**Argyll & Bute Council**

**Discretionary Housing Payment Application Form for Under-Occupancy situations only.**

This form should only be completed if you wish to apply for a Discretionary Housing Payment (DHP) to cover an under-occupancy (spare bedroom) deduction and you are a tenant in social sector rented accommodation receiving Housing Benefit or a contribution of Universal Credit Housing Costs. Any award will be backdated

for up to 12 months for all eligible periods from the date the application is received.

***SECTION 1 – PERSONAL DETAILS***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | | Forename: | |  | | | Surname: | |  | |
| Address: | |  | | | | | | | | | |
| Email: | |  | | | | | | | | | |
| I would like to receive correspondence by: | | | | | | | Post  Email | | | | |
| National Insurance Number: | | | | | |  | | | Date of Birth: | |  |
| I am in receipt of:  (please tick one) | | | | Universal Credit Housing Costs  or Housing Benefit  *Claim Number:* | | | | | | | |
| If you are a Care Experienced Young Person aged 26 or under, please tick this box  and confirm which Council area you are registered as Care Experienced in: | | | | | | | | | | | |

***SECTION 2 – DECLARATION***

|  |  |  |  |
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| **Please read this carefully before you sign the form.**  I declare that the information I have given on this form is correct to the best of my knowledge.  I will notify Argyll & Bute Council if there is any change in the occupancy details of my home.  I will notify Argyll & Bute Council if there is any change in my Universal Credit Housing Costs.  **If there is no change in my circumstances, please treat this as a request for under-occupancy DHP to be carried forward each financial year.**  Please tick this box to confirm that you have read and agree to the above. | | | |
| Claimant’s Signature: |  | Date: |  |

**Completed forms can be returned by email to:** [benefitsgeneralenquiries@argyll-bute.gov.uk](mailto:benefitsgeneralenquiries@argyll-bute.gov.uk)

**or by post to:** Argyll & Bute Council, Customer & Support Services, Kintyre House, Snipefield Industrial Estate, Campbeltown, PA28 6SY

**or by hand:** At your local Customer Service Point.