

Welfare Support and Discretionary Housing Payment Application Income & Expenditure Form

Please complete all applicable sections with precise information to support your application – add additional pages if necessary

Your full name(s)		Date of birth	
		NI number	

Your full address			
Contact number		Email	

Do you have a partner who lives with you? yes / no *If so, please provide details.*

Their full name(s)		Date of birth	
		NI number	

Do you have children who live with you? yes / no *If so, please provide details.*

Name		Date of birth	
Name		Date of birth	
Name		Date of birth	
Name		Date of birth	
Name		Date of birth	

Is anyone in the household disabled?

If yes, please give brief details.

Do you have a support worker/social worker?

If yes, please provide their name(s), organisation or relationship and contact details.

What can we help you with?

Please explain what you need. If requesting multiple items/types of help, please provide your order of preference.

Why do you need this help now?

What has happened, or will happen?

What do you receive? How much and how often? *Please detail all household income – wages, type of benefit, pension, allowances, maintenance, etc*

Type of income	How often	How much

Bank/building society accounts you (and your partner) have. *Please detail all accounts, including any overdrawn or rarely used.*

Name/type of account	Balance

Please note you will need to provide recent bank statements for all accounts held, covering two months of transactions.

What are you paying for? How much and how often?

Expense	How often	How much
Mortgage / Rent		
Service charges		
Council Tax		
Insurance – home/contents		
Insurance – life		
Water rates		
Electricity		
Gas/oil		
Landline telephone / mobile telephone		
Internet/broadband		
Sky/cable/streaming/other TV		
TV licence		
Cigarettes/tobacco/nicotine		
Alcohol		
Food/household items		
Car costs (insurance/tax/repairs)		
Fuel/travel		
Clothing		
Medication		
Loan/credit card/catalogue		
Fines		
Other – please provide details		

Have you had any other financial assistance before?

If you've applied to other organisations/charities for help, please provide details.

Do you have any debts or arrears? *Who is this owed to, and how much remains to pay?*

Type of debt or arrears	Amount outstanding

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Please ignore this page if you are not applying for help with rent payments/arrears

Discretionary Housing Payment applications

You must provide the following original documents to support your application –

- Evidence of your current rent, and a rent statement showing any rent arrears
- Your tenancy agreement
- Copies of any letters from your landlord regarding arrears
- Bank statements for all accounts, covering the last two months (even if overdrawn or rarely used)
- Proof of debt, if applicable
- Medical evidence, if relevant

Do not delay making your application if documents are not currently available - these should be provided separately as soon as possible.

Failure to provide necessary evidence may result in your application being refused.

When did you take on your tenancy?	
Were you able to afford this at the time? If no, why did you take it?	
Have you discussed the problem with your landlord?	
Have you sought advice from BANES Housing Options department?	
Is your Housing Benefit or Universal Credit Housing Element paid to landlord?	

Do we have your permission to discuss this matter with your landlord?	yes / no
If no, why?	
If yes, please provide contact details and/or name of account manager:	

If applying for help with rent arrears

Why did these start?	
When did these first become a problem?	
What period do they cover?	
Have you made a repayment arrangement?	
If yes, please provide details. If not, why?	

Pay to Landlord	yes / no	Pay to tenant	yes / no	Sort code	
Account number		Account name			

Declaration

I wish to apply for Welfare Support and/or a Discretionary Housing Payment.

I declare that the information I have given on this form is correct and complete.

I understand that if I knowingly give information that is incorrect or incomplete, you may take action against me, and I understand I could be prosecuted.

I agree that you will use the information I have provided to process my application. You may cross check the information with other sources within the council, rent offices and other councils. Data held may be used in comparison for the purposes of prevention and detection of fraud.

I understand that this authority is under a duty to protect the public funds it administers, and to this end agree that they may use the information I have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes, if the law allows this.

I understand that if payment is paid direct to my landlord and a dispute arises over the amount paid, that you may have to disclose all the details of my claim and subsequent correspondence to my landlord, their representative and a court or an appeal tribunal.

<http://www.bathnes.gov.uk/services/your-council-and-democracy/data-protection-and-freedom-information>
<http://www.bathnes.gov.uk/services/business/licences/national-fraud-initiative>

I understand I must notify Bath and North East Somerset Council of any changes to my/our household or finances as they happen.

Claimant signature:

Date:

Full name (print in capitals):

Partner signature:

Date:

Full name (print in capitals):

If completed by third party

Whenever possible the customer should apply themselves, if this is not an option please provide the following details

Signature:

Date:

Full name (print in capitals):

Organisation / Relationship:

Contact details:

Reason(s) completed by third party:

Landlords/Estate Agents

If applying for an arrears payment please confirm in writing if a successful DHP award will secure the current tenancy/allow intended move.

Contacting us

Telephone: 01225 477 777

Email: Welfare_Support@bathnes.gov.uk

Write to us: Welfare Support, Lewis House, Manvers Street, Bath, BA1 1JG

For full opening hours at all our locations please visit www.bathnes.gov.uk/contact-us

If your tenancy is at risk and you have not already done so, please speak with Housing Advice to discuss your situation as a matter of urgency – 01225 396296 housing@bathnes.gov.uk