

If yes, how much do you need?

Have you received assistance from the Housing Team? Yes / No

If yes, please give the name of the Housing Officer:

Please state the amount of the Housing contribution (if applicable):

Will you be receiving any deposit back from your current landlord? Yes / No

If yes, how much will you receive?

Will you be making any contribution towards your deposit or rent in advance: Yes / No

How much is your contribution?

Will you be applying for a DHP for a shortfall in rent at your new address? Yes / No

Name & address of your new landlord or agent:

Please provide bank details for your new landlord or agent:

Bank Name:

Account Name:

Account Number:

Sort code:

INCOME & EXPENDITURE

If you are on a passported benefit (including Income Support, Jobseekers Allowance (income based), Employment & Support Allowance (income related), Pension Credit (guarantee credit)) you do **NOT** need to complete this section. Please go to page 4.

INCOME	Claimant £	Partner £	How often	EXPENDITURE	Amount £	How often
Wages/Salary				Rent you pay (amount not covered by Housing Benefit)		
JSA (contribution based)				Council Tax you pay		
ESA (contribution based)				Water Rates		
Universal Credit				Court Fines		
Working Tax Credits				Maintenance/ Child Support		
Child Tax Credits				Telephone – Landline Mobile		
Child Benefit				Insurance – Personal Home Health/optical/dental		
Maintenance/ Child Support				Household fuel – Gas Electricity Other – please specify		
State Retirement Pension				TV expenses – Licence Hire *Sky/cable/digital TV		
Other Pensions				Car expenses – Fuel Insurance Tax Maintenance		
Incapacity Benefit				Travel expenses (Bus, train etc)		
DLA Care				Household shopping (Food, toiletries etc)		
DLA Mobility				Clothing		
PIP Daily Living				School expenses – Dinners Children's clubs Other – please specify		
PIP Mobility				Internet access		
Housekeeping/ money from non-dependants				Loan repayments / HP repayments		
Income from lodgers				Catalogues/Shopping clubs		
Other benefits				Credit card payments		
Other income				Pension Contributions		
				*Regular savings		
				*Subscriptions		
				*Cigarettes/Tobacco		
				*Alcohol		
				*Entertaining/Eating out		
				Any other expenditure (please give details)		
INCOME TOTAL				EXPENDITURE TOTAL		

Please provide evidence of your outgoings (photocopies will be accepted).

* These payments may not be taken into account or reduced as they are not essential outgoings.

Please use this box to provide any other information that may be of use in assessing your application

Declaration

Please read this declaration carefully before you sign and date it.

I understand the following

If I give information that is incorrect or incomplete, you may take action against me. You will use the information I have provided to process my claim for Discretionary Housing payments. You may check some of the information with other sources within the Council, rent offices and other Councils.

I declare the information I have given on this form is correct and complete

Signature:.....

Date:.....

Print full name:.....

Data Protection - how we collect and use information

All personal data is processed in compliance with the Data Protection Act 2018. We will not give information about you to anyone else, or use information about you for another purpose, unless the law allows us to. We may check information you have provided, or information that someone else has provided, with other information we hold. We may get information about you from certain third parties, or give them information to:

- make sure the information is accurate
- prevent or detect crime
- protect public funds
- make checks on undeclared co-habitors

These third parties include Government departments, local authorities and private sector companies such as banks and organisations that may lend you money.

Dartford Borough Council and Sevenoaks District Council are the data controllers. Any information you provide us with will be treated in accordance with our Privacy Notice which can be found at www.dartford.gov.uk for Dartford residents or www.sevenoaks.gov.uk for Sevenoaks residents.

If the form has been filled in by someone other than the claimant, please complete below:

Signature:.....

Date:.....

Name of person:.....

Relationship to person applying:

Have you provided the following?

- Letter from landlord confirming rent in advance or rent deposit