



# Claim for Discretionary Housing Payment

This claim enables you to ask for additional financial help with housing costs. You must be in receipt of Housing Benefit or Universal Credit Housing Element and awards will be granted if we feel satisfied that the help is needed.

Name :

Ref:

Address :

Telephone:

## Part 1

Please complete all that's appropriate to you

**Have any recent events occurred which are making it difficult at present to meet your housing costs?**

**Please give details of any health problems (this can be for any member of your household):**

**Please use the space below to tell us why additional help is needed:**

**If you are claiming universal credit, please provide your latest award letter and confirmation of your rent charge**

In order to ensure we make a fair and informed decision we may interview claimants. We will write to you on receipt of this to arrange a convenient time for us to see you regarding this claim. **If you are at risk of homelessness your details maybe passed to the Home Choices team for further assistance.**

**Please tick this box if you give permission for this to happen.**

For further information please refer to the council's privacy statement <https://www.west-lindsey.gov.uk/privacy/>

## Part 2 – Rent in Advance

If you are not requesting help for rent in advance, please move to part 3.

Are you requesting rent in advance?

Yes

No

How many weeks rent in advance do you require?

How much can you contribute?

Are you due to have a refund from your current tenancy?

Yes

No

If yes, how much?

When will you receive this?

Why are you moving from your current address?

Address you intend to move to

Date you intend to move

Date your tenancy would start

How much rent will you be paying?

New landlord's name

New landlord's address

New landlord's telephone number

New landlord's bank account number

Sort code

Building Society roll number if applicable

Bank/building society name and address

### Part 3 – Financial Information

Please complete the financial statement making sure you declare all of your income and expenditure  
Only complete weekly or monthly, whichever is easiest

Income	Weekly	Monthly	Outgoings	Weekly	Monthly
Claimant's Wages/Salary			Rent		
Partner's Wages/Salary			Council Tax		
Income Support			House Insurance		
Jobseeker's Allowance			Gas		
Employment and Support Allowance			Electricity		
Child Benefit			Other Fuel (Coal, Oil etc.)		
Child/Working Tax Credits			Water Charges		
State Pension(s)			Sewerage		
Private or Work Pension(s)			Groceries		
Non Dependant's Contributions			Internet		
Universal Credit			Telephone		
Other (please specify)			Mobile Phone		
			TV Licence		
			Sky		
			Car Expenses (Tax/Insurance/MOT)		
			Petrol		
			Other Travel Costs		
			Cigarettes/Tobacco		
			Clothes		
			Childcare		
			Life Insurance		
			Other (please specify)		
<b>Total Income:</b>					
Debts			Any Repayment Arrangements		
	How Many	Amount Outstanding	Amount	How Often	
Rent Arrears					
Credit Cards					
Store Cards					
Personal Loans					
Fines					
Other					

**West Lindsey District Council Privacy Notice  
Council Tax, Council Tax Support and Housing Benefit**

Your privacy is very important to West Lindsey District Council. We are the Data Controller responsible for looking after the information you provide. Further information regarding Data Protection including who to contact and our retention periods can be found on our website at [www.west-lindsey.gov.uk](http://www.west-lindsey.gov.uk).

**How we will use your information**

The council uses your personal information in order to perform a task it must carry out in exercise of official authority vested in it, namely to administer and enforce under the following regulations:

Council Tax - The Local Government Finance Act 1992 and its associated regulations.

Council Tax Support Scheme - S13A and Schedule 1a of the Local Government Finance Act 1992 and its associated Regulations.

The Housing Benefit Scheme - The Social Security Administration Act (SSAA) 1992 and Welfare Reform Act (WRA) 2012.

The council has a duty to protect the public funds it administers and may use information held about you for all lawful purposes, including, but not limited to the:

- prevention and detection of fraud,
- matching council tax data with electoral registration records and
- protecting public funds in investigating misuse of public money

This Council is required by law to participate in the National Fraud Initiative (NFI) data matching exercises. Housing benefit, council tax and council tax support information may be provided to the Cabinet Office for NFI purposes and will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.

We may pass the information to other agencies or organisations such as the Department of Work and Pensions and HM Revenues and Customs as allowed by law and we may check information you have provided or information about you that someone else has provided with other information we hold. We may also get information about you from certain third parties or give them information to ensure the information is accurate, to prevent and detect crime and protect public funds.

This Council will also use the information for the purpose of performing any of its statutory enforcement duties and may also share this information with other bodies responsible for detecting and preventing fraud or auditing and administering public funds where required to by law.

The service of approved companies/organisations may also be used by this council to check and process claims and applications and information will be shared with pension providers, landlords and any other organisation where it is in the interest of the customer.

Organisations, companies and 3<sup>rd</sup> parties we work with include, but is not limited to:

- Citizens Advice
- Department of Work and Pensions
- HM Revenues and Customs
- Lincolnshire County Council

We will not disclose your personal information to third parties for marketing purposes and we will not use your personal data in a way which may cause you harm.

You have certain rights with respect to the data held by the Council about you. You can make a written request to access data held about you subject to certain exemptions. This is called a Data Subject Access Request. You can ask for errors and omissions to be corrected, or out of date or irrelevant information removed and you can object to any processing which is likely to cause damage or distress.

If you have any concerns regarding the use of your information you can contact the Council's Data Protection Officer on 01427 676652, if you are not then satisfied then you have a right to complain to the Information Commissioner's Office, Wycliffe House' Water Lane, Wilmslow, Cheshire, SK9 5AF, Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Signature:		Date:	/ /
Full Name (please print)		Mobile:	
Telephone number:		Email:	

**Please return to: Guildhall, Marshall's Yard, Gainsborough, Lincolnshire, DN21 2NA  
Telephone: 01427 676676**