How will you pay the DHP if my application is successful?

Your DHP will be paid as part of your Housing Benefit to either yourself or your landlord by means of direct payments to bank accounts, along with your normal payments.

If you are awarded a DHP for Council Tax this will be credited to your Council Tax Account and an amended bill will be issued.

What if I disagree with the decision regarding my DHP?

If you disagree with the decision to either not award a DHP, the amount awarded or the period of the award, you can ask us to look at the decision again.

Write to us within one month of the date of our decision letter telling us why you do not agree with the decision. If you have any evidence supporting your request for us to look again at our decision please enclose it with your letter.

Local Offices

Annan	Town Hall, High Street
Castle Douglas	5 St Andrew Street
Gretna	56E Annan Road
Kirkcudbright	Council Offices, Daar Road
Lochmaben	Town Hall, High Street
Dalbeattie	Town Hall, Water Street
Lockerbie	Town Hall, High Street
Kelloholm	Nith Buildings
Langholm	Town Hall, Market place
Sanquhar	100 High Street
Moffat	Town Hall, High Street
Thornhill	Police Station, Manse Road
Stranraer	Council Offices, Sun Street
Newton Stewart	McMillan Hall, Dashwood Square

Dumfries & Galloway COUNCIL

Carruthers House
English Street
Dumfries
DG1 2HP

Phone — 030 33 33 3000
Fax — 01387 260326

HOUSING & COUNCIL TAX BENEFIT

Discretionary Housing Payments

What are Discretionary Housing Payments (DHPs)?

If you are getting Housing Benefit and/or Council Tax Benefit and are still finding it difficult to pay your rent and/or Council Tax, you may be able to get extra help towards you housing costs in the form of a Discretionary Housing Payment.

DHPs are not Benefit payments. They are paid in addition to your Benefit. They are paid at the discretion of the Local Authority in accordance with the policy.

Who can apply for a DHP?

You can apply for a DHP if you are already receiving Housing Benefit and/or Council Tax Benefit and that benefit does not cover the full amount of your rent or Council Tax.

What DHPs cannot pay for

DHPs cannot pay for :

The services included in your rent e.g. fuel, water, electricity etc

Reductions in benefit due to sanctions on DWP benefits

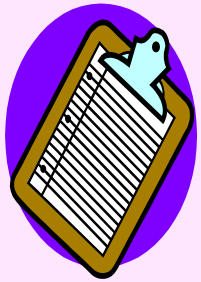
Shortfalls caused due to overpayment recovery

How do I apply?

Contact your local Council Office or Customer Service Centre for an application form.

If a claim form is not readily available one will be posted to you at the earliest possible convenience.

What information do I need to put on the application form?



Answer all of the questions on the form giving as much information as possible. Tell us in your own words why you need additional help to meet you rent and/or Council Tax.

Use an additional sheet of paper if required.

Tell us about any unusual or exceptional circumstances you have. You should provide evidence to support your application, for example a letter from your doctor.

Tell us about your weekly expenditure on the last page of the claim form. You may be asked to provide proof of your expenses and outstanding debts.

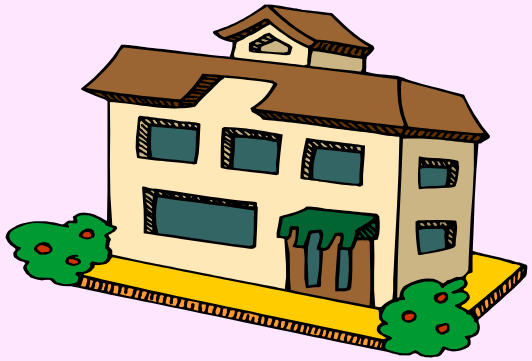
Sign the declaration on the form and return it, along with any supporting evidence, to the local Council's Benefits Office or Customer Service Centre.

How long does a DHP last for if my application is successful?

The length of the award will vary depending on your circumstances, but on average will not exceed 26 weeks.

You will be notified in writing of how long your DHP has been awarded for (if your application has been successful). DHPs are awarded for a limited period only to give you time to ease your financial circumstances.

When a DHP award ends you can re-apply but account may be taken of any efforts you have made, since your earlier application, to ensure



How much will the DHP be?

you can meet your housing costs yourself.

If you are awarded a DHP the amount you will get will depend on your circumstances and the reason it has been awarded.

It cannot be higher than the difference between your rent, less any service charges, and your benefit entitlement.