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Date Form Issued:	
Issued by:	



# Discretionary Housing Payment Application Form Universal Credit

This form should *only be completed* if you have applied for Universal Credit.  
It will be considered once you have received your *first payment* of  
Universal Credit, which must include a housing cost element.

If you are struggling to pay your rent, you may be entitled to a Discretionary Housing Payment. A Discretionary Housing Payment allows us to provide extra help with your rent when your Universal Credit does not fully cover your rent charge, and we are satisfied that you need that additional help. Discretionary Housing Payments are intended to help Universal Credit claimants sustain their tenancy and prevent and alleviate homelessness.

A **Universal Credit Discretionary Housing Payment** can only be considered if you are renting from a **private landlord** and there is a shortfall between your actual rent charge and the eligible rent used in the calculation of your Universal Credit housing costs.

To apply please complete this form and email or post it to the Housing Benefit Unit for your area. If sending by email you can either scan or photograph the form on a mobile phone or tablet device and email it through to your local Housing Benefit unit as detailed below.

<b>Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Newtownabbey, Moyle</b>	<b>Derry/Londonderry, Limavady, Magherafelt, Strabane</b>
Twickenham House Mount Street, BALLYMENA BT43 6BP <b>E: <a href="mailto:Northeast.housingbenefit@nihe.gov.uk">Northeast.housingbenefit@nihe.gov.uk</a></b>	Richmond Chambers The Diamond LONDONDERRY BT48 6QP <b>E: <a href="mailto:Westarea.housingbenefit@nihe.gov.uk">Westarea.housingbenefit@nihe.gov.uk</a></b>

<b>Armagh, Banbridge, Craigavon, Newry &amp; Mourne</b>	<b>Belfast</b>
Marlborough House Central Way CRAIGAVON BT64 1AJ <b>E: Southarea.hb@nihe.gov.uk</b>	Housing Centre – 4 <sup>th</sup> Floor Adelaide Street Belfast BT2 8PB <b>E: Belfasthb@nihe.gov.uk</b>
<b>Ards, Bangor, Castlereagh, Downpatrick, Lisburn</b>	<b>Cookstown, Dungannon, Fermanagh, Omagh</b>
Strangford House 28 Court Street NEWTOWNARDS BT23 7NX <b>E: Southeast.housingbenefit@nihe.gov.uk</b>	MacAllister House Woodside Avenue OMAGH BT79 7BP <b>E: Omagh.housingbenefit@nihe.gov.uk</b>

Please complete the following in *black ink* and in *capital letters*:

About You														
First Name														
Surname														
Address														
	Postcode:													
Date of Birth dd/mm/yyyy							N.I Number							
Telephone No.	Home :							Mobile:						
Email address														

Your household details				
Please answer each of the following question				
Do you live on your own?	Yes		No	
Do you have a partner who lives with you?	Yes		No	
Do you have children who live with you?	Yes		No	
Within the past 12 months, has there been a bereavement in your household? (Please note we may need to contact you for further details).	Yes		No	

### Your Previous Address

If you answer 'Yes' to any of the following questions, we may need to contact you for further information.

Are you aged between 16 – 25 years old and have recently left care provided by Social Services? e.g. foster care, children's home etc.	Yes		No	
If you answered yes, please provide details:				
Have you recently left temporary homeless accommodation?	Yes		No	
If you answered yes, please provide details:				

### Your Income and Savings

If you or your partner (if any) currently have savings, please confirm the total amount (we may ask you for proof of this)	£
If you or your partner (if any) receive DLA, Personal Independence Payments or Attendance Allowance, Armed Forces Independence Payment please tell us how much in total this is	£

### Employment Related Circumstances

If you have been able to pay your rent when your tenancy first began and you have not claimed Housing Benefit or Universal Credit Housing Costs in the last 12 months, you may be entitled to receive a payment, which covers the shortfall between the LHA and your actual rent charge for a period of 13 weeks. After 13 weeks, this will be reviewed.

**Please answer the following questions.**

Has your income significantly reduced recently?	Yes		No	
If yes, please provide details:				
Have you received help with your rent from Housing Benefit or Universal Credit within the last 12 months?	Yes		No	

Have you recently been made unemployed or temporarily redundant?	Yes		No	
Please provide the name and contact details of your employer:				
Please confirm the date your employment ended:				

### Medical Circumstances

Please tell us about any medical or special circumstances that affect your need to live at this address.

