

Your full name: _____
Your address: _____ _____ _____
_____ Postcode: _____

For official use only	
Date we received your application:	
Date of issue:	
Reference:	

Application for Discretionary Housing Payments

Please tick the box that applies to you:		
Council Tenant	Private Tenant	Housing Association Tenant

Discretionary Housing Payments are available to help customers who need further help with rent. They are payments to be made at the discretion of the local authority where it is considered that additional help with housing costs is needed.

However the amount of money available to the council to make these payments is strictly limited. To be able to apply for a Discretionary Housing Payment the customer must:

- Be entitled to Housing Benefit
- Require further financial assistance in order to meet housing costs

Housing costs are the eligible rent. However, no award can be made to grant help with:

- Ineligible services
- Water, sewerage or environmental change
- An increase of rent due to outstanding rent arrears.
- Hardship which results from Social Security benefit sanctions or suspensions.

Discretionary Housing Payments are temporary and available for periods up to 12 months.

In order for your application to be considered answer all the questions within this form as fully as possible and provide evidence of all expenditure. Failure to do so may result in no Discretionary Housing Payment being awarded.

Were you able to afford the rent when you moved in?

Yes

No

If **Yes**, please tell us how you were able to afford it (*e.g. in work*)

Are there any specific reasons why you must live in your current accommodation?
(*i.e. disabled adaptations*)

What disabilities or health problems do you or any member of your family have that would mean you have additional costs that could be considered:

Are family or friends able to financially assist you?

Yes

No

Do you have any saleable assets that could be sold
i.e. property/stocks and shares?

Yes

No

Do you or your partner have your own transport?

Yes

No

If **Yes**,

What type of transport do you own?

Car

Motorbike

Mobility scooter

Please tell us what the transport is used for, e.g. travelling to work:

Please tell us about the costs of running your transport:

	Amount	How often (<i>delete as applicable</i>)
Petrol	£	Weekly / Fortnightly / Monthly
Road Tax	£	½ Yearly/ Yearly
Insurance	£	Weekly / Fortnightly / Monthly / Yearly
Maintenance (MOT etc.)	£	Yearly
Mobility Scooter Batteries	£	Weekly / Fortnightly / Monthly / Yearly

Help and advice

If you require help and assistance, or wish to discuss the matter, please contact us by:

- Phone on **(01623) 463463** and select option 2
- Email at **benefits@mansfield.gov.uk**
- Visiting our Revenues Enquiry Counter at the Civic Centre

Please return your completed form to:

Mansfield District
Council Civic Centre
Chesterfield Road
South Mansfield
Notts
NG19
7BH

Homefinder

If you wish to be considered for re-housing to a smaller property please contact the Housing Department's Homefinder Team on **(01623) 463402** or visit **www.amhomefinder.co.uk**

Citizens Advice Bureau

There are also independent advisory services such as the Citizens Advice Bureau who may be able to help you with budgeting advice or negotiating with your creditors on your behalf.

Mansfield Citizens Advice
Bureau Advicehub
16 Regent
Street
Mansfield
Notts
NG18
1SS

Phone: 0844 8563411

National Debtline

The National Debtline also offer free, confidential and independent advice during office hours on 0808 8084000.

Privacy Notice

General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.

Under the GDPR and DPA, Mansfield District Council, Chesterfield Road South, Mansfield, Notts. NG19 7BH is a Data Controller for the information it holds about you. The Council will hold all personal information provided by you for your application for Discretionary Housing Payments and Council Tax Hardship payments. The lawful basis under which the Council uses personal data for this purpose is Public Task

The information provided by you includes the following special categories of personal data ...

- physical or mental health

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

Your data will be held for 6 years after the end of your claim. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement www.mansfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the above address or by email to dpo@mansfield.gov.uk . If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.