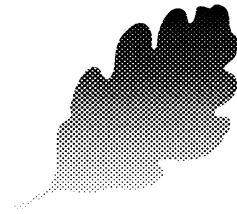


Application for Discretionary Housing Payment (DHP)



Benefit Ref:

Date of Issue:

You must complete ALL numbered sections (If a question does not apply to you, please write n/a). Please read the notes at the end of this form.

Name	<input type="text"/>
Address	<input type="text"/>
<input type="text"/>	

1.) Please say why you, or a member of your family, are suffering exceptional hardship and require a Discretionary Housing Payment. Use an additional sheet of paper if necessary but please be sure to put your name and address at the top.

What was the date that you moved to this address?

What was your previous address? _____

What was your reason for moving? _____

(Please tick)

Did you ask for a Pre-Tenancy Determination (PTD) before you accepted this lease?

Yes No

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

Yes No

If 'Yes', how were you able to afford it? _____

If 'No', why did you accept the lease? _____

Have you asked your landlord to reduce your rent?

Yes No

If yes, what was the outcome? _____

Have you tried to find cheaper accommodation?

Yes No

Is there any reason why you could not move if you found cheaper accommodation?

Yes No

If you have ticked 'Yes' please say why _____

When does your current tenancy end?

How much notice would you have to give to end your tenancy?

Have you applied to be placed of the Midlothian Council Housing list?

If you have ticked 'No' please say why _____

Do you have any relatives or friends who could help you?

Yes No

Could they temporarily provide you with accommodation?

Yes No

Could they, or anyone who lives with you, help with the rent?

Yes No

Do you, or a member of your family, have any disabilities or health problems?

Yes No

If you have ticked 'Yes' please give details _____

Have you recently been bereaved?

Yes No

You must now sign and date the Declaration and return the completed form to:

Midlothian Council
Buccleuch House
P.O. Box 12956
Dalkeith
Midlothian
EH22 1YB

Declaration

Read this part carefully and then you and your partner must sign below.

- **The information I/we have given is true and complete.**
- **I/we will immediately let you know in writing if any of my/our circumstances change so that you may reassess my/our benefit.**
- **I/we consent to the Council making such enquiries as may be necessary in confirmation of any of the information I/we have given.**
- **If I/we give false information, I/we realise that I/we may be prosecuted.**

Claimant's signature

Date

Partner's signature

Date

NOTES

- Failure to complete all sections will delay any decision.
- DHP is designed to provide **temporary** assistance so that other arrangements can be made.
- The period that DHP is awarded is decided on an individual basis. The maximum period of award is up to the end of the financial year. (A financial year normally runs from the April of one year to the March of the following year).
- Although you can apply for further DHP after the end of the current award, you may not be successful or, if you are successful, the amount of the award is likely to be substantially reduced.
- Any decision made regarding a DHP award is a discretionary decision made by the Council and as such is not subject to appeal.

General Data Protection Regulation GDPR - We are asking for the following information in accordance with provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and Data Protection Act 2018. We will use this information to help us determine your liability for and to collect your Council Tax. You can find more information on how your personal information is used for Council Tax on our Privacy Notice which can be found at www.midlothian.gov.uk/privacy