

Wokingham Borough Council  
Benefit Service, P.O.Box 152, Shute End, Wokingham, Berks,  
RG40 1WJ



**WOKINGHAM**  
**BOROUGH COUNCIL**

Main Switchboard Tel: (0118) 974 6000 Website:

[www.wokingham.gov.uk](http://www.wokingham.gov.uk)

Email: [Benefits@wokingham.gov.uk](mailto:Benefits@wokingham.gov.uk)

## Application for a Housing Payment

Housing Payment's are payments to help people with their housing costs (on a short term basis). We cannot help with some parts of your rent, for instance if meals, heating, lighting, hot water or water rates are included.

Housing Payments cannot cover/repay rent arrears.

You must be eligible for some Housing Benefit, or the Housing Element of Universal Credit and show you are having difficulties with your finances to be able to receive a Housing Payment.

The fund is cash limited and not all applications will be successful.

To help us decide whether you should get help, **please answer all of the questions on this form**. If you do not, it may delay us making a decision.

### Part 1 – About You

Your full name:

Date of birth:

Address:

Post code:

<b>Phone number:</b>	<b>Email:</b>
<b>National Insurance number:</b>	
<b>Your partner's full name:</b>	<b>Date of birth:</b>
<b>Phone number:</b>	<b>Email:</b>
<b>National Insurance number:</b>	
<b>Part 2 - About your household</b>	
Who lives in the property with you? Please provide their name, age and relationship to you.	
<b>Are you being supported by anyone? If so, please supply their name, address and organisation they work for.</b>	

<b>Are you happy for us to contact them to discuss your application?</b>	<b>Yes</b>	<b>No</b>

**What do you need help with?** *(tick which apply)*

- Rent for Housing Benefit shortfall
- Rent for Universal Credit shortfall
- Your rent has been restricted by the Rent Officer
- Your benefit has been capped
- Your rent is restricted by Local Housing Allowance
- The non-dependent deduction
- Under Occupancy – too many bedrooms

**How long do you expect you will need this help for?** *(tick which apply)*

- Until I move
- Until I find work
- When my health improves
- Other, (please give details below)

**If your application is successful, how do you intend to pay your rent once the Housing Payment has ended?**

**What disabilities, health problems or special needs do you or any member of your family have?**

**Who do you rent from?**

Housing Association

Wokingham Borough Council

Private landlord

<b>Part 3 – About Your Housing</b>	
How much is your rent, and when is it due?	
Name & address of landlord	
How much deposit did you pay?	
Do you have rent arrears? If so, how much do you owe?	
Have you asked the landlord if they will reduce the rent? If yes, please give details of the reply.	

Has your landlord taken any legal actions against you to recover arrears? If yes, please give details e.g. given notice	
Have you looked for cheaper alternative accommodation? If so, how long have you been looking?	
How long do you think it will take to find alternative accommodation?	
Have any adaptations been made to your current home for a disability? Please give details.	
Do you give your consent for us to contact your Landlord if necessary? (we will not disclose personal, financial or household details)	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>Wokingham Borough Council may need to share your personal data through referrals so that one of our voluntary or charity sector partners (including DWP) can contact you as part of providing support and preventing fraud.</p> <p>Please tick <b>Yes</b> or <b>No</b> to confirm whether you give your consent for us to share your information.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Are you registered on the Council's Housing waiting list?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Are you registered with Home Swapper?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Have you been in contact with the Council's Housing Needs Department?</p> <p>If yes, who has been assisting you?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Have you considered/tried moving to a cheaper or smaller accommodation.</p> <p>Please give details or reasons for not moving.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>How much notice must you give to your Landlord if you want to move?</p>		
<p>Could you take in a Lodger/Boarder?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Could you live with friends/relatives?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>Has there been a death in the household in the last 12 months?</p>	<p>Yes <input type="checkbox"/> _____</p> <p>No <input type="checkbox"/> _____</p>
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If **yes**, please give details:

