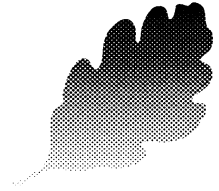


## Discretionary Housing Payment Under Occupancy



Please complete this form if you are applying for Discretionary Housing Payment (DHP) due to your benefits being reduced because you are under occupied. A financial assessment is not required. You will be awarded the full shortfall in your rent by DHP.

### Personal Details

Your name	
Partners name (if applicable)	
Address	
Claim reference	

### DECLARATION

Please read this declaration carefully before you sign and date it.

- **I wish to apply** for a Discretionary Housing Payment as my Housing Benefit or Universal Credit housing costs has been **reduced due to under occupancy**.
- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.
- **I know** that I must let you know in writing straight away about any changes in my circumstances.

Signature of claimant:

Date:

**Please return the completed form to Midlothian Council, P.O. Box 12956,  
Dalkeith, Midlothian EH22 1YB**

**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](http://www.midlothian.gov.uk/privacy)