

Discretionary Housing Payment Application Form – Housing Benefit

HB Ref No:

Please complete this form if you are getting Housing Benefit and wish to be considered for an award of Discretionary Housing Payment.

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

A Discretionary Housing Payment can only be awarded by the Housing Executive to tenants where their award of Housing Benefit is affected by one (or more) of the following:

1. A rent restriction (for private tenants only)
2. the 'Family Premium' not being included in their Housing Benefit calculation because of a change in the law in September 2016

Housing Executive and Housing Association tenants can only be considered for a Discretionary Housing Payment because of 'Family Premium'.

You **cannot**, for example, qualify for Discretionary Housing Payment if your Housing Benefit has been reduced because of an increase in household earnings, a change in the number of people living in your household, a non-dependant has moved in or you are paying back an overpayment.

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.

Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Newtownabbey, Moyle	Derry/Londonderry, Limavady, Magherafelt, Strabane
Twickenham House Mount Street, BALLYMENA BT43 6BP E: Northeast.housingbenefit@nihe.gov.uk	Richmond Chambers The Diamond LONDONDERRY BT48 6QP E: Westarea.housingbenefit@nihe.gov.uk
Armagh, Banbridge, Craigavon, Newry & Mourne	Belfast
Marlborough House Central Way CRAIGAVON BT64 1AJ E: Southarea.hb@nihe.gov.uk	Housing Centre – 4th Floor 1-11 May Street BELFAST BT1 4NA E: Belfasthb@nihe.gov.uk
Ards, Bangor, Castlereagh, Downpatrick, Lisburn	Cookstown, Dungannon, Fermanagh, Omagh
Strangford House 28 Court Street NEWTOWNARDS BT23 7NX E: Southeast.housingbenefit@nihe.gov.uk	MacAllister House Woodside Avenue OMAGH BT79 7BP E: Omagh.housingbenefit@nihe.gov.uk

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

About You:		
Surname:		
First Name:		
Address: include any flat number		
Postcode:		
Contact Numbers:	Tel:	Mobile:
Email:		

Date of birth							N.I. Number:								
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Child / Young Person:	
Are you responsible for a child or young person for whom you still receive payments of Child Tax Credit or Child	<div>Yes <input type="checkbox"/></div> <div>No <input type="checkbox"/></div>

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:
<p>Please tell us about any medical / 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.)</p>
<div></div>

About Your Landlord:

Your landlord / letting agent's name	
Your landlord / letting agent's telephone no	
Your landlord / letting agent's email	

Only complete this section if you pay rent to a private landlord / letting agent

Please do not complete this section if you are a Housing Executive or housing association tenant and you do not live in a hostel or in supported accommodation:

How much rent does your landlord charge?	£		
How often does this amount have to be paid?	Monthly <input type="checkbox"/>	Weekly <input type="checkbox"/>	
	Fortnightly <input type="checkbox"/>	4 Weekly <input type="checkbox"/>	
Does this charge include rates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
After your Housing Benefit award is made, how much do you still have to pay each week towards your rent?	£		
Do you have any rent arrears?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please tell us the amount	£		
Are you at risk of eviction because of rent arrears?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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; or
- if I fail to report any changes in my circumstances which may affect any award of Discretionary Housing Payment that I may receive.

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

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

Your information

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.

Your information may also be shared for other functions of the Housing Executive where it is relevant and necessary to do so.

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, pick up a copy at any Housing Executive office or you can ask us to post or email a copy to you.

