



Kennet District Council
Application for Discretionary Housing Payments

Name & Address

Claim No. _____

Discretionary housing payments are paid in addition to Housing and/or Council Tax Benefit where further help is needed with housing costs.

A discretionary housing payment can only be awarded if the following requirements are satisfied:

- you are entitled to Housing or Council Tax Benefit, or both;
- you require further help with your housing costs; and
- there are sufficient funds available within the Councils Discretionary Housing payment fund

An award cannot be made in respect of:

- ineligible service charges
- charges for water, sewerage and environmental charges
- increases in rent due to outstanding arrears
- cases where second adult rebate is payable
- cases where benefit is reduced due to Income Support/Jobseeker's Allowance sanctions
- cases where Housing/Council Tax Benefit has been suspended
- rent liability where only Council Tax Benefit is payable or council tax liability where only Housing Benefit is paid

The amount and period of any award is at the discretion of the Council. However, where an award is made the level of benefit plus the Discretionary Housing Payment cannot exceed your eligible rent or council tax.

1. Please give the period which you are applying for a Discretionary Housing Payment	
2. Please explain the reasons why you need further help with your rent/council tax	
3. What steps have you taken to help solve this problem?	
4. What will happen if you are not awarded a discretionary housing payment?	
5. Are there any special facilities in your home that would be difficult to find elsewhere?	
6. Is anyone in your household disabled, elderly or requiring special facilities?	
7. What is the minimum time you consider the payment will be needed before you can make alternative arrangements to meet the shortfall?	
8. When does your tenancy expire and how much notice must you give your landlord to end your tenancy?	
9. Have you taken any steps to find alternative accommodation?	
10. Do you give consent for your case to be discussed with other agencies who may be able to help with your housing needs?	
11. Is there anything else you wish the Council to consider when deciding to make an award to you?	

Details of Weekly expenditure

	Amount (£)	Notes
Rent after Housing Benefit		
Gas & Electricity		
Water Rates		
Council Tax after Benefit		
Food		
Clothing		
Petrol and Car Expenses		
Other travel costs		
Telephone		
Insurance		
TV/Video rental		
Loans		
Hire purchase agreements		
Fines etc.		
Other debts (please specify)		

Date: _____ Signature: _____