



Argyll and Bute Council
Discretionary Housing Payments Application Form from
a Registered Social Landlord on behalf of a Housing Benefit
Claimant 2016/17 for Under Occupancy situations only

This form should be completed only if you wish to apply for a Discretionary Housing Payment (DHP) for under occupancy for 2016/17 on behalf of your tenant. Any award will be backdated to 1 April 2016 or to when your tenant became affected by under occupancy restrictions if that is later. If your tenant requires further support by way of DHP they will need to apply separately for that and there will be an assessment of their personal and financial circumstances.

SECTION 1 – PERSONAL DETAILS

Tenant's Full Name:	
Address:	
Benefit Reference/Claim Number:	
Contact Telephone Number:	

SECTION 2 – DECLARATION

Please read this carefully before you sign the form.

I confirm that my tenant named above is currently under occupying their home, wishes to apply for Discretionary Housing Payment for this reason and I have obtained their permission to make this claim on their behalf: (please tick this box)

(Please note that this claim cannot be processed without this permission. You must ensure that you are able to produce a copy of this permission on request)

I have advised my tenant to notify Argyll and Bute Council if there is any change in the occupancy details for their home. I declare that the information I have given on this form is correct and complete to the best of my knowledge.

Authorised Signature:		Date	
Name: (block capitals)		Position:	
Organisation Name:			

Please scan the form after signature and email it to:

benefitsgeneralenquiries@argyll-bute.gov.uk

Or return this form by post to: Argyll and Bute Council, Customer and Support Services,
Witchburn Road, Campbeltown PA28 6JU