

Revenues & Benefits Service

Hackney Service Centre, 1 Hillman Street, London E8 1DY

Phone enquiries: 020 8356 3399

Fax: 020 8356 3655 **Textphone:** 020 8356 3725

Counter enquiries: Monday to Friday 9am to 5pm

Email: benefits@hackney.gov.uk

Website address: www.hackney.gov.uk



Please write your Hackney Housing or Council Tax Benefit number in this box if you know it.

A claim form for Discretionary Housing Payment

Part 1 *Your details*

Your first name:

Your surname:

Your address and postcode:

Part 2 *Reasons for your claim*

Part 3 Details about your address

When did you move to this address

Did you move in during the last 12 months?

No Go to **Part 4**.

Yes Answer the following questions.

What was your previous address?

Did you claim Housing Benefit or Council Tax Benefit at this address?

No Yes

If yes, why did you leave?

Do you have any connection with this borough?

No Yes

If yes, please give details

If no, why did you choose our area rather than another?

Part 4 Renting from a private landlord

Are you renting from a private landlord?

No Go to **Part 5**.

Yes Answer the following questions.

Did your tenancy start after 2 January 1996?

No Yes

If yes, did you ask for a 'pre-tenancy determination' before you moved in?

No Yes

If no, please explain why

Part 4 Renting from a private landlord - continued

Have you appealed against the Rent Service's decision for your home?

No Yes

Have you asked the landlord to reduce the rent?

No Yes

If yes, what was the outcome?

Part 5 Your circumstances

Have you received a 'notice seeking possession'?

No Yes

Have you received a summons for unpaid Council Tax?

No Yes

Have you tried to find cheaper accommodation?

No Yes

Is there any reason why you could not move if you found cheaper accommodation?

No Yes

If yes, please give details.

When does your tenancy end?

/ /

How much notice would you have to give to end your tenancy early?

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Do you have any relatives or friends who could help you out?

No Yes

Could they provide you with accommodation, even if it is only temporarily?

No Yes

Could they, or anyone who lives with you, help you with your rent or Council Tax (or both)?

No Yes

Do you, or a member of your family, have any disabilities or health problems?

No Yes

If yes, please give full details.

Part 5 Your circumstances - continued

Is your Housing Benefit less than your rent or your Council Tax Benefit less than your Council Tax?

No Yes

If yes, by how much?

How much rent do you pay? £

How much Housing Benefit do you receive? £

How much is your Council Tax? £

How much Council Tax Benefit do you receive? £

Could you pay your housing costs before you claimed Housing Benefit or Council Tax Benefit?

No Yes

If yes, why can you no longer afford to do so?

Has someone you lived with recently died?

No Yes

Your relationship to the person who died:

Date of their death?

	/		/	
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Do you have any rent arrears?

No Yes

If yes, please tell us the amount and provide evidence (for example, a rent statement or a letter from your landlord).

Do you have any other debts, such as hire purchase, loans, fines and so on?

No Yes

If yes, please give full details. Continue over page.

Part 5 *Your circumstances - continued*

Do you or your partner have any savings, investments or property?

No Yes

“(For Example, bank, building society or post office accounts, shares, unit trusts, ISA’s, Premium Bonds, National Savings Certificates or Interests/Dividends received from investments or savings)

If yes, please give full details below.

Type of savings held	Total amount	Most recent value

Do you have any savings or property (including holiday homes or timeshares) abroad?

No Yes

If yes, please give full details.

If there is anything else you think we should know, give details

What date do you want us to award a Discretionary Housing Payment from? (We can backdate awards, but because funds are limited, we would not usually consider backdating for more than four weeks.) If you want us to backdate your Discretionary Housing Payment, you should also explain why you did not claim earlier.

Part 6 Details of your income and spending

In the table below, show the amounts of income and spending for you and your partner (the person you are married to or live with as if you were married).

Income	You How much?	Your partner How much?	How often?
Wages or salary	£	£	Every
Child Benefit	£	£	Every
Child Tax Credit	£	£	Every
Working Tax Credit	£	£	Every
Income Support or Jobseeker's Allowance	£	£	Every
Pension	£	£	Every
Incapacity Benefit	£	£	Every
Other state benefits	£	£	Every
Contribution from lodgers and grown-up children	£	£	Every
Maintenance or Child Support	£	£	Every
Other (including any gifts or loans from family or friends)	£	£	Every
Spending	You How much?	Your partner How much?	How often?
Grocery shopping (including food, toiletries and cleaning materials)	£	£	Every
Clothes	£	£	Every
Gas and electricity	£	£	Every
Water rates	£	£	Every
Rent or mortgage repayments (before benefits)	£	£	Every
Second mortgage or secured loan	£	£	Every
Payments to an endowment policy	£	£	Every
Insurance	£	£	Every
Ground rent or service charge	£	£	Every
Mobile phone	£	£	Every
Phone (landline)	£	£	Every
TV and video rental	£	£	Every
TV licence	£	£	Every
Satellite television	£	£	Every
Public transport	£	£	Every
Car costs	£	£	Every
School meals and meals at work	£	£	Every
Cigarettes	£	£	Every
Alcohol	£	£	Every
Maintenance	£	£	Every
Court fines	£	£	Every
Bank loans	£	£	Every
Social Fund loan	£	£	Every
Credit card payments	£	£	Every
Catalogue repayments	£	£	Every
Other – please give details	£	£	Every

Declaration

I confirm that the information I have given is correct and complete.

I understand that I could be prosecuted if I have given false information.

I know that I must let you know about any change in my circumstances which might affect my claim.

I agree that you can make enquiries to check the information I have given and that you may use this information to collect Council Tax and rent if necessary.

Your signature

Date

Your partner's signature

Date

Extra declaration if someone else is filling in this form

I have filled in this form for:

I have read each question to this person and written down their answers.

Signature

Date

Where did you hear about Discretionary Housing Payments?

Guidance for filling in the form

- 1 You must answer all questions (except part 4 if you are not renting privately).
- 2 You must provide relevant proof (for example, a statement of your rent arrears or evidence of loans). If you delay sending us this proof, it will take us longer to deal with your application as we will have to write to you for this information. (If you cannot get relevant proof at the time of your claim, please do not delay sending us your application as the date we award a payment from will depend on the date we receive your application. You should tell us that you will send us proof later, and send the proof to us as soon as possible.)
- 3 Please make sure that you provide full details of any exceptional circumstances, or reasons why you are having difficulties meeting your housing costs.

If you need help or more information, please phone us on 020 8356 3399 or call into our office listed below.

**Hackney Revenues and Benefits Service
Hackney Service Centre
1 Hillman Street
London E8 1DY.**

**Phone: 020 8356 3399
Minicom: 020 8356 3725
E-mail: benefits@hackney.gov.uk**

Open from Monday to Friday, 9am to 5pm.

Ethnic monitoring *(you do not have to fill in this section)*

To help us monitor the effectiveness of our equal-opportunities policy, please answer the following question. We will only use this information for monitoring purposes. Your Housing Benefit or Council Tax Benefit will not be affected if you do not fill in this section.

What is your ethnic group?

Choose one section from A to G, and then tick the appropriate box to show your ethnic background.

A White

- British
- Irish
- Turkish Cypriot or Turkish-speaking (including Kurdish)
- Other Kurdish
- Other European
- Jewish
- Charedi (Orthodox Jewish)
- Irish traveller
- Gypsy or Roma
- Any other white background (Please say which.)

B Mixed

- White and black Caribbean
- White and black African
- White and Asian
- Any other mixed background (Please say which.)

C Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (Please say which.)

D Black or black British

- Caribbean
- African (Please say which.)
- Other black or black British (Please say which.)

E Chinese

- Chinese

F Vietnamese

- Vietnamese

G Other

- Any other ethnic group (Please say which.)

If you need help completing this form or would like to submit the form, please visit:

Homerton Neighbourhood Office
92 Well Street,
London
E9 7JA

North West Neighbourhood Office
Stoke Newington Municipal Building
Stoke Newington,
London
N16 0JR

North East Neighbourhood Office
(Council tenants only)
149 Stamford Hill,
London
N16 5LG

Shoreditch Neighbourhood Office
Bletchley Court,
1 Croyley Street,
London
N1 7PT

DeBeauvoir & Queensbridge
Neighbourhood Office
31 DeBeauvoir Road
London
N1 5SJ

Clapton Park TMO
The Housing Office
4A Gilpin Square
London
E5 0HL

Suffolk Estate TMO
(For Suffolk Estate Tenants only)
The Housing Offices
Welshpool Street
London
E8 4PF

Rent Deposit Scheme
(For Rent Deposit Scheme clients only)
Hackney Service Centre,
1 Hillman Street,
London
E8 1DY

If English is not your first language and you need help filling in the form, we may be able to help you. Please contact us on 020 8356 3399.

