

Universal Credit

Discretionary Housing Payment
Application Form

Ref No:



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.

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.

Please complete this form and email it to the Housing Benefit office for your area. 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.

Office name	District Council Covered	Email Address
South HB	Armagh, Banbridge, Craigavon, Newry and Mourne	southarea.hb@nihe.gov.uk
Omagh	Cookstown, Dungannon, Fermanagh, Omagh	omagh.housingbenefit@nihe.gov.uk
Belfast	Belfast	belfasthb@nihe.gov.uk
South East	Ards, Bangor, Castlereagh, Downpatrick, Lisburn	southeast.housingbenefit@nihe.gov.uk
North East	Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Newtownabbey, Moyle	northeast.housingbenefit@nihe.gov.uk
West	Derry, Limavady, Magherafelt, Strabane	westarea.housingbenefit@nihe.gov.uk

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

About You:												
Surname												
First Name												
Address												
Date of birth				Postcode:								
				N.I. Number								
Your Tel No.			Home:				Mobile					
Your email address:												

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	

Employment Related Circumstances

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

Has your income been significantly reduced recently? If so please provide more detail in Medical or Special circumstances box:	Yes		No	
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 name contact details of employer				
Please confirm the date your employment ended				

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	£

Medical or special circumstances:

Please tell us about any medical / special circumstances that affect your need to live at this address (family support received or provided, access to hospitals or medical facility for you or a family member etc.)

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Rent details:

If your Universal Credit does not cover your rent charge have you asked your landlord if they would consider reduced payment?	Yes		No	
Are you at risk of eviction because of rent arrears?	Yes		No	
Could you move to cheaper accommodation?	Yes		No	
How long have you lived at this address?	Years		Months	

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

- Housing Executive: 03448 920 902 | Textphone 18001 03448 920 902
- Welfare Changes Helpline (Freephone): 0808 802 0020
- Citizens Advice (Freephone): 0800 028 1887 | Housing Rights Service: 028 9024 5640

The Housing Executive protects your personal information in accordance with General Data Protection Regulation and Data Protection Act 2018. You have a right to know how we collect and use your personal information. These details can be found in our Privacy Notice which is on our website www.nihe.gov.uk/privacy_notice or we can post or email a copy to you.