



BAPPDHP

Application Form for a Discretionary Award

Claim number

Date of first contact

Officer Initials

Please read the following information before you fill in this form.

A Discretionary Award is an additional payment to help with the payment of your rent and/or Council Tax. It does not form part of your entitlement to Housing Benefit, Universal Credit, or Council Tax Reduction.

A payment will be made for a period of not more than 13 weeks and will start from the Monday following the date this form is returned to the Benefits Team. In exceptional circumstances the start date can be backdated if you can show good reason why you did not claim earlier.

The decision to make a Discretionary Award will be based on the information provided on this form. It is important that you answer all questions and provide as much information as possible.

To support your application the following information is required:

- The most recent consecutive 2 monthly statements for all bank, post office, and building society accounts held by you and if applicable, your partner.
- Proof of all Loan and Debt repayment plans, even if not being paid currently *ex. Catalogues, Credit Cards, Hire Purchases*
- Please provide a rent statement covering the last 12 months.

Do not delay returning this form.

Please return this form to:

Community Advice and Support Team, Town Hall, Evreux Way, Rugby,
CV21 2RR

1. Your details:

Name	
National Insurance Number	

Date of Birth	
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Address		
	Postcode	

Contact Number	
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2. What kind of support do you require and how much are you requesting? (please tick and state)

Help with the payment of my rent	
Please state the amount of help you are requesting	
Please state how long you require the help for	

Help with the payment of my Council Tax	
Please state the amount of help you are requesting	
Please state how long you require the help for	

3. Have you previously received a Discretionary Award in the last 12 months?

YES NO If YES, please state the date of the award

4. Do you rent or own your home? (please tick)

I rent my home	
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I own my own home	
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**THE FOLLOWING PAGE APPLIES ONLY TO THOSE WHO RENT A
PROPERTY**

5. If you rent your home, how much is your rent and how often do you pay it?

I pay		Every	
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6. If you are in rent arrears, please state by how much and what action your landlord has taken to recover the arrears.

And what action have you taken to repay them?

7. About your Landlord:

Name of Landlord			
Name of Housing Officer			
Address			
	Postcode		

Contact Number	
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Do you give us permission to speak with your Landlord regarding your Discretionary award application?

YES

NO

8. Do you receive Universal Credit for help with your rent?

YES

NO

I have applied for Universal Credit but have not received my first award yet.

9. Why do you need extra help with paying your rent or Council Tax? *(Please note: A shortfall in benefits is not sufficient)*

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10. How will a short term discretionary award help you?

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11. What action are you taking to reduce the need for a further discretionary award in the future?

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12. Do you:

Foster a child?	Yes		No	
Have disabilities?	Yes		No	
Have adaptations to your home?	Yes		No	

13. If you answered 'Yes' to the question 12, please provide further information regarding how this impacts on where you can live:

14. Do you have any children in the property?

If **NO**, go to **Part 15**.

These are young people who are under the age of 16, or aged 16 to 20 and in education doing a course not higher than GCE (A-Level), SCE (Higher Level) or GNVQ (Advanced).

YES

NO

Full name	Sex	Date of birth	Is Child Benefit Received?	Do you receive DLA for them?

Are any of your children registered blind?	Yes		No	
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Do you pay any childminding costs to a registered childminder, nursery or after-school club?	Yes		No	
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If you answered 'Yes' to the answers above, please state the child's name and further details of the costs. *i.e. Pay £100 a week over 52 weeks for son/daughter to attend childminder name*

15. Do you have any other people living in the property?

If **YES**, please provide details below. If **NO**, go to **Part 16**.
** Current income (e.g welfare benefits, earnings, including hours they work per week or any other income they receive).*

Full Name	Sex	Date of birth	Current Weekly Income i.e. working, Universal Credit	Relationship to you or partner	Contribution to Household Financially? <i>How much and how often?</i>

16. Money you receive and pay out:

(Please provide the breakdown of your income and expenditure on a monthly basis)

Remember: All amounts must be per month. To calculate weekly to monthly, multiply by 52, divide by 12.

