

Data Protection and privacy notices

The personal details supplied on this form will be held by the Royal Borough of Windsor and Maidenhead and processed in accordance with the [Data Protection Act \(DPA\)](#) and [privacy notices](#).

DISCRETIONARY HOUSING PAYMENT APPLICATION

APPLICANT DETAILS (please complete all sections)			
Name		Date of birth	
NI number		Phone number	
Address			
Claim number		E-mail address	

HOUSEHOLD DETAILS (people who live with you)		
Full name	Date of birth	Relationship to you (e.g. partner)

When did/will you move into the property for which you are requesting a DHP?

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If applicable, could you afford the rent when you moved in?

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Have you moved to this area recently? If so please explain why.

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Have you sought any other financial assistance? If so please explain.

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YOUR REQUEST (why are you applying)

Please note that a Discretionary Housing Payment can only be considered where the applicant is receiving either Housing Benefit or the housing cost element of Universal Credit.

If you are receiving Universal Credit then we **MUST** see the details of your current award so that we can verify your income.

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Do you have any additional debts? If so please detail below.

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Please explain what action you have taken to address these debts.

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If you are working, can you increase your hours? Please explain further, including if you are unable to do more hours.

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Do you provide regular care for someone? If so please give details.

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Have you recently been bereaved? If so please give details.

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Has your property been adapted to accommodate a disability? If so please explain the changes that have been made.

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When does your tenancy end, and how much notice is required?

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Have you looked for cheaper accommodation? Please explain what action you have taken, and if you have not sought cheaper accommodation, why this is.

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*******RENT IN ADVANCE OR DEPOSIT REQUESTS ONLY*******

• Please confirm (and **provide evidence**) of the address for which you need to pay rent in advance/deposit.

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• Please confirm (and **provide evidence**) of the amount you need to pay in advance or for the deposit.

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• Please confirm whether you are due to have a deposit or rent in advance in respect of an existing tenancy returned to you. Please give details.

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• Please confirm and give details if you have received assistance from any council through a rent deposit guarantee scheme or similar.

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Any other details in support of your application.

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PLEASE NOTE THAT YOU MUST COMPLETE THE ATTACHED EXPENDITURE FORM, AS THIS WILL BE USED WHEN CONSIDERING YOUR APPLICATION EXPENDITURE DETAILS (please complete as fully as possible)

Type*	Amount (£)	Frequency	Arrears (if applicable)
Rent/mortgage			
Insurance policy/private pension			
Council Tax			
Water rates			
Electricity			
Gas			
Telephone (landline)			
Mobile telephone			
Internet/broadband			
Building/contents insurance			
Maintenance payments			
Credit card payments			
County court/magistrate's fines			
Clothing club/mail order			
TV licence fee			
Bank/building society loan(s)			
Satellite/Sky TV subscriptions			
Housekeeping/groceries			
Train/bus fares			
Petrol			
Car insurance			
Childcare/nursery fees			
Any other expenses			

* If any of the expenses that you have declared are unusually high, please explain.

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DECLARATION

I declare that the information that I have given on this form is correct and complete to the best of my knowledge. This form may be returned to me if not completed in full.

Print name.....Signed.....Date.....