



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Discretionary Housing Payment claim form

Use this form to claim a Discretionary Housing Payment and you are NOT on Housing Benefit and you are getting Universal Credit.

If you are on Housing Benefit and you wish to claim Discretionary Housing Payment, please visit rbkc.gov.uk or telephone 0207 361 3006.

Name

National Insurance Number

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Date of Birth

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Address

Postcode:

1. What type of accommodation do you live in (please tick appropriate box)?

- Temporary accommodation
- Council tenancy
- Housing association
- Privately rented accommodation
- Other, please describe _____

2. How much is your rent?

£ _____ every day / week / 4-weeks / calendar month / year (delete as appropriate)

Does the rent include service charges? YES/NO

If YES, please list the service charges here:

Amount of service charge	Per every day / week / 4 - weeks / calendar month / year	Description
£		
£		
£		
£		

3. Do you know your rent reference number or rent account number? Please write it here _____

4. Why do you need to live at this address in this particular area? Why did you move to this address?

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5. Are there any reasons preventing you from moving to other accommodation or another area?

6. If you have children of school age please state where they go to school and, if appropriate, give details of their exam dates.

Continue on a separate sheet if necessary.

Name of Child	Name & Address of School	Exam Details	Exam Dates

7. Do you have rent arrears?

Yes

No

Tick as appropriate

8. If you have answered 'Yes', how much are your rent arrears?

£

9. If you do not have rent arrears, how have you made up any shortfall in rent? If you have borrowed money you will need to provide evidence.

10. Has your landlord given you a written notice about your rent arrears or notice to evict you? Please provide evidence to show any action your landlord has taken.

Yes No

11. Have you tried to renegotiate your rent?

12. If you are subject to the Spare Room Subsidy Reduction (Bedroom Tax), have you registered for mutual exchange?

Yes No

If No, please explain why.

13. Do you have any additional expenses, for example medical needs, visits etc? Please provide a recent letter from your consultant or other medical professional outlining your condition.

14. Please tell us if you receive help from the probation service, social services, or other support services. Please give us their contact details so that we can talk to them.

15. Detail all the income and capital you have. This includes money in bank accounts, building society accounts, shares, or any other savings. Please provide evidence.

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16. How long would you need to receive Discretionary Housing Payments?

2 months 4 months 6 months Other If other, please give dates below:

From	To
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17. Why have you chosen this period?

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18. How much Discretionary Housing Payment are you requesting?

£	Per week/month
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19. Please tell me in the box below about anything else that you believe will help me to decide if you might qualify for a Discretionary Housing Payment. Continue on a separate sheet if necessary. You may also attach any documents which support this application.

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Payment

If your Discretionary Housing Payment is agreed, it will be paid either to your rent account (if you have been placed in Temporary Accommodation by the Council), or to your bank account.

All applicants should give the details of the bank account into which they wish to receive the Discretionary Housing Payment, below:

Name (ie your name, exactly as it appears on your bank account):

Sort code:

Account number:

Declaration

I have written down all the reasons why I need extra help with my rent. The information I have given is a true record of my financial and personal situation. If my circumstances change I will inform the Benefits Section immediately. By signing below, I authorise the Council to make enquiries of the DWP in order to find out the amount of my Universal Credit award, and how that is calculated (this information is likely to be required to determine your application, if you are unable to provide the Universal Credit information yourself).

Signed:

Date:

You must include a copy of your most recent Universal Credit statement.

**Please return this form to benefits@rbkc.gov.uk
or The Benefits Service, Town Hall, Hornton Street,
London, W8 7NX**