**Why do you need extra help towards your rent? Please give as much information as possible and attach a separate sheet if you need more space.**

**If you have already received a Housing Payment which is ending and you are re-applying because you still need help with housing costs, please explain what action you have taken during the period of your previous award to help your situation. (Attach a separate sheet if you need more space).**

**What long term action are you taking to help your problem in meeting your housing costs?**

**Part 4 – Capital, Savings, Investments, Shares & Premium Bonds**

Please list all bank accounts (including Post Office accounts) and other savings and/or invested money that you and your partner (if you have one) have. Please list all single name and joint accounts/savings/investments, even if the accounts are overdrawn or not used very often.

Please provide the latest 2 statements for each account. Your claim will not be processed without them.

State the name of the bank(s) etc and the type of account(s) and the account number(s).

Bank Name	Account Holder Name(s)	Last 4 digits of account number	Current Balance. If overdrawn input £0.00
			£
			£
			£
			£
			£

Stocks & Shares Name	Number of Shares Held	Current Valuation £

					No	
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Do you have Premium Bonds?	Yes
If Yes, what is the investment value	£

Part 5 – About your income and outgoings		
Household income	Weekly £	Monthly £
Wages/Salary Self		
Wages/Salary Partner		
Housing Benefit		
Universal Credit ( <i>evidence MUST be provided</i> )		
Employment & Support Allowance		
Job Seekers Allowance		
Child Benefit		
Disability Living Allowance/Personal Independence Payment Mobility		
Disability Living Allowance/Personal Independence Payment Care		
State Retirement pension		
Pension Credit		
Works/Private pension		
Contribution from other adults in the household		
Maintenance		
Other income (please specify)		
Expenditure		
	Weekly £	Monthly £

Rent shortfall (not covered by Housing Benefit/Universal Credit)		
Rent arrears payment (regular extra payments you must make under a court order or as agreed with the landlord)		
Council Tax		
Gas (do not include arrears)		
Electric (do not include arrears)		
Water rates (do not include arrears)		
Food, Housekeeping & Toiletries		
Clothing		
Childcare		
TV Licence		
Prescriptions		
Mobile phone/s		
Landline phone		
Internet		
Satellite TV Package - SKY, Virgin Media, other		
Netflix, Amazon Prime etc		
Public transport		
Car – Insurance		
Car – Road Tax		
Car – Fuel		
Taxi		

<b>Other expenditure</b> – please also specify any extra expenditure in relation to health/disabilities		
	Weekly £	Monthly £
Home Contents Insurance		
Maintenance		
County Court/Magistrates Fines		

School meals		
Pet costs		
Other, please detail in full		

**Credit, loans and debts (please state)**

	Balance owing	Weekly	Monthly
Credit Card 1			
Credit Card 2			
Mail order catalogues			
Arrears of Gas, Electric, Water Rates			
Store Cards			
Personal Loan			
Other, please detail in full			

Have you contacted any of the above to discuss reducing your payments, or been in touch with a debt advice service?	Yes	No
<b>DWP/Pension Service deductions from benefits (Attachment of Benefit – AOB)</b>		
	Weekly £	Monthly £
Water		
Social Fund/Budgeting Loan		
Short term budgeting advance		
Gas		
Electric		
Fines		
Benefit overpayment		
Rent arrears		
Council Tax arrears		
Other (please specify)		
When did the AOB start, and end?	Start:	End:
Based on your budget, what is the most you can afford to pay towards your rent	£	per week
If there are non-dependent Adults living with you. How much can they afford to pay towards your rent?	£	per week
<b>Part 6 – Additional Information</b>		

**If you have Sky/cable TV, internet, phone contracts, please give the date your contract started and details of how long you are tied into your current agreement.**

**If you own a car, please detail the make, model and age:**

**Is the car a mobility car? If, yes, please give details:**

**Do you pay for a home help or a carer to come into your home to care for you? If yes, please give details:**

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**Part 7 – Date of claim**

<b>Date you would like your award to start</b>	
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**If the start date is before today, please explain why you did not apply for a Housing Payment earlier:**

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**Part 8 - Payment**

We will pay the Housing Payment to whomever we decide to be the most appropriate recipient. This will be either you, or your landlord. If payment is to yourself, this will normally be paid 2 weekly in arrears but payment to your landlord is paid 4 weekly in arrears. Local Authority tenants will have their Housing Payment paid directly to their rent account.