Bengali

যদি ইংরেজী আপনার প্রথম ভাষা না হয়ে থাকে এবং আপনার যদি ফর্মটি পূরণ করতে সাহায্যের দরকার হয়, তাহলে আমরা আপনাকে সাহায্য করতে সমর্থ হতে পারি। অনুগ্রহ করে 020 8356 3399 নম্বরে আমাদের সঙ্গে যোগাযোগ করুন।

Somali

Haddii Englishku aanu ahayn luuqaddaada koowaad oo aad u baahantahay caawin buuxinta foomka, waxaanu awoodnaa in aan ku caawino. Fadlan nagala soo xariir halkan 020 8356 3399.

French

Si l'anglais n'est pas votre langue maternelle et que vous avez besoin d'aide pour remplir ce formulaire, nous pourrions peut-être vous aider. Veuillez nous contacter au 020 8356 3399.

Spanish

Si el inglés no es su primera lengua y si necesita asistencia para rellenar este formulario, es posible que le ayudemos. Sírvase llamarnos al 020 8356 3399.

Kurdish

Heke Îngilîzî ne zimanê we yê yekemîn be û ji bo tijekirina formê ji we re alîkarî pêwîst be, dibe ku em bikanîbin alîkarîya we bikin. Ji kerema xwe bi vê hejmarê bi me re têkevin têkilîyê: 020 8356 3399.

Turkish

İngilizce ana diliniz değilse ve formu doldurmak için yardıma ihtiyacınız varsa, belki size yardım edebiliriz. Lütfen 020 8356 3399'dan bizimle ilişki kurun.

Polish

Jeśli angielski nie jest Twoim rodzimym językiem i potrzebujesz pomocy w wypełnieniu ankiety, możemy Ci w tym pomóc. Skontaktuj się z nami dzwoniąc pod numer telefonu 020 8356 3399.

Vietnamese

Nếu Tiếng Anh không phải là ngôn ngữ thứ nhất của bạn và bạn cần sự hỗ trợ cho việc điền vào đơn này, chúng tôi có thể giúp bạn. Hãy liên lạc với chúng tôi theo số 020 8356 3399.

Urdu

اگر آپ کی پہلی زبان انگریزی نہیں ہے اور آپ کو اس فارم کو پھرنے میں مدد کی ضرورت ہے تو ہو سکتا ہے ہم آپ کی مدد کر سکیں۔
برائے مہربانی ہم سے 020 8356 3399 پر رابطہ کریں۔

Chinese

如果英語不是您的第一語言，您需要幫助填寫表格，我們才能幫助您。請洽 020 8356 3399 聯繫我們。

Gujarati

જો અંગ્રેજી તમારી પ્રથમ ભાષા ન હોય અને ફોર્મ ભરવામાં તમને મદદ પેઈએ તો, અમે મદદ કરી શકીએ છીએ. કૃપા કરી અમને 020 8356 3399 પર સંપર્ક કરો.

Punjabi

ਜੇ ਅੰਗ੍ਰੇਜ਼ੀ ਤੁਹਾਡੀ ਮਾਂ-ਬੋਲੀ ਨਹੀਂ ਹੈ ਅਤੇ ਤੁਹਾਨੂੰ ਇਸ ਫਾਰਮ ਨੂੰ ਭਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੀਦੀ ਹੈ, ਤਾਂ ਅਸੀਂ ਤੁਹਾਡੀ ਮਦਦ ਕਰ ਸਕਦੇ ਹਾਂ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ 020 8356 3399 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

If you would like this document in any of the following formats, please fill in the form and send it to the address below.

In large print

In Braille

Name: _____

Address: _____

Phone number: _____

Return the form to:

Hackney Revenues and Benefits Service
Hackney Service Centre
1 Hillman Street
London E8 1DY.

