

# Discretionary Housing Payments

## (Housing Benefit or Universal Credit Housing costs)

This assistance is intended for Housing Benefit and Universal Credit customers who do not receive full housing benefit and/or Universal Credit Housing costs and will suffer hardship. Awards are usually made for short periods, not exceeding 3 months.

Reference number

**Your name**

**Your address**

(including postcode)

**Telephone**

**Are you currently receiving Housing Benefit?**

No

Yes

**Are you currently receiving Housing Costs with your Universal Credit (UC)?**

No

Yes

Please explain the reasons as to why you will suffer if your Housing Benefit and/or Housing Costs are not increased. Please include any relevant details including health, financial and any other concerns.

**Have you asked your landlord to reduce the rent?**

No

Yes

**Have you contacted the Housing options team at the Council to help with your housing needs?**

No

Yes

**Are you a Foster Carer?**

No

Yes

**Has your property been substantially adapted for disabled person needs?**

No

Yes

If you have answered yes to any of these questions, please give details below (continue on additional sheets if necessary). If you are claiming Universal Credit we require a copy of your journal detailing the breakdown of your award including the housing costs element. We also require a copy of the breakdown of your rent from your landlord/housing provider.

It is important that you submit detailed evidence to support your claim. We need to see original documents. If you visit our office we will verify and copy your documents for you. Please list all income and expenses on the back of this form.

**Signature**

**Date**



The personal information you supply on this form will be used for the processing of Housing Benefit and Council Tax Support and will be used in accordance with the Data Protection Act 1998. For more information go to [www.eastherts.gov.uk/dataprotection](http://www.eastherts.gov.uk/dataprotection) or contact the Council's Information Management team by email on [foi@eastherts.gov.uk](mailto:foi@eastherts.gov.uk) or by telephone on 01279 655261.



## Details of expenditure

Rent	£	per week
Water Rates	£	per week
House Insurance/Life Assurance	£	per week
Gas	£	per week
Electricity	£	per week
Council Tax	£	per week
Other Fuel	£	per week
Food/Cleaning Materials	£	per week
Landline/mobile telephone	£	per week
TV Rental/Broadband Rental	£	per week
TV Licence	£	per week
Childminder/Nursery Fees	£	per week
Travel costs (bus/train)	£	per week
Vehicle Running Costs	£	per week
Vehicle Insurance & Road Tax	£	per week
Cigarettes/Alcohol	£	per week
Hire Purchase/Credit Commitments	£	per week
Miscellaneous - Court Orders - Maintenance/Fines/other regular costs (please give details below)	£	per week

### Total Expenses

£ per week

## Details of income and savings

£ per week

£ per week

£ per week

£ per week

### Total Income and Savings

£ per week

## Benefit enquiries at our office

**For East Herts Council** 01279 655261  
Charrington House  
Bishop's Stortford CM23 2EN Mon - Fri 8:30am - 5pm

Council Offices, Wallfields, Tues 8:30am - 4pm  
Pegs Lane, Hertford SG13 8EQ Weds 8:30am - 12:30pm

**For Stevenage Borough Council** 01438 242440  
Customer Services Centre,  
Daneshill House, Stevenage,  
Herts SG1 1HN Mon - Fri 8:30am - 5:30pm

Email: [benefits@hertspartnership-ala.gov.uk](mailto:benefits@hertspartnership-ala.gov.uk)  
[www.eastherts.gov.uk](http://www.eastherts.gov.uk)  
[www.stevenage.gov.uk](http://www.stevenage.gov.uk)

Please complete, print and return this form as soon as possible to:  
The Benefits Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ  
Alternatively click the send button below. This will open your email application and  
attach as a new message.