

Discretionary Payment Application- Removals Costs



Please fill in the details as fully as you can. You must be receiving Housing Benefit or Housing Costs in your Universal Credit to receive help through the Discretionary Payment fund. Please note, we will only consider applications, if there is a valid reason for you to move, your new rent is affordable (for example within your LHA rate) and you cannot afford the moving costs yourself.

You must provide the following proofs before any decision can be made:

- **Up to date** proof of **all** capital held in **all** bank accounts for you and your partner, for the **previous 30 days**.
- **Proof of your new tenancy**, such as a letter from your new landlord or a tenancy agreement

Current details

Full Name:	National Insurance No:
Benefit reference No:	Email address:
Home phone No:	Mobile No:
Your bank details; Name on account: Bank: Sort code: Acc number:	No of bedrooms:
Current Address:	Tenancy type Eg Temporary, Emergency, Private, Council, Housing Association:
Current rent:	Why do you have to move?

Details of new property

Full address And postcode:	Tenancy type of the new property Eg Private, Council, Housing Association:
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Rent:	When is your moving date?
Do you have any housing related debts? If so, please state the amount and any relevant dates:	Do you have any health or disability requirements that mean you need extra support with moving? If so, please provide as much detail as possible and the appropriate proof.

We will contact you as soon as possible to advise of our decision. Please be aware, this is a Discretionary Payment, and therefore not guaranteed.

Please note Removals Costs DP awards are now fixed rates as follows:

To move from a one or two bedroom home £150

To move from a three or more bedroom home £250

Declaration

You and your partner (if applicable) must read this carefully before you sign.

1. This is my / our claim for Discretionary Payment.
2. The information I/we have given is correct and complete as far as I/we know.
3. I/we give permission for you to check the information with any other departments in BHCC, other councils and benefit agencies.
4. I/we give you permission to contact my/our prospective landlord.
5. I/we understand that I/we must tell the council's benefit team in writing about any changes in our circumstances that may affect my/our Housing Benefit.
6. I/we understand we have to tell the benefit service about any changes to my/our Universal Credit, Pension Credit or any other benefits.
7. I/we understand that the DWP or Pension Service are not responsible for giving this information and I/we must tell the benefits team myself.
8. I/we understand that the Benefit service may use the information I/we have given on this form to detect and prevent fraud, including sharing this information with other organisations and Government departments.
9. I/we understand that I/we may be prosecuted if I/we have given information that is not correct or complete, or if I/we do not report any changes of circumstances which might affect my benefit.

10. I/we have read and understood this declaration.

Signed Dated

Your Partner Dated

If someone else has filled out this form on your behalf, please say why and ask them to sign below and state which help organisation / charity they work for (if applicable).

Signed Dated.....

Reason:

Please email the form and proofs to housing.benefits@brighton-hove.gov.uk

Or

Take them to Jubilee Library or Hove Library Council Help Desks. The staff at the desk can scan and email them to us.

Or

Post them to

Brighton and Hove City Council,
Benefits
Hove Town Hall
Hove
BN3 3BQ

If you need to phone us our phone line is 01273 292000. We are open Monday to Wednesday and Friday, 9:30am to 1:30pm. We are closed on Thursdays and Bank Holidays.