(For example: if you receive or provide family support, if you or a family member need access to hospitals or a medical facility, your property been adapted for your or your household needs, is the property near schools or your employment etc.)

**About Your Landlord:**

Your landlord or their agent's name	
Your landlord or their agent's telephone number	
Your landlord or their agent's email address	

**Rent details:**

What date did your tenancy start? (dd/mm/yyyy)				
How much rent does your landlord charge? <i>Please note we may ask to see proof of your rent charge. This may be either a tenancy agreement or a letter from your landlord.</i>	£			
Do you share paying the rent with anyone other than your partner? E.g. a joint tenancy	Yes		No	
If yes, what is your share of the rent?	£			
How often is this charged:	Weekly <input type="checkbox"/>		Fortnightly <input type="checkbox"/>	
	4 Weekly <input type="checkbox"/>		Monthly <input type="checkbox"/>	
Does this charge include rates?	Yes		No	
Do you have any rent arrears?	Yes		No	
If yes, please tell us the amount	£			
Are you at risk of eviction because of rent arrears?	Yes		No	
How long have you lived at this address?	Years		Months	

**Payment Details:**

We are obliged to pay Discretionary Housing Payments to the person who receives your Universal Credit housing cost payments. If your Universal Credit housing costs are paid directly to you, please provide details of your bank account below.									
Name of bank or building society									
Branch Address									
Account Name									
Account Number									
Sort Code									

## Declaration

I declare that the information I have given on this form is correct and complete to the best of my knowledge.

I understand that action may be taken against me if this information is found to be incorrect or incomplete.

I agree to report any changes in my circumstances that will affect my award of Universal Credit Discretionary Housing Payment, namely:

- if I change address
- if there is a decrease in my rent charges
- if I stop receiving the housing cost element in my Universal Credit award

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Further Information

If you have any queries regarding a Discretionary Housing Payment, you may find the answers on our website.

Please visit: [www.nihe.gov.uk](http://www.nihe.gov.uk)

Alternatively, you can contact the Housing Executive by email (*please see page 1 for details of your local Housing Benefit Unit email address*) or by phone and a member of staff will be happy to help.

☐ **03448 920 902 | NGT\*: 18001 03448 920 902**

**\*for use by those who are deaf, hearing or speech impaired a Textphone or App is required.**

## Independent Advice

If you would like free independent and confidential advice on benefits, money worries or debt, you can contact:

**Make the Call:** 0800 232 1271

**Advice NI:** 0800 915 4604

**Housing Rights:** 02890 245 640

## What we do with your information

The Housing Executive requires the information contained on this form to process your application for a Discretionary Housing Payment (DHP).

Your information will be used to determine your eligibility for a DHP payment

The Housing Executive is processing your application for a Discretionary Housing Payment under the following legislation:

- The Data Protection Act 2018;
- The UK General Data Protection Regulation (UK GDPR); and
- Section 116C of the Social Security Administration (NI) Act 1992 (as amended by Section 6 of the Social Security Act (Northern Ireland) 2002).

The lawful basis for processing your information is UK GDPR Article 6 (1) (c) - Legal Obligation. The Housing Executive is responsible for administering the Discretionary Financial Regulations (NI) 2001.

#### **Sharing your information with others**

If you are receiving Universal Credit, we will share your information on a monthly basis with DfC in order to establish your eligibility. Your eligibility for a DHP relies on the continued receipt of the housing costs element of Universal Credit.

The lawful basis for processing your information is UK GDPR Article 6 (1) (e) Public Task. Your information is only shared where this is necessary to comply with our legal obligations or as permitted by UK General Data Protection Regulation or the Data Protection Act 2018.

#### **How long we hold your information for**

The Housing Executive will hold the information you have provided for 3 years after your award of DHP has ended.

#### **Privacy Notice**

The Housing Executive is committed to protecting your privacy and maintaining your trust and confidence in how we handle your personal information. You can view our Privacy Notice at [www.nihe.gov.uk/privacy\\_notice](http://www.nihe.gov.uk/privacy_notice), pick up a copy at any Housing Executive office or you can ask us to post or email a copy to you.