

REVENUE & BENEFIT SERVICES DIVISION

ISLE OF WIGHT COUNCIL OFFICES
BROADWAY
SANDOWN
ISLE OF WIGHT
PO36 9EA

Telephone: (01983) 823950
Fax: (01983) 823900
E-Mail: housing.benefit@iow.gov.uk
Office hours are 8-30am to 5pm Monday, Wednesday, Thursday
8-30am to 4-30pm Friday - Closed all day Tuesday



Claim ref

APPLICATION FOR A DISCRETIONARY HOUSING PAYMENT

Name..... Are you applying for additional help with:- (Please Tick)
Your Rent

Your Council Tax

Address.....
.....
.....
.....

To help the Council decide whether or not you are eligible for an award of Discretionary Housing Payment, we will need to ask you the following questions. Please answer each one, giving as much detail as possible.

My tenancy commenced on..... My tenancy ends on

I consider that I should receive additional assistance because

NEW TENANCIES ONLY: (if you have lived here for more than six months please go to section Four.)

1) Did you check the level of Local Housing allowance you could receive with this office before accepting the tenancy? (This question will apply if you are a private tenant.) Please Tick

Yes No

If yes, what was the outcome?

If no, why not?

2) Why did you leave your last address?

3) When you accepted the tenancy, how did you expect to pay the rent?.....
.....
.....

4) Have you tried to find cheaper accommodation? Please Tick

Yes No

If you ticked yes, what was the result? If you ticked no, why not?
.....
.....

5) Are there any reasons why you cannot move? If yes, give details
.....
.....

6) Do you or any members of your family have any disabilities or health problems that contribute to your need for a Discretionary Housing Payment? Please Tick

Yes No

If yes, please explain
.....
.....

7) Are you in arrears with your Rent or Council Tax? Please Tick

Yes No

If yes, how much rent do you owe? £.....
If yes, how much Council Tax do you owe? £.....

What date are the arrears in respect of?

Rent Council Tax.....

8) Has your landlord asked you to leave your home because of the rent arrears owing? Please Tick

Yes No

If yes, please give details.....
.....
.....

9) If a Discretionary Housing Payment is not awarded, how will you pay the rent?
.....
.....

10) Please provide details of all income and expenses below.

YOUR INCOME	WEEKLY	4WEEKLY	MONTHLY	FOR OFFICE USE
TAKE HOME PAY (inc. partner)				
STATE BENEFITS (please specify)				
CHILD BENEFIT				
OTHER INCOME (please specify)				
TOTAL INCOME - BOX A				

YOUR EXPENDITURE	WEEKLY	4WEEKLY	MONTHLY	FOR OFFICE USE
RENT/MORTGAGE ARREARS				
COUNCIL TAX				
WATER RATES				
ELECTRICITY				
GAS				
OTHER FUEL (Please specify)				
BUILDINGS/CONTENTS INSURANCE				
LIFE INSURANCE				
HOUSEKEEPING (food etc.)				
T.V/ VIDEO/ SATELLITE/CABLE HIRE				
T.V. LICENCE				
TELEPHONE/ MOBILE (Please specify)				
CLOTHING				
SCHOOL MEALS				
CAR EXPENSES (petrol etc..)				
CAR TAX				
CAR INSURANCE				
CATALOGUE				
LOANS (Include loan period)				
CREDIT/STORE CARDS				
HIRE PURCHASE				
COURT FINES				
OTHER (Please specify)				
TOTAL EXPENDITURE - BOX B				
Total Income	BOX A - £			
Minus Total Expenditure	BOX B - £			
Disposable Income (BOX A – B)	BOX C - £			

11) If this is a request for a further award, please detail below and provide evidence of the actions you have taken to seek an alternative solution

.....

.....

.....

.....

12) Is there anything else we should know?

.....

.....

.....
I declare that the information I have given is true and complete and I authorise the Council to check the information if it wishes to do so. I undertake to notify the council immediately, in writing, of any changes in the personal or financial circumstances of myself and any member of my household.

I am aware that if I deliberately make a false statement or withhold information in order to obtain Discretionary Housing Payments, the Council will ask me to repay any amount awarded as a result of the incorrect information provided.

Claimant's Signature Date
Partner's Signature Date

Please return your application form to:

Council Offices	08.30 - 17.00	Monday, Wednesday, Thursday
Broadway	08.30 - 16.30	Friday
Sandown		Closed Tuesdays
PO36 9EA	Late night for phone calls to the Benefit Section on 01983-823950 Wednesday evening until 6.00 pm.	

We experience high volumes of customers between 12 – 2. If you could visit us at another time of the day it would be appreciated

Customer Service Centre	08.30 – 17.00	Monday - Thursday
County Hall	08.30-16.30	Friday
High Street		
Newport		
PO30 1UD		

Ryde Help Centre	09.00 – 17.00	Monday – Tuesday
Ryde Library	09.00 - 17.00	Friday
101 George Street,		
Ryde		
PO33 2JE		

Freshwater Library	09.30 – 12.30	Tuesday
41 School Green Road	13.30 - 16.30	
Freshwater		
PO40 9AP		