**Method of payment - private tenants**

The safest and easiest way to receive your Housing Payment is directly into your bank account as it avoids the risk of cheques being stolen or delayed in the post. We cannot pay into a Post Office account. If you need help to open a bank account, please contact us for advice.

Do you want us to pay your landlord? Yes  No

**We will issue a form to your landlord asking for their bank details if not already held by WBC.**

Please provide details of the bank or building society account that you would like us to

Name of the bank or building society:

Branch:  Sort Code:

Account Name:

Account Number:

pay into:

Roll Number:   
(Building Society accounts only)

**Part 9**  
**- Declaration**

I /we declare that the information I/we have given on this form is correct and complete. I/we will be liable to repay any overpayments that occur should any of the information given on this form prove to be false or incorrect and you may take action against me/us. This may include court action.

I /we give you permission to use any information you have collected from my/our Housing Benefit/Council Tax Reduction application, to help decide whether a Housing Payment can be granted. You may check some of the information with other sources as allowed by law.

You may use any information I/we have provided in connection with this and any other claim for Social Security benefits that I/we have made or may make. You may give some information to other government organisations, if law allows this.

If you would like more information about how the Council uses your data, please see our Privacy Notices, which are available at <http://www.wokingham.gov.uk/privacy/>  
I/we understand that I/we must inform you straight away if there are any changes in my/our circumstances. If I/we do not and I/we get too much Housing Payment, the council can ask me/us to pay it back and may prosecute me/us.

<b>Signed by:</b>	
<b>Date signed:</b>	
<b>If you have not completed this form, the person who filled it in on your behalf must complete this section.</b>	
<b>I have filled in this form on behalf of:</b>	
<b>They cannot fill in this form because:</b>	
<b>My name is:</b>	
<b>Relationship to the person applying</b>	
<b>I have read each question and recorded the answers given. As far as I know they are true and complete.</b>	
<b>Your signature:</b>	
<b>Date signed:</b>	

**Please tick to confirm that you have included the following supporting documents with your application. We are unable to process your application if any of these are missing:**

- Two months bank statements for each bank/building society account for yourself and your partner
- Current Universal Credit Award (all pages)

- Evidence of expenditure not shown on your bank statements that you wish to be considered

**For advice about tackling debt, you may wish to consider contacting one of the following:**

Citizens Advice – Contact the local office:

Visit the website – [www.citizensadvicewokingham.org.uk](http://www.citizensadvicewokingham.org.uk)

Freephone – 0800 278 7958

Money Advice Service - Tel: 0800 138 7777 or visit their website

[www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)

National Debtline - Tel: 0808 808 4000 or visit their website [www.nationaldebtline.org](http://www.nationaldebtline.org)

Stepchange - Tel: 0800 138 1111 or visit their website [www.stepchange.org](http://www.stepchange.org)

The list above is an example of sources of help - other debt advice services are available.

**Other sources of help:**

Home Start UK - a source of help for families:

Wokingham District - Tel: (0118) 988 8025 or visit their website at

[www.homestart.org.uk](http://www.homestart.org.uk)

Turn2us - a charity that helps people in financial need to access welfare benefits, charitable grants and other financial help. Visit their website at

[www.turn2us.org.uk](http://www.turn2us.org.uk)

Transform Housing & Support - support for people in their own homes with housing related issues

Tel: (0118) 978 7750, email: [wokingham@transformhousing.org.uk](mailto:wokingham@transformhousing.org.uk) or visit their

website [www.transformhousing.org.uk](http://www.transformhousing.org.uk)