1. Income			
	Per Month		Per Month
Job Earnings	£	Housing Benefit	£
Partner's Job Earnings	£	Universal Credit	£
Child Benefit	£	Rental Income (lodger etc.)	£
Child Tax Credit	£	Other i.e. CSA	£

2. Unavoidable Expenses			
	Per Month		Per Month
Rent/Mortgage	£	TV Licence	£
Council Tax	£	Water Rates	£
Other (please specify)	£	Other (please specify)	£

3. Loan & Debt repayments i.e. rent, loans, credit and store cards, hire purchases					
	Per Month		Per Month		Per Month
Rent Arrears	£	Loan	£	Store Card	£
Credit Card	£	Hire Purchase	£	Provident	£
Other (please specify)	£	Other (please specify)	£	Other (please specify)	£

4. Monthly Household Expenditure					
	Per Month		Per Month		Per Month
Home Contents Insurance	£	Fuel	£	Doctor/ Dentist	£
Electricity	£	Bus/Taxi/ Train Fare	£	Medicine/ Drugs	£
Gas/Oil	£	Car Repairs	£	Life Insurance	£
Phone	£	Car Tax	£	Vet/ Pet Care	£
Broadband	£	Other Travel	£	Other Health Items	£
Furnishings/ Appliances	£	Bank Fees	£	Student Loan	£

Other Home Items (please specify)	£	Child Care	£	Postage	£
Car Finance Payments	£	Other (specify)	£	Arrears (please specify)	£
Car Insurance	£	Health Insurance	£	Other Debts (please specify)	£

5. Monthly Household Expenditure continued

	Per Month		Per Month
Groceries	£	Pension	£
Clothing	£	Investments	£
Cleaning	£	Other Savings (please specify)	£
Education/Lessons	£	Newspaper	£
Hairdresser	£	Magazines	£
Pet Food	£	Dues/Memberships	£
School Lunches	£	Charity Donations	£
Other (please specify)	£	Religious Donations	£
Transfer to Savings	£	Other gifts, etc.	£

6. Monthly Household Expenditure continued

	Per Month		Per Month
Videos/DVDs	£	Hobbies	£
Music	£	Film/Photos	£
Games	£	Sports	£
Takeaways	£	Outdoor Trips	£
Movies/Theatre/Concerts	£	Toys/Gadgets	£
Cigarettes/Tobacco	£	Holiday/Travel	£
Books	£	Alcohol	£

TOTALS

Money IN (box 1)	£
Money OUT (boxes 2 + 4 + 5 + 6)	£
Money you owe to others (box 2)	£
Money left to spend	£

17. Please list all bank accounts held by yourself or your partner:

Name of bank/building society	Account Holder	Current Balance
		£
		£
		£
		£
		£

18. If you possess any other capital or investments separate from the accounts stated above, please provide further details:

(Other capital or investments can including National Savings, Property, Certificates, Trust Bonds, etc.)

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19. Bank details:

THIS IS FOR UNIVERSAL CREDIT CLAIMANTS ONLY

If you are receiving Universal Credit, we will require your bank account details. The account **MUST** be in your name:

Bank	
Sort Code	
Account Number (8 digits)	
Account Holder Name	

If you are receiving Universal Credit, please enclose a copy of your latest award If you don't have a paper copy then you can email it to us in the form of a download or screenshots to benefits@rugby.gov.uk and ensuring you put your claim reference within the email

**PLEASE READ THIS DECLARATION CAREFULLY
BEFORE YOU SIGN AND DATE IT.**

I understand the following:

If I give information that is incorrect or incomplete, you may take action against me. You will use the information provided to process my claim for a Discretionary Award. You may check information with other sources within the Council, other Councils and other Government departments, if the law allows this.

I know I must let the Council know about any changes in my circumstances which may affect my claim.

I agree that you may use any information I have provided in connection with this application or to contact when, you may require for further information to assess my claim from, other organisations, such as government departments, landlords, support workers, local authorities and private-sector companies like banks and other organisations that lend me money, if the law allows this.

In order to provide an effective service your information may also be processed as part of an initiative concerned with assisting people to access services and to be provided with appropriate support, such as tenancy support.

I declare the information I have given on this form is correct and complete.

Signature of person claiming:

Date: