



### **Discretionary Housing Payment Request Form**

This Discretionary Housing Payment request form should be used if you want to ask for additional help to meet your housing costs. By housing costs we mean rent and/or council tax. You must be receiving Housing Benefit and/or Council Tax Benefit to be able to apply.

Once completed this form should be returned to:

Benefits Section  
Waverley Borough Council  
Council Offices  
The Burys  
Godalming  
Surrey GU7 1HR

**Use this form to request a Discretionary Housing Payment from  
the Borough of Waverley, Surrey, England**

More copies of the form can be found at :

**[www.waverley.gov.uk/forms](http://www.waverley.gov.uk/forms)**

Under the Data Protection Act Waverley Borough Council is a Data Controller and you are a Data Subject.



We hold this information for the purposes described on the attached form. The information we hold will be principally used for this purpose, but may be used for other purposes within the Council as the law permits. We may check information we receive with that which is already in our records.

We may obtain information about you from others, or we may give information to them. If we do, it will only be as the law permits, and to:

- Check accuracy of information;
- Prevent or detect crime;
- Protect public funds.

## DISCRETIONARY HOUSING PAYMENT - INCOME & EXPENDITURE FORM

Your Name: ..... Reference Number: (if known).....

Address: .....  
 .....

**IF YOU RECEIVE BENEFITS (including child benefit)**

What type(s) of benefits do you receive?      How much do you receive?

1		<b>Per week/fortnight/month? £</b>
2		<b>Per week/fortnight/month? £</b>
3		<b>Per week/fortnight/month? £</b>
4		<b>Per week/fortnight/month? £</b>

**Please give below details of any other income: -**

Please give details of your outgoings and provide documentary evidence to confirm these: -  
 Please include your last 3 months bank statements.

Essential Outgoings	Per month £p	Per week £p
Mortgage including endowment (if applicable)		
Arrears of mortgage (if applicable)		
Rent		
Arrears of rent		
Council Tax		
Gas		
Electricity		
Water rates		
House keeping (food toiletries etc)		
Telephone		
TV licence		
TV Rental		
Travelling Expenses		
Maintenance paid to.....		
School meals		
Court Fines		
Video Rental		
Clothing		
Car running costs (petrol, oil etc)		
Car insurance		
Other insurances .....		
Cigarettes		
Alcohol		
Entertainment: Cinema, theatre, pub, meals etc		
Bank loans		
Car Loans		
Hire purchase agreements		
Store cards/credit cards		
Catalogues		
Other:		
<b>Total expenditure</b>	£	£

## DISCRETIONARY HOUSING PAYMENT QUESTIONNAIRE

Please enter your name again: .....

1	Please state below your reasons for requesting discretionary housing payments.
2	How much is the shortfall in the rent you pay and the benefit you receive? <div style="text-align: center; margin-top: 5px;">£ <span style="float: right;">per week/month</span></div>
3	What assets do you have from which you may meet the shortfall? Please give details of all Capital/Savings. <b>(Please include your last 3 months bank statements)</b>  Contribution from other members in the household, over 18 years
4	Did you apply for a Pre-Tenancy Determination prior to moving into the property?  <div style="text-align: right;">YES/NO</div>
5	Did you, or can you, negotiate a reduced rent with the landlord?  <div style="text-align: right;">YES/NO</div>
6	What is the amount of any outstanding rent arrears?  <div style="text-align: right;">£</div>
7	Is there an imminent threat of eviction? If yes, give the reasons for this.    <div style="text-align: right;">YES/NO</div>
8	Could you move into accommodation with family or friends? If no, please explain the reasons why.    <div style="text-align: right;">YES/NO</div>
9	Have you spoken to Waverley's Homelessness Section? If yes, please give details.    <div style="text-align: right;">YES/NO</div>

## DISCRETIONARY HOUSING PAYMENT QUESTIONNAIRE

Please enter your name again: .....

10	Are you on the Waverley's Housing Register?	YES/NO
11	Have you, or any member of your household, any special needs? If yes, please give details.	YES/NO
12	Do you, or any member of your household, require any adaptations being made to the property for a disablement? If yes, please give details.	YES/NO
13	What impact would moving to other suitable alternative accommodation have on the health of any member of the household?	
14	What would the effect be of moving to alternative accommodation?	
15	Are you self-employed and working from home? If a move would jeopardize your income please give the reasons.	YES/NO
16	Were you receiving Housing Benefit at a previous address? If Yes, please give the address:	YES/NO
17	If you have just moved into the Waverley area, please tell us your reasons for moving here.	
18	Any other comments you wish to make in support of your claim.	

Signed:.....Date:.....

**What do I do now?**

Send this completed form to:

**Waverley Borough Council, Benefits Section, The Burys, Godalming, Surrey, GU7 1HR**