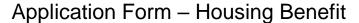
Discretionary Housing Payment





Please complete this form if you are getting *Housing Benefit* and wish to be considered for an award of *Discretionary Housing Payment* from the *Housing Executive*.

A Discretionary Housing Payment can only be awarded by the Housing Executive to tenants where their award of housing benefit is affected by one (or more) of the following:

- 1. A rent restriction (for private tenants)
- 2. the 'Family Premium' not being included in their housing benefit calculation because of a change in the law in September 2016
- 3. for 'Benefit Cap' legislation where the amount of a person's benefit cap is increased but their Welfare Supplementary Payment remains the same

Housing Executive and housing association tenants *can only be considered* for a Discretionary Housing Payment because of 'Family Premium' or 'Benefit Cap'.

You *cannot*, for example, qualify for Discretionary Housing Payment if your housing benefit has been reduced because of an increase in household earnings, a change in the number of people living in your household, a non-dependant has moved in or you are paying back an overpayment.

Please complete the following in *black ink* and use *capital letters*:

About You:							
Surname:							
First Name:							
Address: include any flat number							
Postcode:							
Contact Numbers:	Tel:		Mobile:				
Email:							
Date of birth		N.I. Numbe	r:				
Child / Young Perso	n:	·					
Are you responsible for a child or young person for whom you still receive payments of Child Tax Credit or Child Benefit?			Yes		No		
Your Income and Savings:							
If you or your partner (if any) currently have savings please confirm the total amount (we may ask you for proof of this)			f £				
If you or your partner (if any) receive DLA, Personal Independence							
Payment please tell us how much in total this is			£				

Medical or special circumstances:					
Please tell us about any medical / special circumstances that affect your need to live at this					
address (family support received or provided, access to hospitals or medical facility for you or a family					
member etc)					
About Your Landlord:					
Your landlord / letting agent's name					
Your landlord / letting agent's telephone no					
Your landlord / letting agent's email					
Only complete this section if you pay rent to a p					
Please do not complete this section if you are a Housing Exection you do not live in a hostel or in supported accommodation:	utive or housing association tenant and				
How much rent is charged by your landlord?	£				
How often does this amount have to be paid?	Monthly Weekly				
·	Fortnightly Daily				
After your housing benefit award is made, how much do					
you still have to pay each week towards your rent? If your Housing Benefit does not cover your rent charge	£				
have you asked your landlord if they would consider a	Yes No				
reduced payment?					
Are you at risk of eviction because of rent arrears?	Yes No No				
Could you move to cheaper accommodation?	Yes				
How long have you lived at this address?	ears Months				

Personal Data:

The Housing Executive protects your personal information in accordance with General Data Protection Regulation and Data Protection Act 2018. You have a right to know how we collect and use your personal information. These details can be found in our Privacy Notice which is on our website www.nihe.gov.uk/privacy_notice. We can post or email a copy to you.

Declaration:

I declare that the information I have given on this form is correct and complete to the best of my knowledge.

I understand that action may be taken against me if:

- this information is found to be incorrect or incomplete; or
- if I fail to report any changes in my circumstances which may affect any award of Discretionary Housing Payment that I may receive.

Signature:	Date:

Further Information / Independent Advice

• Housing Executive: 03448 920 902 | Textphone* 18001 03448 920 902

Advice NI: (money/debt) 0800 028 1881 | (benefits/tax) 0800 988 2377

Housing Rights Service: 028 9024 5640

• Law Centre NI: 028 9024 4401

• Welfare Changes Helpline: 0808 802 0020

When completed, please return this form to the Housing Benefit office for your area:

Antrim, Ballymena, Ballymoney, Carrickfergus,	Derry/Londonderry, Limavady,		
Coleraine, Larne, Newtownabbey, Moyle	Magherafelt, Strabane		
Twickenham House	Richmond Chambers		
Mount Street,	The Diamond		
BALLYMENA	LONDONDERRY		
BT43 6BP	BT48 6QP		
E: Northeast.housingbenefit@nihe.gov.uk	E: Westarea.housingbenefit@nihe.gov.uk		
Armagh, Banbridge, Craigavon, Newry & Mourne	Belfast		
Marlborough House	Housing Centre – 4 th Floor		
Central Way	Adelaide Street		
CRAIGAVON	Belfast		
BT64 1AJ	BT2 8PB		
E: Southarea.hb@nihe.gov.uk	E: Belfasthb@nihe.gov.uk		
Ards, Bangor, Castlereagh, Downpatrick, Lisburn	Cookstown, Dungannon, Fermanagh,		
	Omagh		
Strangford House	MacAllister House		
28 Court Street	Woodside Avenue		
NEWTOWNARDS	OMAGH		
BT23 7NX	BT79 7BP		
E: Southeast.housingbenefit@nihe.gov.uk	E: Omagh.housingbenefit@nihe.gov.uk		